



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING Wednesday, June 20, 2018 6:30 p.m.

6:00 – 6:30 Ice Cream Social in honor of Lyle Eickert's retirement

Board Members

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

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

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.

- Recognition of Covenants, Conditions & Restrictions (CC&R) Compliance Officer Lyle Eickert
 - Recognition of Joshua Walker regarding his accomplishments as Intern at White House
 - Presentation by El Dorado County Supervisor Shiva Frentzen
-

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 #8 to be discussed and acted upon individually.

4. Conformed Agenda - Board of Directors Meeting, May 16, 2018
 5. Staff Reports
 - a. General Manager
 - b. Recreation Department
 - c. Parks & Facilities Department
 - d. Covenants, Conditions & Restrictions (CC&R) Department
(Note: typical Fire and Administration departments' reports are not included this month due to efforts to produce the budget and weed abatement reports and accompanying documents.)
 6. **APPROVE** Resolution No. 2018-13 and Memorandum of Understanding between Cameron Park Community Services District and Cameron Park Community Services District Employees Association
 7. **APPROVE** Support of Assembly Bill 2258
-

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

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.

8. Items removed from the Consent Agenda for discussion
 9. **APPROVE** El Dorado Disposal/Waste Connections rate adjustment Resolution No. 2018-08
 10. **PUBLIC HEARING – RECEIVE** General Manager's Report regarding weed abatement costs; **APPROVE** Resolution No. 2018-12 to exercise District's authority to abate weeds and rubbish and collect costs on properties on which said weeds and rubbish constitute a public nuisance
 11. **PUBLIC HEARING - APPROVE** Resolution No. 2018-09 Establishing Appropriations Limitation for Fiscal Year 2018/19
 12. **PUBLIC HEARING – APPROVE** Preliminary Budget for Fiscal Year 2018/19
 13. **APPROVE** Cooperative Fire Programs Fire Protection Reimbursement Agreement Between Cameron Park Community Services District And CAL FIRE For Fire And Emergency Services, For A Term July 1, 2018 To June 30, 2020.
 14. **APPROVE** Resolution No. 2018-10 preliminarily approving Engineer's Report and providing Notice of Hearing for the LLADs
-

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.

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

ADJOURNMENT



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

CONFORMED AGENDA

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

REGULAR BOARD MEETING Wednesday, May 16, 2018 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

Board Members

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

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

CALL TO ORDER – 6:32 p.m.

1. Roll Call – HM, MM, MS, GS, EW
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

MS/MM – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

RECOGNITIONS AND PRESENTATIONS

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.

None

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 #7 to be discussed and acted upon individually.

4. Conformed Agenda – Parks & Recreation Committee Meeting, April 2, 2018
 5. Conformed Agenda - Board of Directors Meeting, April 18, 2018
 6. Staff Reports
 - a. General Manager
 - b. Administration Department
 - c. Fire Department
 - d. Recreation Department
 - e. Parks & Facilities Department
 - f. Covenants, Conditions & Restrictions (CC&R) Department
-

Motion to approve the Consent Agenda with the following revision – pull agenda item #6c. for discussion.

GS/MM – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

Bill Carey and Dave Gelber

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.

7. Items removed from the Consent Agenda for discussion

6c. Fire Department Staff Report

8. **REVIEW AND DISCUSS** El Dorado Disposal/Waste Connections rate adjustment and performance standards for 2017

Motion to approve Option One with a rate increase of 4.21% to both commercial and residential customers.

GS/MS – Motion withdrew

Motion to postpone the matter for vote until the June Board of Directors' meeting.

GS/MS – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Bill Carey

9. **REVIEW AND APPROVE** agreement with NonProfit Technologies (NPT) for accounting software services

Motion to approve the agreement with Non-Profit Technologies subsequent to making the changes discussed and legal counsel's approval and direct the General Manager to sign the agreement.

MS/GS – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – None

10. **RECEIVE AND DISCUSS** outcomes of the Fire & Emergency Services Request for Proposal selection process; consider CAL FIRE's contract for services during the District's June budget hearings

No action

Public Comment – Barbara Rogers, Dave Gelber, Bill Carey, Eric Aiston

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. General Matters to/from Board Members and Staff

MS – Thanked CAL Fire and El Dorado County Fire for being here tonight. Also thanked staff and the panel members for their work on this matter.

GS - Concerned that the comments made during Open Forum were not an accurate betrayal of what he said at the last meeting.

MM - She did read the fire proposals cover to cover. Appreciated CAL Fire and El Dorado County for taking the time to attend this meeting.

12. Local Area Formation Commission (LAFCO)

LAFCO did not meet last month.

13. Committee Reports

- Budget & Administration

Had a nice, long meeting. Each department head gave a rundown of their department and provided an explanation of why the budget was done the way it was. The committee asked staff to look again at the expenses as we don't have the revenue to offset the escalating costs of doing business in this county.

- Covenants, Conditions & Restrictions (CC&R)

They hate to see Lyle go.

- Fire & Emergency Services

Residents expressed concerns regarding resolving what could be a very serious fire problem. Also received a report on the weed abatement progress.

- Parks & Recreation

Discussed Summer Spectacular and skate park changes.

PUBLIC COMMENT ON CLOSED SESSION

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.

14. Public Comment - none

CONVENE TO CLOSED SESSION – 9:37 p.m.

The Board will recess to Closed Session to discuss the following item:
“Labor Negotiations” Government Code Section 54957.6

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

15. 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.

Board gave staff direction regarding labor negotiations.

ADJOURNMENT – 11:03 p.m.

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #5A: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File

Summer has launched at the District! The Community Center campus is busy with swim lessons, day camp, Sharks Swim Team practice and meets and summer classes. Cameron Park Lake, along with the Swimming Lagoon, is busy with swimmers, boaters and sun lovers. Summer time at the District is the best time of the year for the parks and recreation programs. Please express your appreciation to the District staff who have worked all year to bring you these great summertime activities and facilities.

The District is in the middle of improving its ability to use technology. The public Wi-Fi should be back up and running soon. The band-width is increasing to allow for the new financial software implementation and new merchant services, and the server has been replaced and enlarged to allow for updates to Rec Trac program registration software. Training is being provided to staff. Increasing the District technology capacity also supports the District's conversion to time clocks and remote access to irrigation systems, HVAC system and pool controllers. All of the staff are becoming IT experts.

In the past month I met with the Senior Leadership Council, to receive feedback about the District's senior programming; and introduced myself to the Newcomers Club. Terry LeMoncheck, Executive Director, El Dorado Arts Council and I met to discuss possible future partnerships. I met with Lennar Homes and County staff to understand the new Bell Woods development project, which will be breaking ground soon. A Board presentation is planned for next month.

I am pleased to announce that the California Special District Association awarded the District a scholarship for me to attend the General Manager Leadership Conference, being held June 24-26 in South Lake Tahoe. I am able to attend this conference at no cost to the District.

Be sure to get outside and play in Cameron Park's great park system.

Agenda Transmittal

DATE: June 20, 2018

FROM: Tina Helm, Recreation Supervisor

AGENDA ITEM #6d: Recreation Department Report

RECOMMENDED ACTION: Receive and File

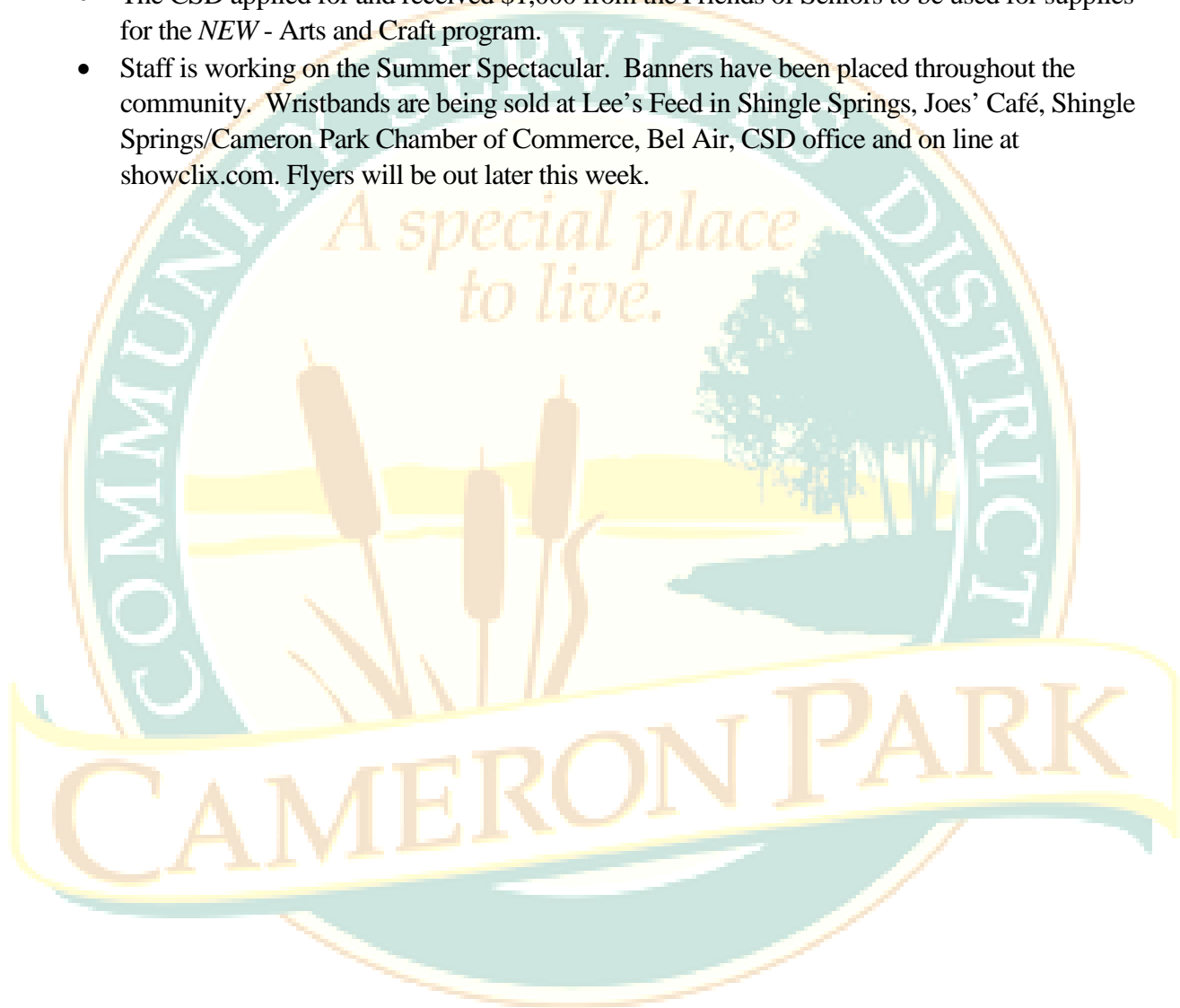
- Facility Use Report: Please find the scheduled rentals from July to May Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- May 2017	number of rentals	2017/18 Facility Rentals July 2016- May 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
December	\$4,832.71	24	\$2,964.00	13
January	\$3,993.75	17	\$1,826.50	13
February	\$3,350.60	14	\$3,265.50	15
March	\$5,243.42	22	\$5,939.05	20
April	\$4,823.00	20	\$10,354.75**	26
May	\$4,493.47	24	\$3,189.20	17
Total	\$44,740.58	219	\$55,083.97	205

** 3 day quilt show

- Staff attended the first Trucks & Tunes on May 30 with music provided by Songs of the Gold Country featuring James & Sandy. The event was well attended. The next one will be Wednesday June 11th at Christa McAuliffe Park.
- Staff has been hired for the summer season – lifeguards, concession stand and Kids Kamp.
- The first two weeks of summer are almost complete with Sumer Kids Kamp, Swim Lessons, Mad Science Camp, Skyhawk Basketball Camp. We have lots of programs and camps currently underway at the Community Center or other facilities.

- There were a number of year end school parties held at the pool in May. Students from Sierra, Camino, Herbert Green and Camerado Schools enjoyed the day at the pool.
- Summer Aquatic staff has held training for the slide, lessons, rescues and first aid.
- Staff attended the Senior Leadership Council meeting in May to discuss the Arts & Craft Project, supplies, Bunco and Sit & Be Fit.
- The CSD applied for and received \$1,000 from the Friends of Seniors to be used for supplies for the *NEW* - Arts and Craft program.
- Staff is working on the Summer Spectacular. Banners have been placed throughout the community. Wristbands are being sold at Lee's Feed in Shingle Springs, Joes' Café, Shingle Springs/Cameron Park Chamber of Commerce, Bel Air, CSD office and on line at showclix.com. Flyers will be out later this week.



Agenda Transmittal

DATE: June 20, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #5e: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General information

- Staff have been working hard to get the pools and irrigation systems up and running for the summer.
- Summer Spectacular is right around corner and staff, along with Growlersburg crew, have been weed abating Bonanza Park prior to the Spectacular.
- The District negotiated a new agreement with Airgas, our CO2 supplier. District was paying 56¢ per pound and are now paying 32¢ per pound. We are also looking at other vendors/suppliers to try and get the best price possible.
- The District just implemented Cyanuric Acid (CYA) to the lagoon. CYA is a chlorine conditioner that helps protect chlorine from the UV rays of the sun. By adding the CYA, we are hoping to see reduced costs in our chlorine consumption.
- On The Spot Janitorial has started to help clean the District restrooms on a weekly basis. Bathroom conditions have started to improve greatly.
- Staff have begun upgrading safety signage throughout the district. SDRMA and CAL Fire suggested we update and add additional safety signs.

Cameron Park Lake

- The department is getting ready to clean the trash out of the lake and spray Reward Aquatics to control the weeds in the lake.
- The Lagoon is up and running with no major hiccups since it has been opened.
- Staff met with the pickle ball players out at the Lake. They inquired about converting the multi-use court to exclusively pickle ball. Staff are looking into it and will seek feedback from tennis players.

Sports Parks/Fields

Christa McAuliffe Park/Skate Park

- The field is back open and looks great after its three-week break.
- The Skate Park has new signage that will be installed very soon. The behavior and cleanliness of the Skate Park has improved dramatically since District staff have started to make a presence.

David West Park

- Staff have moved several sprinkler heads out of the infield and back to the turf area. This will prevent the sprinkler heads from being damaged due to the infield dirt.

Rasmussen Park

- The decomposed granite trail along Rasmussen Park has been repaired. It took roughly 25 yards to fix the trail.
- The drinking fountain has also been repaired. We had a water line leak next to a redwood tree and a filter that was plugged.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Eastwood Park

- Staff repaired three different water mainline breaks that occurred when the system was turned back on for the summer.

Hacienda Park

- Staff removed a large oak tree that had fallen near the parking lot.

Northview Park

- The decomposed granite trail that runs throughout the park has been repaired.
- The archways on the playground have been removed due to vandalism. Individuals were climbing up on the arches and poking holes into the shade structure.

Community Center

- Staff and lifeguards have identified the broken grates around the pool. They are on order and will be replaced ASAP.
- The auto scrubber for the floor is currently in for service due to difficulties with the electrical system. As a result, staff have had to hand mop the floors. We hope to have that back ASAP.

CAL Fire/Weed Abatement

- Growlersburg crew and staff have successfully completed the weed abatement at Royal Oaks Park and Knollwood Park. We are currently working on Bonanza Park and Gateway Park.

Cameron Park
Community Services District

Agenda Transmittal

DATE: June 20, 2018

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

AGENDA ITEM #6f: CC&R DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

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

	Item	Number of Items
	Initial Violation Notices	12
	Final Violation Notices	8
	Pre-Legal Notices	0
	Legal Cases	0
	Pending Violations	4
	Corrected Violations	20

Please see the attached CC&R Committee meeting agenda of June 4, 2018.

CAMERON PARK COMMUNITY SERVICES DISTRICT

CC&R POLICY AND ENFORCEMENT SUBCOMMITTEE

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

**CONFORMED AGENDA
CC&R REGULAR SCHEDULED MEETING
2502 Country Club Drive, Cameron Park, California
June 4, 2018 5:30 p.m.**

1.	Call to Order:		
	Roll Call:	Elle Wooten, Monique Scobey, Gerald Lillpop, Robert Dalton	
	Present:	Elle Wooten, Monique Scobey, Gerald Lillpop, Robert Dalton	
	Absent:	None	
2.	Agenda Approval:		
	Motion to Accept Agenda of June 4, 2018		
	By:	Lillpop	
	Second	Wooten	
	Vote: Ayes:	Wooten, Scobey, Dalton, Lillpop	Absent: None
3.	CC&R Conformed Agenda:		
	Motion to Accept Conformed Agenda of May 7, 2018		
	By:	Lillpop	
	Second:	Scobey	
	Vote: Ayes:	Wooten, Scobey, Dalton, Lillpop	Absent: None
4.	Public Comment: Time For the Audience to Address the Committee on Non-Agenda Items		
	<p>THE CAMERON PARK COMMUNITY SERVICES DISTRICT’S CC&R LEGAL COUNSEL IS IN ATTENDANCE A TONIGHT’S MEETING AND WILL BE DISCUSSING THE FOLLOWING QUESTIONS AND OTHER RELATED ISSUES:</p> <p>During the May 7, 2018 Committee Meeting, a total of eleven people addressed the Committee on various issues including the pros & cons of being able to raise poultry on your property, have some of the CC&Rs expired and can some of the CC&Rs not be amended unless 100% of a specific subdivision agree?</p> <p>After hearing all of the public comments and having discussion of the various issues, Member Lillpop made the following four point motion:</p> <ol style="list-style-type: none"> (1) Move Agenda Item 8B from the Pre-Legal category into the Pending category. (2) Ask District CC&R legal counsel to report back to the CC&R Committee: <ol style="list-style-type: none"> a) Are there CC&Rs in Cameron Park that will be expiring and why or why not? b) Is there a method to amend (add, eliminate or change) conditions if a clause regarding amending a specific set of CC&Rs does not exist? (3) Ask legal counsel for clarification of the issue of the word “period” vs “periods” in several CC&Rs and is there anything in the books about typographical errors in CC&Rs and how they are to be interpreted and resolved is this is possible. <p>The motion was seconded by Member Dalton. The motion was approved by a vote of 4-0</p> <p>PLEASE SEE ATTACHMENT ‘A’ FOR THE SUMMARY OF THE JUNE 4, 2018 COMMITTEE MEETING PRESENTATION BY THE DISTRICT’S CC&R LEGAL COUNSEL</p>		

5.	Communications Requiring Committee Review/Action:			
	None			
Monthly Staff Report:				
6.	Initial Notice:	Notice Sent	Unit	Complaint
A.	3120 Royal Drive	05/18/18	Cameron Park N. #2	Commercial cargo trailer parked on driveway
B.	2993 Camerosa Circle	05/18/18	Bar J Ranch Unit #1	Neglected landscape maintenance/weeds
C.	3737 Chelsea Road	05/18/18	Cameron Park N. #3	Neglected landscape maintenance/weeds
D.	2047 Ribier Way	05/18/18	Cameron Woods #5	Multiple vehicles parked on street/hazard
E.	3606 Cambridge Road	05/22/18	Cameron Park N. #1	P0p-up type camper trailer improperly parked
F.	4268 Valtara Road	05/22/18	Bar J Ranch Unit #1	Neglected landscape maintenance/weeds
G.	4407 Voltaire Drive	05/22/18	Cambridge Oaks #1	Neglected landscape maintenance/weeds
H.	400 Cragmont Court	05/23/18	Black Oak Estates #1	Boat improperly parked on driveway
I.	3034 Royce Drive	05/23/18	The Highlands #5	R/V trailer improperly parked beside driveway
J.	2349 El Mesita Court	05/25/18	Bar J Ranch Unit #2	Neglected landscape maintenance/weeds
K.	305 Reid Court	05/25/18	Cambridge Oaks #3	Neglected maintenance/vacant lot/weeds
L.	4601 Castana Drive	05/29/18	Bar J Ranch Unit #4	Motorhome parked on side of the driveway
<i>Action:</i> Compliance Officer reported that Items 6C, D, F, G, I & L were already resolved.				
7.	Final Notice:	Notice Sent	Unit	Complaint
A.	#6497 3890 Rustic Road	05/18/18	Cameron Park N. #2	Pop-up type camper trailer parked on driveway
B.	#6496 3000 Twin Oaks	05/18/18	Cameron Park N. #2	Utility trailer improperly parked in front yard
C.	#6495 3011 Camerosa Circle	05/18/18	Bar J Ranch Unit #1	Neglected landscape maintenance/weeds
D.	#6494 3056 Camerosa Circle	05/18/18	Bar J Ranch Unit #1	Neglected landscape maintenance/baron areas
E.	#6491 3098 Camerosa Circle	05/18/18	Bar J Ranch Unit #1	Neglected landscape maintenance/baron areas
F.	#6492 4635 Castana Drive	05/18/18	Bar J Ranch Unit #4	Recreational vehicle trailer parked on driveway
G.	#6493 3135 Royal Crive	05/18/18	Cameron Park N. #2	Cargo type trailer parked on the driveway
H.	#6490 2668 Sterling Way	05/18/18	Cameron Park #12	Utility trailer & misc. debris in front of fence
<i>Action:</i> Compliance Officer reported that Items 7C & H were already resolved.				
8.	Pre-Legal Notice	Notice Sent	Unit	Complaint
	None			
<i>Action:</i> None				
9.	Legal Cases:	Notice Sent	Unit	Complaint
	None			
<i>Action::</i> None				
10.	Pending:	Notice	Unit:	Complaint:
A.	#6478 3367 Turner Circle	02/16/18	Viewpointe	Keeping chickens on the property
B.	#6482 3306 Turner Circle	03/15/18	Viewpointe	R/V trailer improperly parked on driveway
C.	#6488 3070 Turner Court	04/22/18	Viewpointe	Keeping chickens on the property

D.	#6481 2640 Green Glen Road	04/17/18	Cameron Park N. #2	Keeping chickens on the property
Action:				
11. Corrected Violations:				
A.	#6487 3726 Antilles Drive	04/20/18	Bar J Ranch #7	Wrecked vehicle parked on the street
B.	3523 Covello Circle	04/19/18	Bar J Ranch #3	Utility trailer improperly parked beside dr/way
C.	4770 Castana Drive	04/27/18	Bar J Ranch #2	Neglected landscape maintenance/weeds
D.	3884 Hillsborough Road	04/25/18	Cameron Park N. #2	Utility trailer improperly parked/side of property
E.	4028 Berry Road	04/25/18	Cambridge Estates	Recreational vehicle trailer parked on driveway
F.	3119 Royal Drive	04/25/18	Cameron Park N. #2	Cargo trailer improperly parked/side of property
G.	2740 Alhambra Drive	04/25/18	Cameron Park N. #7	Recreational vehicle trailer parked/side of road
H.	4865 Canfield Circle	04/24/18	Cambridge Oaks #1	Neglected landscape maintenance/tall weeds
I.	2133 Carrillo Court	04/20/18	Bar J Ranch #2	Motorhome improperly parked on Terraza St.
J.	2706 Sterling Way	04/19/18	Cameron Park #12	R/V trailer improperly parked/front of property
K.	4781 Castana Drive	04/20/18	Bar J Ranch #2	Pop-up type camper trailer parked on driveway
L.	#6475 4597 Bocana Road	04/04/18	Bar J Ranch #4	Cargo trailer improperly parked on driveway
M.	4165 Crazy Horse Road	04/20/18	Cambridge Oaks #1	Neglected landscape maintenance/weeds
N.	3879 Fairway Drive	04/19/18	Cameron Park N. #1	Utility trailer improperly parked/side of dr/way
O.	#6486 3400 Turner Circle	04/18/18	Viewpointe	Boat improperly parked beside the driveway
P.	3753 Sheridan Road	05/03/18	Cameron Park N. #3	Boat trailer parked on side of Sheridan Road
Q.	Turner Circle	04/19/18	Viewpointe	Abandoned vehicle report/license #54722F1
R.	Turner Circle	04/19/18	Viewpointe	Abandoned vehicle report/license #5J69286
S.	#6485 3211 Chasen Drive	04/19/18	Eastwood Park #5	Boat improperly parked on side of driveway
T.	2123 Decente Court	05/11/18	Bar J Ranch #3	Trailer carrying heavy duty equipment/roadway
Action: None				
12. Matters To and From Committee Members				
At this time the Committee members and staff are provided the opportunity to speak on various issues. Direction may be given, however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.				
None				
13. Report Back Items:				
None				
14. Adjournment:				
Member Scobey made a motion to adjourn the meeting. The motion was seconded by member Lillpop. The motion was approved by a vote of 4-0 and the meeting was adjourned by Chairperson Dalton at 6:37 p.m.				

Lyle Eickert, CC&R Compliance Officer

CC&R Legal Counsel Presentation Summary CC&R Committee Meeting - June 4, 2018

1. There are CC&Rs that will be expiring.

They are expiring due to provisions in the CC&Rs that state that they will be expiring.

For example, the Bar J Ranch #1 CC&Rs at Section 29 provide:

“These Covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of thirty-five (35) years from the date this instrument is recorded, after which time, the Covenants shall be automatically extended for an additional 10 years unless terminated or modified as provided herein.”

2. If CC&Rs lack a provision providing for amendment, then a vote of 100% of the owners is required to amend them.

CC&Rs are considered contracts. (*Treo @ Kettner Homeowners Association v. Superior Court* (2008) 166 Cal.App.4th 1055, 1066) If a contract lacks a clause providing for amendment (modification), then all parties to the contract must agree to amend the contract. (See *24 Hour Fitness, Inc. v. Superior Court* (1998) 66 Cal.App.4th 1199, 1213 - 1214 (Court interpreted the language of the contract in order to determine whether how the contract could be amended.))

3. There are no published California court cases where the court interprets typographical errors in CC&Rs. The courts will interpret CC&Rs on a case by case basis. (See *Domino v. Mobley* (1956) 144 Cal.App.2d 24, 29 (Uncertainty from obvious typographical error regarding amount of note in an escrow instruction contract could be resolved by extrinsic evidence.))

4. CC&Rs that have a provision requiring approval of 100% of the owners to amend the CC&Rs require the approval of 100% of the owners. (See *24 Hour Fitness, Inc. v. Superior Court* (1998) 66 Cal.App.4th 1199, 1213 - 1214 (Court interpreted the language of the contract in order to determine whether how the contract could be amended.))

The law provides that courts may deem amended CC&Rs for *common interest developments* that have provisions for amendment that require more than 51% approval if at least 51% of the owners vote their approval for amendment. Most of the CC&Rs in the District are for subdivisions that are not common interest developments.

Attachment A

Civil Code Section 4275(a) provides:

If in order to amend a declaration, the declaration requires members having more than 50 percent of the votes in the association, in a single class voting structure, or members having more than 50 percent of the votes in more than one class in a voting structure with more than one class, to vote in favor of the amendment, the association, or any member, may petition the superior court of the county in which the common interest development is located for an order reducing the percentage of the affirmative votes necessary for such an amendment. . . .

Section 4275(a) applies only to common interest developments. Civil Code Section 4201 provides:

Nothing in this act may be construed to apply to a real property development that does not contain common area. This section is declaratory of existing law.

Civil Code Section 4100 provides:

“Common interest development” means any of the following:

- (a) A community apartment project.
- (b) A condominium project.
- (c) A planned development.
- (d) A stock cooperative.

Civil Code Section 4175 provides:

“Planned development” means a real property development other than a community apartment project, a condominium project, or a stock cooperative, having either or both of the following features:

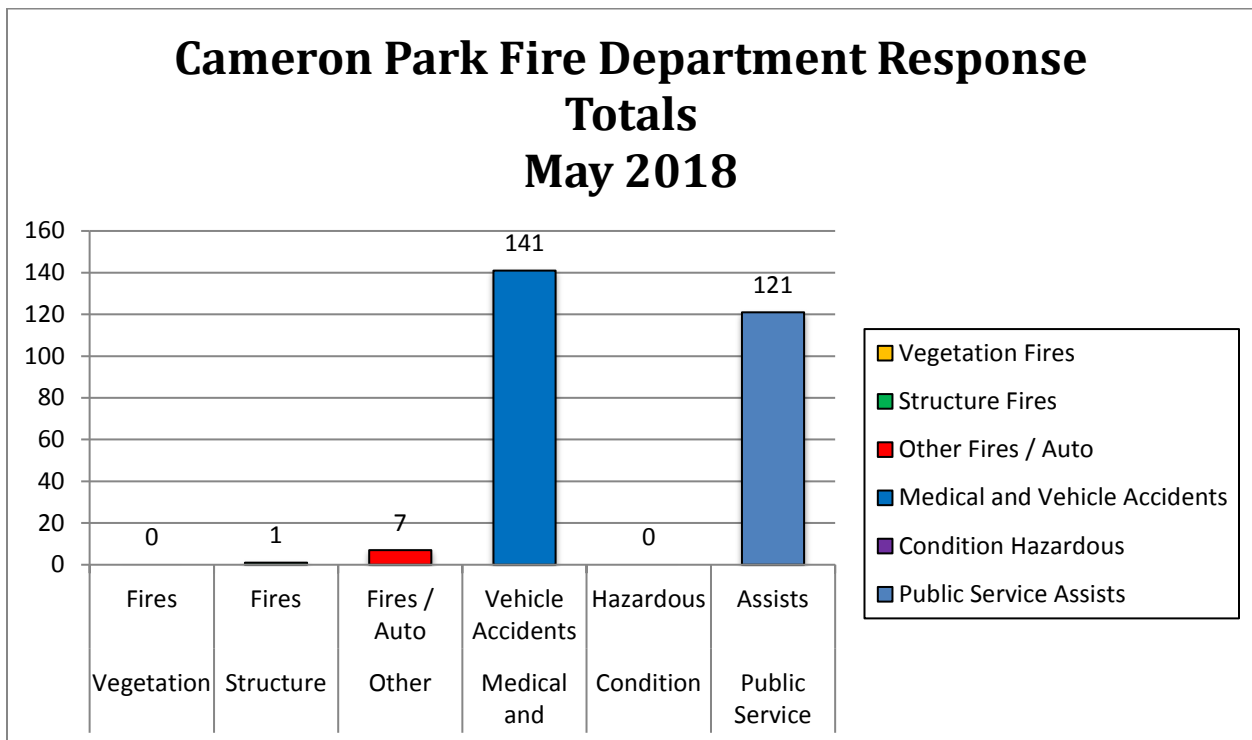
- (a) Common area that is owned either by an association or in common by the owners of the separate interests who possess appurtenant rights to the beneficial use and enjoyment of the common area.
- (b) Common area and an association that maintains the common area with the power to levy assessments that may become a lien upon the separate interests in accordance with Article 2 (commencing with Section 5650) of Chapter 8.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Douglas Michael Ferro, Battalion Chief
Regarding: Fire Department Report for the May 16, 2018 - Board Meeting
Recommended Action: Receive and File

Incidents for the Month of May 2018

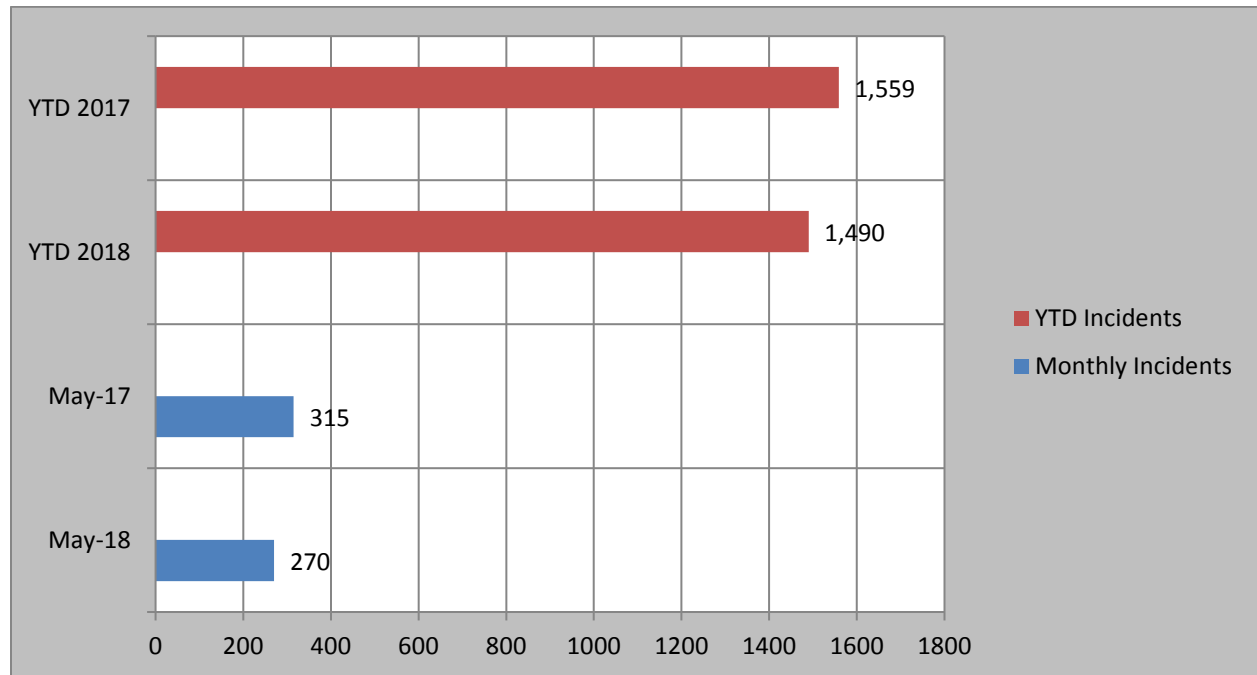


Incidents have decreased by 3% for the month of April compared to 2017.

Total incidents have decreased by 2% for the calendar year compared to 2017.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- Station 89 hosted Boy Scout and school tours along with the Girl Scout Meeting.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

There were no significant incidents within Cameron Park during May

Apparatus

No changes in the district apparatus in May

FIRE PREVENTION

Weed Abatement Update

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

Prevention

SAFETY TIPS FROM THE OFFICE OF THE STATE FIRE MARSHAL

This 4th of July, CAL FIRE's Office of the State Fire Marshal has the following tips:

- Buy only State Fire Marshal-approved (Safe and Sane) fireworks. They must have the State Fire Marshal's seal on them and can only be purchased at licensed fireworks stands
- Always read directions.
- Always have an adult present.
- Use fireworks outdoors only.
- Never use near dry grass or other flammable materials.
- Light one at a time.
- Use common sense and keep a safe distance.
- Never point or throw fireworks at another person.
- Never experiment with fireworks.
- Have a bucket of water and a hose handy.
- Never attempt to re-light or "fix" fireworks.
- Do not wear loose fitting clothing.
- Never carry fireworks in your pockets.
- Fireworks are not toys
- Parents are liable for any damage or injuries caused by their children using fireworks.

For other fireworks-related information, please log on to our website at:

http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer_fireworks.php

On March 21, 2018 smoke alarm manufacturer KIDDE issued a recall for combination photoelectric and ionization smoke alarms model PI2010 and PI9010. More... (Link to OSFM information Bulletin) Consumer Product Safety Commission - Recall Number: 18-128

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM 6#: RESOLUTION NO. 2018-13 AND MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND CAMERON PARK COMMUNITY SERVICES DISTRICT EMPLOYEES ASSOCIATION

RECOMMENDED ACTION: Approve Resolution No. 2018-13 and MOU

BUDGET ACCOUNT: SALARIES, ACCOUNT 5000 IN ALL DEPARTMENTS EXCEPT FIRE

BUDGET IMPACT: Year 1 Impact is \$16,842; Total in 5 Years = \$52,900

¼ percent of total District Budget

BACKGROUND

Since 2003, the District has updated the Memorandum of Understanding (MOU) between the Cameron Park Community Services District Employee Association (CPCSDEA) through a series of resolutions agreed upon by Cameron Park Community Services District (District) Board of Directors and CPCSDEA. In 2017, the District and CPCSDEA agreed to work towards a new MOU in early 2018.

OVERVIEW OF CHANGES

The following list summarizes the changes in the MOU:

- Three year contract July 1, 2018 to June 30, 2021; either party may re-open to discuss issues or concerns that arise during the term of the MOU.
- Grievances are appealed to arbitration instead of the Board of Directors; cost of arbitration is shared 50/50.
- New employees have 2.5% annual step increase instead of 5%; salary scale is increased four additional steps (2.5% each) for long-time employees.
- Eliminate sick leave buy-out for all employees; reduce vacation cap to 240 from 400.

- 4% salary increase each year for next 3 years = 12% total at end of contract to bring wages closer to wages offered in similar agencies in El Dorado County.
- Probation reduced to six months from one year.
- Strengthen tuition reimbursement to 75% up to \$1,000 per year.

The most significant change to the MOU is the salary increase. Staff compared District salaries to El Dorado County and City of Placerville for similar positions. The proposed salary increases brings the District salaries closer to these neighboring agencies. Total impact of the salary increase in Year 1 is \$16,842, which represents ¼ percent of the District's total budget. In trade, the District has lessened an unfunded liability by eliminating the pay-out of sick leave and reduced the balance of vacation which can be accrued.

CONCLUSION

Employees are the District's most valuable asset. They are entrusted with providing enriching programs to youth, keeping parks and facilities safe, ensuring accuracy in financial transactions, and providing excellent customer service. This agreement acknowledges the employees' service to the District.

Attachments

A: Resolution No. 2018-13

B: Memorandum of Understanding



A special place
CAMERON PARK

RESOLUTION NO. 2018-13
OF THE BOARD OF DIRECTORS OF THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
June 20, 2018

**RESOLUTION APPROVING THE
MEMORANDUM OF UNDERSTANDING BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND
CAMERON PARK COMMUNITY SERVICES DISTRICT
EMPLOYEES ASSOCIATION**

WHEREAS, Cameron Park Community Services District (District) staff and Cameron Park Community Services District Employees Association (CPCSDEA) negotiated in good faith for several months; and

WHEREAS, The District staff and CPCSDEA agreed upon the terms and conditions for the Memorandum of Understanding (MOU) which contains benefits to both the District and CPCSDEA.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District hereby approves the Memorandum of Understanding between Cameron Park Community Services District and Cameron Park Community Services District Employees Association, July 1, 2018 to June 30, 2021; and

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the General Manager to execute the agreement on behalf of the Board of Directors of the Cameron Park Community Services District.

PASSED AND ADOPTED BY THE Board of Directors of the Cameron Park Community Services District at a meeting held on 20th day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
THE
CAMERON PARK COMMUNITY SERVICES DISTRICT**

AND

**THE CAMERON PARK COMMUNITY SERVICES DISTRICT
EMPLOYEES ASSOCIATION (CPCSDEA)**

July 1, 2018 through June 30, 2021

Table of Contents

Chapter I: Recognition and Administrative Matters	
Article 1: Preamble And Recognition	3
Article 2: Employee Rights.....	3
Article 3: Policies and Procedures.....	3
Article 4: Benefits and Waiver Clause.....	4
Article 5: Successor Clause.....	4
Article 6: Term of Agreement.....	4
Chapter II: Compensation	
Article 7: Salary.....	4-5
Article 8: Overtime Compensation.....	5
Article 9: Uniform/Boot Allowance.....	6
Chapter III: Health and Retirement Plans	
Article 10: Health Plans Medical, Vision and Dental.....	6
Article 11: Retirement Plans.....	6
Article 12: Retiree Health Benefits.....	6-7
Article 13: Work Related Disability Benefits.....	7
Chapter IV Leaves and Holidays	
Article 14: General Leave Provisions.....	8
Article 15: Vacations and Leave of Absence.....	8-9
Article 16: Sick Leave.....	9-10
Article 17: Compensatory Time Off.....	10
Article 18: Educational Leave/Reimbursement.....	10-11
Article 19: CPCSDEA Business Leave.....	11
Article 20: Bereavement Leave	11
Article 21: Jury Duty/Court Leave.....	12
Article 22: Holidays.....	12
Article 23: Reporting of Accrued Time-Off Benefits.....	12
Chapter V: Hours Scheduled and Staffing	
Article 24: Duty Hours and Schedule.....	13
Article 25: Standby/Call In Pay.....	13
Chapter VI: Probation, Promotion, Grievance and Discipline	
Article 26: Probation Periods for Newly Hired Employees.....	13
Article 27: Promotion.....	13
Article 28: Grievance Procedures.....	14-15
Article 29: Disciplinary Action Process and Appeals Procedures.....	15-18
Chapter VII Miscellaneous Provisions	
Article 30: Exposure to Contagious Diseases in the Course and Scope of Employment.....	18
Article 31: Safety.....	18
Article 32: Seniority.....	18-19
Article 33: Reduction in Force.....	19
Article 34: Mileage Reimbursement.....	19
Article 35: Board Packets.....	19
Article 36: No Strike.....	19
Article 37: Blood Donation and Voting.....	19-20
Article 38: General Reopener.....	20
Article 39: Signatures.....	20

**CHAPTER I
RECOGNITION AND ADMINISTRATIVE MATTERS**

ARTICLE 1: PREAMBLE AND RECOGNITION

- A. This Memorandum of Understanding (MOU) is entered into by and between the Cameron Park Community Services District Employees Association, hereinafter referred to as the "CPCSDEA" and the Cameron Park Community Services District, hereinafter referred to as the "District." It is the intent and purpose of this Memorandum to set forth the understanding of the parties regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between employees represented by the CPCSDEA and the District.
- B. For the purpose of meeting and conferring in accordance with the Myers-Milias-Brown Act, the CPCSDEA is formally recognized as the exclusive representative of all the following job classifications:
- Accounting Specialist
 - CC&R Enforcement Officer
 - Maintenance Worker II
 - Park Maintenance Foreman
 - Parks Supervisor
 - Receptionist
 - Recreation Coordinator
 - Recreation Supervisor
- C. The parties to this Memorandum of Understanding agree that neither shall discriminate against any person in the administration of this agreement on the basis of race, color, ancestry, religion, sex, age, national origin, sexual orientation, or as described in the Americans With Disabilities Act.
- D. The desire of this MOU is to create a mutually beneficial relationship between the members of the CPCSDEA and the District, relating to employee development and economic growth of the District.

ARTICLE 2: EMPLOYEE RIGHTS

- A. Notwithstanding the provisions of this agreement, employees shall retain all rights provided for in Government Code 3500.
- B. For the purpose of this Memorandum of Understanding, the terms "employee" and "Personnel" shall refer exclusively to those employees who are members in the CPCSDEA.

ARTICLE 3: POLICIES AND PROCEDURES

Copies of all District Policies and Procedures, Rules and Regulations shall be made available to each represented employee by the District upon initial employment and throughout their term of employment.

ARTICLE 4: BENEFITS AND WAIVER CLAUSE

- A. The parties further agree that all terms and conditions of this Memorandum of Understanding, whether stated herein or incorporated by reference, shall be maintained and continue for the life of this agreement, except in case of severe financial hardship, in which case, the Board and the CPCSDEA agree to meet and confer over the impact of the MOU.
- B. All wages, hours, and other terms and conditions of employment shall be maintained and remain unchanged until a successor Memorandum of Understanding is entered into between the District and the CPCSDEA.
- C. If any article or provision of this agreement or any portion thereof, or, the application of such to any person or circumstance is inconsistent with applicable law or is otherwise held to be invalid by a court of competent jurisdiction, the remainder of this agreement or the application of such portion to persons or circumstances other than those as to which it is held invalid shall not be affected.

ARTICLE 5: SUCCESSOR CLAUSE

This agreement shall be binding upon any organization which, during the term of this agreement, succeeds the CPCSDEA as the recognized employee/employer organization.

ARTICLE 6: TERM OF AGREEMENT

The terms and conditions of this Memorandum of Understanding are effective July 1, 2018 and shall remain in full force and effect until June 30, 2021; and shall remain in full force and effect year to year, thereafter, unless either party gives written notice, by certified mail, or their intent to alter, amend, or modify this MOU not more than ninety (90) days nor less than sixty (60) days prior to the expiration date of this MOU.

CHAPTER II COMPENSATION

ARTICLE 7: SALARY

- A. Employees shall be compensated in accordance with the provisions of this agreement and the Fair Labor Standards Act, as amended.
- B. Employee shall be compensated pursuant to Attachment A. Each job classification is assigned a salary range and employees in each job classification shall be compensated accordingly.
 - 1. Employee hired prior to July 1, 2018: Employees shall move through the salary range up to Step 9 in step increments of approximately 5%. For example, an employee on step 1 shall move on his/her anniversary date to step 3, followed by step 5, and so on up to step 9. Employees shall move from step 9 to steps 10, 11, 12, and 13 on his/her anniversary date in increments of approximately 2.5%. Step 13 shall be the final step of the salary range.
 - 2. Employees hired on or after July 1, 2018: Employees shall move through the salary range in step increments of approximately 2.5%. For example, an employee on step 1 shall move on

his/her anniversary date to step 2, then to step 3, and so on up to Salary Step 13. Step 13 shall be the top and final step of the salary range.

Salary range movement shall be in accordance with CPCSD Personnel Policies and Procedures.

- C. Effective July 1, 2018, the employees listed below shall be placed in the following salary steps in the classes and salary ranges shown on Attachment A. Employees shall retain their anniversary dates.

Name	Job Classification	Salary Step Placement
Sarah Fridrich	Recreation Coordinator	Step 2
Craig Shuler	Parks Supervisor	Step 2
Curtis Osze	Maintenance Worker II	Step 3
Laura Sanders-Ito	Accounting Specialist	Step 4
Lyle Eickert	CCR Compliance Officer	Step 9
Raul Godoy	Maintenance Worker II	Step 3
Tina Helm	Recreation Supervisor	Step 9
Susan Settle	Receptionist	Step 4

- D. Salary Increases:

1. Effective the first full pay period in July 2018, all job classifications listed on Attachment A shall receive a 4% increase.
2. Effective the first full pay period in July 2019, all job classifications listed on Attachment A shall receive a 4% increase.
3. Effective the first full pay period in July 2020, all job classifications listed on Attachment A shall receive a 4% increase.

ARTICLE 8: OVERTIME COMPENSATION

- A. All hours worked, which exceed the employee's regular forty (40) hour week, shall be considered overtime (exception see Article 9-AI), and shall be compensated at a rate of one and one-half(1) times the employee's normal rate of pay, up to fifty-six (56) hours and then at two (2) times the employee's normal rate of pay. The District may require employees to work flexible work schedules to reduce the need for overtime pay or CTO.
1. Time worked in excess of 44 hours per week for employees on a 09/80 schedule.
- B. Employees shall be paid a two (2) hour minimum, at the overtime rate, for each callback received during non-duty hours.
- C. Pursuant to Article 17, employees may reserve the right to take compensatory time off for compensatory time earned verses overtime pay.

ARTICLE 9 : UNIFORM/ BOOT ALLOWANCE

- A. If a uniform is required by the District, such uniform will be provided and replaced by the District at no cost to the employee.
- B. All required safety clothing/equipment (i.e., boots, glasses, etc.) shall be provided by the District at no cost to the employee.
- C. The District may require employees to purchase and wear steel toe boots. Employees required to purchase steel toe boots shall be reimbursed \$150.00.

CHAPTER III HEALTH AND RETIREMENT PLANS

ARTICLE 10: HEALTH PLANS: MEDICAL, VISION AND DENTAL

- A. The District participates in the PERS health program. Employees may enroll in any plan offered by PERS. The District agrees to contribute monthly an amount up to 100% of the cost for Kaiser employee only, and an amount up to 50% of the cost of for Kaiser dependent coverage. Employees who select a PERS health plan that exceeds this contribution shall pay the difference. Employees who select a plan that is less than this contribution shall not be paid the difference.
- B. The District will provide Dental and Vision Insurance. The District will pay the full cost of coverage for employees. Employees may add dependent coverage. The District agrees to pay 50% of the cost of dependent coverage.
- C. During the term of this Agreement, the District agrees to meet with CPCSDA to increase dental benefits; provided, however, that there is no increase benefit cost to the District.

ARTICLE 11: RETIREMENT PLANS

- A. The District shall maintain retirement benefits in accordance with its current contract with the Public Employees Retirement Systems (PERS).
 - 1. For employees remaining in continuous District employment, commencing before July 1, 2003, the District agrees to pay both the District's and the employee's contribution to PERS for the term of this agreement.
 - 2. For employees commencing District employment on or after July 1, 2003, the District shall pay the District's portion of the contribution to PERS. The employee shall pay the employee's portion of the PERS contribution.

ARTICLE 12: RETIREE HEALTH BENEFITS

- A. For employees hired prior to July 1, 2007, the District will pay 100% of the employee health care and 80% of dependent cost of the Kaiser rate (per Resolution 2017-12, August 29, 2017).

- B. For employees hired on or after July 1, 2007, the District will pay 50% of the employee health care cost at the Kaiser rate.
- C. The District does not contribute to the cost of Dental and Vision Insurance for retirees.

ARTICLE 13: WORK RELATED DISABILITY BENEFITS

Represented employees who are disabled from performance of their normal duties as a result of a work-related injury or illness may have their duties modified to accommodate the injury or illness. Such changes in duties will be made on a case by case basis as determined by the District. Employees who are unable to work due to a work-related injury or illness shall have their wages and benefits provided exclusively through state law pertaining to worker's compensation. There shall be no diminishment of benefits while on disability.

A. Eligibility

Employees become eligible for District paid, automatic coverage on their first day of permanent employment.

B. Benefits

Employees are entitled to a maximum of one (1) year of full pay and employment benefits for disability. If an employee's disability is not "permanent and stationary" at the end of one (1) year, the employee may use CTO, vacation, sick leave, or benefits on a coordinated basis with any remaining Workers Compensation benefits up to full pay. When this option is used, any benefits from Workers Compensation shall be assigned to the District with the leave used charged on a pro rata share. Employment benefits will be maintained for employees while receiving Workers Compensation benefits whether or not such benefits are supplemented by other District leave benefits.

C. Exhaustion of Other Paid Leave

Employees who continue to be medically disabled following a discontinuation of Workers Compensation benefits, and who subsequently exhaust their available CTO, vacation and sick leave, will henceforth pay the District the entire premium amount for continuation of any insurance benefits, unless the employee is terminated or retired.

D. District Notice Return to Work Physical

Employees absent due to a work-related disability shall keep the District informed of their condition, treatment, improvement, and expected date of return to duty. When employees are physically able to resume normal duties, they shall be required to provide the District with their treating physician's verification.

E. State Disability Insurance (SDI)

SDI is provided for all District employees and shall be paid for by the employee.

**CHAPTER IV
LEAVES AND HOLIDAYS**

ARTICLE 14: GENERAL LEAVE PROVISIONS

- A. The District reserves the right to cancel leave if due cause is shown (i.e., staffing shortage, disaster, Act of God, declaration of war) and if notice of cancellation is given at least seventy-two (72) hours prior to leave commencing. The District shall reimburse employee all lost monies regarding leave (i.e., non-refundable plane fare, non-refundable room reservation fee, non-refundable cruise fees, non-refundable train fare, etc.) up to \$350.00 to cover any deductible for vacation/trip insurance secured by an affected employee.
- B. In the event the District cancels an employee's vacation or CTO, the District guarantees that the employee will not lose canceled time due to any restrictions, and that the employee has one (1) calendar year in which to take canceled time. In the event that the canceled time is vacation time and is not taken within the year authorized, the employee which is owed the canceled vacation time shall have first priority for vacation in the next vacation bid period.

ARTICLE 15: VACATIONS AND LEAVE OF ABSENCE

- A. Vacation time is an employee benefit program designed to compensate employees for time not worked due to vacations or holidays. Use of vacation time shall be only up to those hours accrued and must be either scheduled in advance, in accordance with the Vacation Selection Procedure (Section D), or, by submission of a Leave Request Form to the General Manager through the Department Head no later than two (2) weeks prior to leave commencing, except in the case of an emergency.
- B. Accrual of vacation is on a bi-weekly basis in accordance with the following schedule and is posted to each employee's account at the end of each pay period.

<u>Years of Service</u>	<u>Employee Vacation Accrual</u>
After six (6) months	40 hours (one (1) week)
12 months to 59 months	80 hours (two (2) weeks)
60 months to 119 months	120 hours (three (3) weeks)
120 months to 176 months	160 hours (four (4) weeks)
180 months or over	200 hours (five (5) weeks)

- C. Maximum Vacation Accrual

Vacation credits may be accrued to a maximum of twice the employee's accrual rate, not to exceed 240 hours. On a case by case basis, the District may grant an exception to the 240-hour maximum. This District encourages all employees to use their vacation leave to keep balances below the 240-hour maximum.

D. Vacation Selection Procedure

1. Vacation/leave requests shall be submitted no later than two (2) weeks prior to the commencement of such vacation/leave. Employees are encouraged to submit requests as soon as practical.
2. Employees on scheduled vacation time or CTO may cancel any portion of the leave covered by sick leave, bereavement leave or industrial injury/disability.

E. Partial Vacation Time Usage

Personnel shall be permitted to use up to fifty percent (50%) of their accrued vacation time per calendar year as hourly leave time.

F. Catastrophic Illness/Injury Leave Program

The District will maintain a voluntary Catastrophic Illness Leave Program. Employees will be allowed to donate vacation and/or sick leave time to employees that have exhausted their vacation, CTO, and where appropriate, sick leave benefits.

G. Leave of Absence Without Pay

Temporary Leaves of Absence without pay may be granted by the General Manager for a period not to exceed six (6) months. Leaves of absence for more extended periods must be submitted to the Meet and Confer process. No sick leave or vacation benefits shall accrue to an employee during such periods of absence. The District will make no contribution to retirement, medical or other benefits during that period, but benefits may be continued upon payment of the total premiums or fees to the District by the employee. Accrued vacation and sick leave shall not be lost by virtue of such approved leave of absence.

- H. The District shall upon employee separation, retirement or death, pay employee or designated beneficiary for 100% of accumulated vacation hours within thirty (30) days.

ARTICLE 16: SICK LEAVE

- A. Represented employees shall accrue sick leave at the rate of one day per month (8 hours). Unused sick leave may be accumulated without limit from year to year. Use of sick leave shall be administered in accordance with District policy.
- B. In the event of death of the employee, the District will pay to the employee's designated beneficiary one hundred percent (100%) of accumulated sick leave up to 960 hours.
- C. A pregnant employee shall be permitted to utilize their accumulated sick leave for illness or disability caused or contributed by pregnancy, miscarriage, abortion, child birth, or for recovery from any of the foregoing.
- D. Donation of leave time is limited to one (1) week, see Article 15-F. A minimum of 120 hours should be maintained by the employees - any sick hours above this minimum can then be donated.

- E. The employee has the right to use any amount of accumulated sick leave for catastrophic illness/accident including those affecting immediate family members. Immediate family shall be defined to mean spouse, child, brother, sister, parents or parents of spouse, or domestic partner.

ARTICLE 17: COMPENSATORY TIME OFF

- A. When an employee works overtime, he/she has the option of either getting paid at one and one-half (1.5) times their base hourly rate, or receiving compensatory time off (CTO) hours at a rate of one and one-half (1.5) times the overtime hours worked.
- B. Employees may elect to buy out any or all of their CTO at 100% of current rate base pay, including all incentives. All CTO must be used by the end of the fiscal year or will be bought out. Buy-out of CTO will be on a one-time, annual basis by written request to the General Manager. Requests for buy-out of CTO must be submitted no later than May 1, for payment in July.
- C. Compensated time off requests must be submitted to the Department Head on a Leave Request Form at least five (5) days in advance of its being taken, except in the case of emergency and waived by the Department Head.
- D. The District shall upon non-disciplinary separation, retirement or death, pay employee or designated beneficiary for accumulated compensatory time within thirty (30) days or time allowed by law.
- E. Employees may accrue a maximum of 120 hours of CTO.

ARTICLE 18: EDUCATIONAL LEAVE/REIMBURSEMENT

- A. Educational leave can be taken for the purpose of attending classes directly related to the employee's present position or to a position within the normal line of promotion within the District service for the employee's current classification.
 - 1. Seventy-five (75%) of all fees and expenses incurred by members for education and training shall be paid by the District, after completion of the one-year period in B. below, for a maximum of \$1,000.00 per year per employee.
- B. Employees shall be eligible for educational leave after one (1) year of continuous, full-time employment.
- C. Requests for educational leave must be submitted and approved by the General Manager on a Leave Request Form at least five (5) days in advance of its proposed taking.
- D. Requests for educational leave will be granted on a first-come, first-serve basis. Seniority shall be a determining factor only when educational leave requests are submitted simultaneously.
- E. No individual employee may take more than one hundred (100) hours of educational leave per calendar year.

- F. Training required by the District shall not count against an employee's maximum educational leave benefit.
 - 1. District Required Training: Such education or training which may be required by the District as a condition of continued employment in the employee's present position shall be reimbursed at 100%, or paid directly by the District, and shall take place on District time, as approved by the General Manager.
- G. The District shall reimburse employees pursuant to Section A.1. above for the tuition and necessary materials upon successful completion of the following approved courses/classes. The following are illustrative only.
 - 1. Any higher level of education, such as college/tech school, courses related to the employee's field, or a degree in said field.
- H. Employees shall continue to accrue all pay and benefits while on educational leave.

ARTICLE 19: CPCSDEA BUSINESS LEAVE

- A. One (1) CPCSDEA representative shall be granted reasonable paid release time to represent CPCSDEA members during the Grievance Procedure and the Disciplinary Action Process and Appeals Procedure. B. During a scheduled meet and confer session, as many as two (2) members of the employees' negotiating committee or other CPCSDEA members may be granted release time from a regularly scheduled eight (8) hour shift without loss of compensation or other benefits for the period beginning thirty (30) minutes before and not more than thirty (30) minutes after any scheduled meet and confer session. Such release time shall include reasonable travel time to and from the employee's duty location and the scheduled meeting location.
- B. Employee schedules shall be flexible to minimize any overtime impact to the District for the represented employee's participation in the CPCSDEA Business Leave.

ARTICLE 20: BEREAVEMENT LEAVE

Employees shall be eligible for up to forty (40) hours of leave without loss of pay for the purpose of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping with the emotional consequences of death in the immediate family. Employee shall certify to the District their relationship to the deceased and provide substantiation to support the request by submission of an inter-office memorandum to the General Manager. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other person with whom the employee co-habits, or any other person approved by the General Manager. Vacation of CTO benefits and/or leaves of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

ARTICLE 21: JURY DUTY/COURT LEAVE

- A. Members summoned for jury service will be released from scheduled duty without loss of pay for those periods they are required to be present at the courthouse. Jury duty fees shall be reimbursed to the District.
- B. To receive pay for work time lost, the employee must provide the District with a statement signed by an official of the court, certifying the employee's service as a juror or appearance in court for that purpose, the date or dates of attendance, and the time released from attendance.
- C. All members required to make any court appearance on behalf of the District shall be compensated at their regular rate for regular shift hours.

ARTICLE 22: HOLIDAYS

- A. The District shall observe official holidays in accordance with the following designated holiday schedule. Those represented employees who work on any of the following holidays shall be compensated at one and a half (1½) times their hourly rate of pay for actual holiday hours worked.
 - 1. New Year's Day - January 1st
 - 2. Martin Luther King's Birthday- January 18th
 - 3. Lincoln's Birthday- February 12th
 - 4. President's Day- 3rd Monday in February
 - 5. Memorial Day - Last Monday in May
 - 6. Independence Day- July 4th
 - 7. Labor Day - First Monday in September
 - 8. Columbus Day - Second Monday in October
 - 9. Veteran's Day- November 11th¹⁰. Thanksgiving Day- 4th Thursday in November
 - 11. Day after Thanksgiving- Fourth Friday in November
 - 12. Christmas Eve Day - When December 25th falls on a Thursday, December 26th shall be observed as the Christmas Eve Day.
 - 13. Christmas Day - December 25th
 - 14. Personal Days (two per year)
- B. Any employee that works on a holiday has the option to be paid at the overtime rate or take equal compensatory time off.

ARTICLE 23: REPORTING OF ACCRUED TIME-OFF BENEFITS

Reporting Time-Off Benefits

The District shall keep accurate records of the accrual and use of time-off and report leave balances to employees at each pay period.

**CHAPTER V
HOURS, SCHEDULES AND STAFFING**

ARTICLE 24: DUTY HOURS AND SCHEDULE

- A. For all full-time and part-time employees, the normal work week shall consist of eight hours a day, five (5) days per week, exclusive of the lunch period. Hours for Administration and Recreation shall generally be from 8 a.m. to 5 p.m., Parks will generally be from 7 a.m. to 4 p.m. The District may require employees to work flexible work schedules consistent with District policy.
- B. All employees shall be provided a meal period of not less than thirty (30) minutes nor more than one (1) hour, which shall be scheduled in the middle of the eight (8) hour work day. Additional meal time shall be provided for any time worked over twelve (12) hours.
- C. Formal breaks shall be provided as close to the mid-point of each four (4) hour work period for a period of fifteen (15) minutes each.

ARTICLE 25: STANDBY/CALL IN PAY

- A. Employees may be placed on Standby status by the District. Standby shall be for a period of not less than 8 hours. Employees on Standby shall be ready and able to come into work at any time during the Standby period. Employees on Standby shall be reachable by cell phone and remain in close geographic proximity to the District. An employee placed on Standby shall be compensated 3 hours of straight time pay for every 8 hours of assigned Standby. Employees on Standby who are called into work shall receive a minimum 2 hours straight time pay in addition to Standby pay.

**CHAPTER VI
PROBATION, PROMOTION, GRIEVANCE, AND DISCIPLINE**

ARTICLE 26: PROBATIONARY PERIODS FOR NEWLY HIRED EMPLOYEES

- A. All new District employees shall serve a six (6) month probationary period.
- B. For seniority and benefit purposes, upon completion of the six (6) month probationary period, employment shall accrue from initial date of hire.

ARTICLE 27: PROMOTION

- A. All notices regarding vacancies shall be posted for fifteen (15) days at all District bulletin boards prior to any outside applicants being interviewed.
- B. When promotional vacancies become available, reasonable efforts will be made to fill these positions within ninety (90) calendar days.

ARTICLE 28: GRIEVANCE PROCEDURE

A. Purpose

The CPCSDEA and the District agree to work together to solve grievances in an orderly manner within a reasonable time period. To provide methods of administering employee-employer relations through the establishment of uniform and orderly methods of communication between employees and the District.

B. Policy

1. Any employee has the right to file a grievance free of fear from intimidation, or coercion from any party.
2. Grievances may be initiated by the employee, or by the CPCSDEA representative on the employee's behalf.
3. The CPCSDEA's first contact regarding job and working conditions is with the employee's Department Head. The Department Head shall attempt to settle grievances informally at this level. The grievant has the right to be present at any meeting with the District without the loss of pay or benefits. The employee representative selected by the grievant shall have the same right to be present without loss of pay or benefits.

4. Definition

A grievance is a claim, charge, or dispute involving the following:

- a. The interpretation or application of any District rule, regulation, policy or procedure affecting an employee's wages, hours, or other terms and conditions of employment.
- b. The interpretation or application of the provisions of this MOU.

C. Procedural Due Process

Prior to any removal of an employee for cause, the District must follow the Disciplinary Action process as described in Article 28 of this MOU.

D. Grievance by CPCSDEA

A grievance filed by the CPCSDEA must bear the signature of an CPCSDEA representative.

E. Time to File

Failure to process a timely grievance, as spelled out below, shall act as a bar to the claim alleged. The time limits specified at any step in the procedure may be extended in any specific instance by mutual agreement of the District and the CPCSDEA representative. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.

F. Steps of the Grievance Procedure

1. The grievant and his CPCSDEA representative shall discuss the grievance in an informal fashion with the person designated in charge, in a good faith effort, to resolve the grievance prior to the formal step. This meeting must take place within ten (10) business days in which the grievant (employee or CPCSDEA representative) knows, or in the exercise of reasonable diligence should have known, of the event giving rise to the grievance.
2. If the grievance is not settled at step 1 (informal step), the grievance shall then be presented to the Department Head in writing by the CPCSDEA representative within ten (10) business days. The grievance should state the violation and the suggested remedy. The Department Head shall have ten (10) business days to reply in writing. If the reply is not submitted by the Department Head in ten (10) business days, or if there is no reply, then the grievance may be appealed to Step 2. If the grievance is settled to everyone's satisfaction then the basis for settlement shall be noted and acknowledged accordingly.
3. If the grievance is not settled in step 2, then it shall be presented in writing by the CPCSDEA representative to the General Manager within ten (10) business days of receipt of the reply. The General Manager shall meet with the grievant and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The General Manager shall provide an answer in writing to the grievant and the CPCSDEA representative within ten (10) business days after conclusion of the meeting.
4. Upon receipt of the CPCSDEA representative's written request for appeal of the disciplinary action, the Board of Directors shall meet with the employee and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The Board of Directors shall provide an answer in writing to the employee regarding the appeal within ten (10) business days after the conclusion of the meeting.

ARTICLE 29: DISCIPLINARY ACTION PROCESS AND APPEALS PROCEDURES

- A. As used herein, "disciplinary action" or "action" means verbal, writing, written reprimand, reduction of rank, or pay step, suspension, demotion, termination or other action having disciplinary effect.
- B. Any employee may be reduced in rank or pay step, suspended, demoted, terminated, or otherwise disciplined by notifying the employee of the action, pending the service upon him or her of a notice of intent to discipline. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.
- C. The illustrations of unacceptable conduct cited below are intended to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more common types of employment conduct violations. However, because conditions of human conduct is unpredictable, no attempt has been made to establish a complete and exhaustive list herein. Should there arise instances of unacceptable conduct not included in the following list, the District

may likewise find it necessary and appropriate to initiate disciplinary action in accordance with the policies and procedures contained herein.

1. Fraud in securing employment.
2. Insubordination during work hours.
3. Under the influence of alcohol or illegal drugs while on duty.
4. Manufacture, possession, sale or use of illegal controlled substances, or abuse of legal controlled substances.
5. Absence without excused leave.
6. Willful violation of any of the rules set forth in the policies and procedures manuals of the District.
7. Unlawful physical altercation while on duty.
8. Theft of District property.
9. Any act or conduct that is discriminatory toward another person's race, color, national origin, age, sex, (including sexual harassment, marital status or pregnancy condition), sexual orientation, or religious beliefs.

D. Disciplinary Action Documentation

The District will employ the use of the following forms when dealing with counseling and disciplining employees:

1. Counseling Memo: The form used by supervisors and officers of the District to notify personnel that a specific behavior is unacceptable and could result in disciplinary action if continued. The Counseling Memo is retained in the employee's personnel file for three (3) months and does not constitute disciplinary action or a reprimand. It is simply used to document, in writing, a counseling session held between a supervisor and an employee.
2. Notice of Disciplinary Action: The form used to document disciplinary action following the completion of a pre-disciplinary ("Skelly") hearing. The Notice of Disciplinary Action may serve to document a written reprimand, suspension, demotion in step or rank, termination, or any other form of disciplinary action. The Notice of Disciplinary Action is kept in the employee's personnel file.
3. Anonymous complaints made against an employee shall be investigated as deemed appropriate by the District. If any credence is given to the complaint, a copy shall be forwarded to the CPCSDEA representative within ten (10) business days.

E. Disciplinary Action Process

The following procedure is hereby established for disciplinary action taken by the District against CPCSDEA members:

1. Emergency Suspension: Notwithstanding any provision of this article, an employee against whom disciplinary action is to be taken may be immediately suspended, with pay, upon verbal notification to employee and immediate written notification to the CPCSDEA representative, pending a notice of intended disciplinary action and a pre-disciplinary hearing when it is in the best interest of the District.

2. Prior to the proposed imposition of disciplinary action, excluding verbal and written reprimand, the District shall give written notice to the employee. The written notice of intended disciplinary action shall be personally delivered to the employee or sent to the CPCSDEA representative. The affected employee shall therein be given the opportunity to request a pre-disciplinary hearing within ten (10) business days or waive such right to this pre-disciplinary hearing. The contents of the written notice shall include, but need not be limited to, the following:
 - a. A statement in ordinary and concise language outlining in detail the specific violations of District rules, regulations, ordinances, or any state or federal law that the employee is alleged to have violated.
 - b. The contemplated disciplinary action and the reason(s) for that specific action.
 - c. Copies of all material pertaining to the charges including, but not limited to, tape recordings, reports, memorandums, transcripts, witness statements, and all other evidence.
 - d. A complete statement of the employee's rights and responsibilities as they pertain to the Disciplinary Action Process and Appeals Procedure.
3. Within ten (10) business days from the service of the notice of intent to discipline, the employee must request a pre-disciplinary or "Skelly" hearing pursuant to Skelly vs. State Personnel Board (1975) 15 cal.3d 194, 124 Cal.Rptr. 14. The employee has the right to be represented by an attorney, labor representative or other representative of his choice in all stages of the Disciplinary Action Process.
4. Within ten (10) business days following the pre-disciplinary hearing, if disciplinary action is still contemplated, the General Manager shall serve upon the employee a Notice of Disciplinary Action, if he or she still intends to proceed with disciplinary action.

F. Appeal of Disciplinary Action – Binding Arbitration

All members of the CPCSDEA Bargaining Unit, having successfully completed the applicable probationary period, shall have the right to appeal any form of punitive or disciplinary action affecting the employee including, but not limited to, termination, demotion, suspension, and written reprimands.

1. Within ten (10) work days after receipt of the Notice of Disciplinary Action, disciplinary actions may be appealed to arbitration. Notice of the appeal must be filed with the CPCSD General Manager. If the employee fails to file a notice of appeal within this time period, the disciplinary action shall become final and there shall be no further appeal.
2. The decision of the arbitrator shall be final and binding on the parties. No appeal or review of the arbitrator's decision by Writ or other mechanism before any court, administrative tribunal or any other forum on any legal theory or basis shall be possible.
3. Appeals of disciplinary actions to arbitration shall be pursuant to the following procedure:
 - a. An appeal of a disciplinary action is a complaint of a permanent employee of whether there was cause for the disciplinary action taken against the employee.

- b. The parties to the discipline hearing and to the selection of the arbitrator shall be the employee, who may be represented by CPCSDEA, self-represented, or independent counsel, and the District.
- c. The employee shall be entitled to appear personally at the hearing and produce evidence.
- d. The fees and expenses of the arbitrator, a court reporter and transcript if required by the arbitrator, shall be shared equally by the parties.

CHAPTER VII MISCELLANEOUS PROVISIONS

ARTICLE 30: EXPOSURE TO CONTAGIOUS DISEASES IN THE COURSE AND SCOPE OF EMPLOYMENT

- A. The District will pay the cost of any co-payment incurred by an employee who receives baseline screening for Hepatitis B, Tuberculosis, and AIDS related diseases through the employee's primary health care plan. Further, the District will pay the cost of any co-payment incurred by an employee who receives vaccinations against Hepatitis B, Tuberculosis and Influenza through the employee's primary health care plan. If baseline screenings and/or vaccinations are not covered under the employee's primary health care plan, the District will pay one-hundred percent (100%) of the cost of such screenings and vaccinations.
- B. The District will, as soon as possible notify the CPCSDEA representative of all exposures, work related accidents, or incidents.

ARTICLE 31: SAFETY

- A. District shall include two (2) members of the CPCSDEA in all Safety Committee functions.
- B. The District shall continue to provide for the safety of employees during the hours of their employment. In this regard, the District agrees that it will receive and consider written recommendations with respect to unsafe working conditions from any employee or the Association; and the employee and the Association agree that they will afford their safety recommendations and ideas to the District.
- C. The District shall immediately make all reasonable efforts to correct all unsafe conditions brought to its attention by the CPCSDEA.
- D. The District, shall hold bi-weekly safety meetings with employees.
- E. All equipment provided and maintained by the District shall be safe and adequate for its normal and intended use.

ARTICLE 32: SENIORITY

- A. The District shall establish a seniority list of regular status employees in the CPCSDEA Bargaining Unit which shall be updated by the District by January 1st of each year and immediately be posted on the bulletin board of each district work location for thirty (30) days.

- B. District seniority shall be based on total unbroken service of employees in the District. The actual date of hire shall be used for this determination.
- C. In the event two or more persons are hired on the same calendar date, seniority in the District shall be determined by lottery.

ARTICLE 33: REDUCTION IN FORCE

- A. The CPCSDEA and the District shall make every reasonable effort to cooperate so as to avoid economic or other circumstances which would require a reduction in District staffing.
- B. Reduction in Force

All employees retain the right to "bump down" into CPCSDEA Bargaining Unit positions if a reduction in force takes place. The employee's seniority with the District will be the sole determining factor regarding "bump down rights" in such an instance. The specific position the CPCSDEA employee bumps down into will be determined pursuant to the employee's meeting specific job descriptions as defined in the job descriptions as determined by the General Manager.
- C. The District will not hire part-time or grant funded-employees to fill or replace positions where lay-offs have occurred.

ARTICLE 34: MILEAGE REIMBURSEMENT

In the event an employee is required to use their personal automobile on authorized District business, including inter-District travel or paid training, they shall be reimbursed at the current approved IRS rate per mile. Employees are to submit such reimbursement requests at the end of each month in which required travel occurred. The request shall contain the date of travel, purpose and mileage for each complete trip.

ARTICLE 35: BOARD PACKETS

The District shall provide to the CPCSDEA representative, at no cost, a copy of the Board Agenda and information packet for every regular and special meeting of the Board of Directors no later than it is available to the general public.

ARTICLE 36: NO STRIKE

- A. The District and the CPCSDEA recognize and acknowledge that the work performed by CPCSDEA members is consistent to the quality of life of citizens in the District.
- B. The District agrees that there will be no lock-out of employees, and the CPCSDEA agrees that there will be strike for the life of this MOU.

ARTICLE 37: BLOOD DONATION AND VOTING

- A. Each represented employee shall be allowed to receive up to two (2) hours paid time-off to donate blood up to and including four (4) times a year. The employee's Department Head shall

approve in advance and may require verification of donation.

- B. Each represented employee shall be allowed to receive up to one (1) hour paid time-off for the purpose of voting. The employee's Department Head may require verification of same.

ARTICLE 38: GENERAL REOPENER

- A. Either party to this MOU shall have the right to reopen this MOU on issues/concerns that may arise during the term of this MOU. Should either party choose to reopen this MOU, the parties agree to meet in good faith. No change to this MOU shall be made without the agreement of both parties.

ARTICLE 39: SIGNATURES

- A. This Memorandum of Understanding is hereby executed this 20th day of June, 2018, by the District/CPCSDEA representatives whose signatures appear below on behalf of their respective organizations.

For the District:

For CPCSDEA:

Jill Ritzman, General Manager

Jere Copeland, Representative

Cameron Park Community Services District
Job Classification Salary Ranges -- Represented

	Current Entry Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		Current Top Step 9	Step 10	Step 11	Step 12	Step 13											
	5.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%		5.0%	2.5%	2.5%	2.5%	2.5%											
Office Assistant	\$22,961	\$574	\$23,535	\$588	\$24,123	\$603	\$24,726	\$618	\$25,345	\$634	\$25,978	\$649	\$26,628	\$666	\$27,293	\$682	\$27,976	\$699	\$28,675	\$717	\$29,392	\$735	\$30,127	\$753	\$30,880
Maintenance Worker II*	\$28,453	\$711	\$29,164	\$729	\$29,893	\$747	\$30,641	\$766	\$31,407	\$785	\$32,192	\$805	\$32,997	\$825	\$33,822	\$846	\$34,667	\$867	\$35,534	\$888	\$36,422	\$911	\$37,333	\$933	\$38,266
Recreation Coordinator	\$32,231	\$806	\$33,037	\$826	\$33,863	\$847	\$34,709	\$868	\$35,577	\$889	\$36,466	\$912	\$37,378	\$934	\$38,313	\$958	\$39,270	\$982	\$40,252	\$1,006	\$41,258	\$1,031	\$42,290	\$1,057	\$43,347
Parks Maintenance Forman	\$34,735	\$868	\$35,603	\$890	\$36,493	\$912	\$37,406	\$935	\$38,341	\$959	\$39,299	\$982	\$40,282	\$1,007	\$41,289	\$1,032	\$42,321	\$1,058	\$43,379	\$1,084	\$44,464	\$1,112	\$45,575	\$1,139	\$46,715
Recreation Supervisor	\$40,949	\$1,024	\$41,973	\$1,049	\$43,022	\$1,076	\$44,098	\$1,102	\$45,200	\$1,130	\$46,330	\$1,158	\$47,488	\$1,187	\$48,675	\$1,217	\$49,892	\$1,247	\$51,140	\$1,278	\$52,418	\$1,310	\$53,729	\$1,343	\$55,072
Senior Accountant	\$41,360	\$1,034	\$42,394	\$1,060	\$43,454	\$1,086	\$44,540	\$1,114	\$45,654	\$1,141	\$46,795	\$1,170	\$47,965	\$1,199	\$49,164	\$1,229	\$50,393	\$1,260	\$51,653	\$1,291	\$52,944	\$1,324	\$54,268	\$1,357	\$55,625
CC&R Enforcement Officer	\$43,911	\$1,098	\$45,009	\$1,125	\$46,134	\$1,153	\$47,287	\$1,182	\$48,470	\$1,212	\$49,681	\$1,242	\$50,923	\$1,273	\$52,196	\$1,305	\$53,501	\$1,338	\$54,839	\$1,371	\$56,210	\$1,405	\$57,615	\$1,440	\$59,055
Parks Supervisor	\$45,698	\$1,142	\$46,840	\$1,171	\$48,011	\$1,200	\$49,212	\$1,230	\$50,442	\$1,261	\$51,703	\$1,293	\$52,996	\$1,325	\$54,321	\$1,358	\$55,679	\$1,392	\$57,071	\$1,427	\$58,497	\$1,462	\$59,960	\$1,499	\$61,459

*Maintenance Worker II - 2 employees at Step 2

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #7: **ASSEMBLY BILL 2258**

RECOMMENDED ACTION: Support of Assembly Bill 2258

The El Dorado Local Agency Formation Commission (LAFCO) is requesting support from Cameron Park Community Services District regarding Assembly Bill 2258. Sponsored by California Association of Local Agency Formation Commissions (CALAFCO), the bill establishes a funding program to provide grants to LAFCOs for conducting in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2023.

The Little Hoover Commission recommended that the Legislature provide one-time grant funding to pay for specified LAFCO activities, particularly to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

California Special District Association (CSDA) supports the effort to provide grants for LAFCOs, but does not support increasing the protest threshold. AB2258 would increase the protest threshold for LAFCO-initiated actions funded by the new State grants from 10% to 25%. CSDA feels that an increased protest threshold of 25% would make protesting LAFCO actions very difficult for local residents, and recommends amending the proposed bill to eliminate the clause regarding the protest threshold. (Attachment B).

Budget and Administration Committee

The Budget and Administration Committee heard this item at their May meeting, and supported moving to the Board of Directors for consideration. CSDA had not provided the attached information when the Committee heard this item at their meeting, though Jose included the information in his presentation.

Attachments

A: Sample Letter

B: CSDA correspondence to Senator McGuire



Assembly Bill 2258 Draft Support Letter

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

March 28, 2018

Honorable Anna Caballero
California State Assembly
State Capital Room 5158
Sacramento, CA 95814

Subject: SUPPORT of Assembly Bill 2258 (as amended March 15, 2018)

Dear Assemblymember Caballero,

The El Dorado Local Agency Formation Commission (LAFCO) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support for **Assembly Bill 2258**. Sponsored by CALAFCO, the bill establishes a funding program to provide grants to LAFCOs for conducting in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2023.

The Legislature established LAFCOs in 1963 to encourage the orderly formation of local government agencies. Since that time, the regulatory role and responsibilities of LAFCOs has substantially increased without additional funding. Operating in all 58 California counties, LAFCOs are responsible for meeting important statutory directives to maintain orderly boundaries and seek greater efficiencies in delivering local services, and yet these directives often times cannot be met under current funding mechanisms. As a result, much needed LAFCO activities are sometimes delayed or rejected.

In August 2017, the Little Hoover Commission published a report on special districts and their oversight by LAFCOs, which contained several recommendations directly related to LAFCO. One recommendation was for the Legislature to provide one-time grant funding to pay for specified LAFCO activities, particularly to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

Z:\BOARD OF DIRECTORS CSD\2018 BOD Agenda Packets\6.20.18 BOD Meeting\7a. AB 2258 Support Letter draft.docx

COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Michael Powell
City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli
Special District Members: Ken Humphreys, Tim Palmer • Alternate Special District Member: Holly Morrison

STAFF

José C. Henriquez, Executive Officer • Erica Sanchez, Assistant Executive Officer
Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

Assembly Bill 2258 Draft Support Letter

Page 2 of 2

*Assembly Bill 2258 (Caballero)
March 28, 2018
Page 2 of 2*

By establishing this one-time grant funding, **AB 2258** provides an additional tool for LAFCOs to conduct detailed studies and implement greater efficiencies in delivering local services based on local circumstances and conditions. For these reasons, El Dorado LAFCO is pleased to support **AB 2258**.

Thank you for authoring this important piece of legislation. Please feel free to contact me or José Henríquez, El Dorado LAFCO's Executive Officer, should you have any questions about El Dorado LAFCO's position.

Respectfully,

Cc: Members, Assembly Local Government Committee
Debbie Michel, Chief Consultant, Assembly Local Government Committee
William Weber, Consultant, Assembly Republican Caucus
Pamela Miller, Executive Director, CALAFCO



**California Special
Districts Association**

CSDA

Districts Stronger Together

June 11, 2018

The Honorable Mike McGuire
Chair, Senate Governance and Finance Committee
State Capitol
Sacramento, CA 95814

**RE: Assembly Bill 2258 (Caballero) – Oppose Unless Amended [As Amended
April 23, 2018]**

Dear Senator McGuire:

The California Special Districts Association (CSDA), representing over 1,000 special districts and affiliate organizations throughout the state, must share our opposition (unless amended) to Assembly Bill 2258 (Caballero), relating to Local Agency Formation Commissions (LAFCo). CSDA represents all types of special districts, which provide millions of Californians with essential local services such as fire protection, water, healthcare, parks and recreation, and more.

CSDA supports the effort to provide grants for LAFCos, to support their important work. Unfortunately, the cross-reference to Government Code Section 57075 on line 23 of page 6 could disenfranchise local residents by unduly increasing the protest threshold 150 percent for most LAFCo initiated actions funded by the new grants created by this measure.

A protest is a rare, but important grassroots democratic action to place an action affecting one's community on the ballot for all affected eligible voters to decide.

Should the protest threshold increase be removed, CSDA would be pleased to remove its opposition to the measure. CSDA would also welcome the opportunity to participate in a working group with stakeholders to comprehensively review the protest thresholds and develop recommendations to simplify and create consistency in the process.

As cited in the author's Fact Sheet on AB 2258, the 2017 Little Hoover Commission report on special districts recommended the grant program proposed in AB 2258:

"Recommendation 2: The Legislature should provide one-time grant funding to pay for specified LAFCO activities, to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes."¹

¹ <http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report239.pdf> recommendation 2

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889

The same Little Hoover Commission report advised against immediate or one-off changes to LAFCo protest thresholds, saying, “Various participants in the Commission’s public process cautioned against setting yet another arbitrary threshold and advised the issue warranted further study before proposing legislative changes. They called for more consistency in the process.” In fact, the report recommended:

“Recommendation 6: The Legislature should convene an advisory committee to review the protest process for consolidations and dissolutions of special districts and to develop legislation to simplify and create consistency in the process.”²

CSDA supports providing grant opportunities for LAFCo studies and to address cost barriers to reorganizations. However, we have strong concerns with increasing the protest threshold for LAFCO-initiated actions that are funded by these grants for the following reasons:

1. **Further complicates an already overly complicated protest threshold system**—The attached eight-page spreadsheet details the many variations of protest thresholds depending on the circumstances. This is one reason why the Little Hoover Commission recommended simplifying these thresholds, not further complicating them. AB 2258 would set up a scenario where a community facing a LAFCo action funded by a State grant would have less voice than a community facing a LAFCo action funded by the LAFCo. This is not equitable to local residents.
2. **Disenfranchises Local Residents**—As recently amended, AB 2258 would increase the protest threshold for LAFCo-initiated actions funded by the new State grants from 10 percent to 25 percent. This would more than double the threshold. 10 percent is already a high threshold that is on par with qualifying local initiatives and referenda on the actions of locally elected agencies, including recalling elected officials. A 25 percent threshold for protesting LAFCo actions could make it virtually impossible for local residents to maintain self-determination with regard to who governs them. In some districts, 25 percent would mean hundreds of thousands of signatures. Why should the threshold to protest an action by an appointed body changing who governs you be 150 percent greater than the threshold to protest one ordinance passed by a local board you elected?
3. **No Evidence Has Been Presented to Justify a Change**—Moving from 10 percent to 25 percent is an arbitrary increase with no evidence to suggest why it is necessary. Protest thresholds should offer a meaningful path for a community to have the final say in who provides them with the services they pay for. To choose who governs their community. However, we have been presented with no evidence to suggest the thresholds are being abused. Nothing suggests they

² <http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report239.pdf> recommendation 6

are so low that there are an inordinate number of protests triggering elections, or that the protests are not representative of the full electorate.

CSDA supports both Recommendation 2 and 6 in the 2017 Little Hoover Commission report and looks forward to working with the Legislature and other stakeholders to achieve those goals. Unfortunately adding one more protest threshold and tying it to grant-funding makes such a comprehensive review with the same stakeholders more challenging and sets up a precedent of diminishing voters' speech based on how the government action affecting them is funded.

For these reasons, CSDA must convey its opposition to Assembly Bill 2258 (Caballero) unless it is amended to remove this arbitrary increase in the protest threshold.

Sincerely,



Anthony J. Tannehill
Legislative Representative

CC: The Honorable Anna Caballero
The Honorable Tim Grayson
Members, Senate Governance and Finance Committee
Anton Favorini-Csorba, Consultant, Senate Governance and Finance Committee
Bill Craven, Chief Consultant, Senate Natural Resources and Water Committee
Ryan Eisberg, Consultant, Senate Republican Caucus
Tom Dyer, Chief Deputy Legislative Secretary, Office of Governor Brown
Derk Symons, Staff Finance Budget Analyst, Department of Finance
Pamela Miller, Executive Director, California Association of Local Agency Formation Commissions

Attachments:

Protest threshold table

Table of other types of local voter thresholds to trigger an election



**California Special
Districts Association**

Districts Stronger Together

Guide to LAFCo Change of Organization Protest and Election Thresholds

CSDA's *Guide to LAFCo Change of Organization Protest Thresholds* is a reference guide to the government codes and laws that govern the protest thresholds for Local Agency Formation Commission (LAFCo) changes of organization. This document, created by the CSDA Legislative Department, is meant to serve as a resource for board members and staff to quickly locate election requirements and procedures for board members, directors, and trustees within the myriad of codes that govern special districts under California law.

The entries in *Guide to LAFCo Change of Organization Protest Thresholds* are excerpts from the various California codes that apply to each type of LAFCo action. The entries clarify the different protest thresholds and how they vary between the types of action, affected agency and who can initiate. This guide also lists the many exceptions to the general protest thresholds.

FOR MORE INFORMATION PLEASE CONTACT:

California Special Districts Association

1112 I Street, Suite 200

Sacramento, CA 95814

Toll-free: 877.924.2732

DISCLAIMER:

This publication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these materials.

COPYRIGHT:

Copyright © 2012 by the California Special Districts Association (CSDA), Sacramento, California

All rights reserved. This publication, or parts thereof, may not be reproduced in any form without CSDA's permission.

Table of Contents

Pages 3-4 – ANNEXATION, DETACHMENT, AND/OR ACTIVATION OR DIVESTITURE
OF POWERS FOR CITIES AND SPECIAL DISTRICTS

Page 5 – DISSOLUTIONS, DISINCORPORATIONS, ESTABLISHMENT OF
SUBSIDIARY DISTRICTS, CONSOLIDATIONS OR MERGERS

Pages 6-8 – OTHER PROTEST PROVISIONS AND EXCEPTIONS

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
<i>Annexation, Detachment, and/or Activation or Divestiture of Powers for Cities and Special Districts</i>	<p>LAFCO: Except for annexation to city or special district; and activation or divestiture of powers</p> <p>Resolution by affected agency</p> <p>Public petition:</p> <ul style="list-style-type: none"> • <i>City annexation - 5% of voters/landowners within annexed territory</i> • <i>City detachment - 25% of voters/landowners</i> • <i>Special district annexation/detachment - 25% of voters/landowners</i> 	<p>Inhabited territory</p> <p><i>GC § 57075</i></p>	<ul style="list-style-type: none"> • 25-50% protest of registered voters residing in affected area • At least 25% protest of landowners who also own at least 25% or more of assessed land value • No election process for divestiture/activation of powers 	50% or more protest of registered voters	56663(c) & (d) provide for protest provisions to be waived if no voter or land owner opposition prior to commission hearing and no subject agency has objected
	See above	<p>Uninhabited territory</p> <p><i>GC § 57075</i></p>	N/A	Protest of landowners owning 50% or more of the assessed value of land	
	See above	<p>Landowner-voter districts¹</p> <p><i>GC § 57076</i></p>	<ul style="list-style-type: none"> • 25% or more protest of landowners who also own 25% or more of assessed land value • 25% or more of the total voting power • No election procedure for divestiture/activation of powers 	50% or more protest of the total voting power	
<i>Island annexations to a city</i>	<p>LAFCO: annexation to city or special district</p> <p>Resolution by affected city</p> <p>Public petition:</p> <ul style="list-style-type: none"> • <i>City annexation - 5% of voters/landowners within annexed territory</i> • <i>City detachment - 25% of voters/landowners</i> 	<p>Island² annexation</p> <p><i>GC § 56375.3</i></p>	N/A	N/A	LAFCO must approve annexation after public notice and hearing. Protest proceedings must be waived.

Annexation, Detachment, and/or Activation or Divestiture of Powers For Cities and Special Districts **{continued}**

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
<i>Special district annexation/detachment</i>	25% of voters/landowners	Unopposed annexations and detachments or both of <i>uninhabited</i> ^b territory under Government Code section 56663 <i>GC § 56663</i>	N/A	N/A	All owners of land within affected territory have given written consent and no affected agencies submit opposition. Protest proceedings may be waived
	See above	Unopposed annexations and detachments or both of <i>inhabited</i> territory under Government Code section 56663 <i>GC § 56663</i>	N/A	N/A	Notice provided to all registered voters and landowners without receipt of written opposition and no written opposition from any affected agency. Protest proceedings may be waived

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
<i>Dissolutions, Disincorporations, Establishment of Subsidiary Districts, Consolidations or Mergers</i>	LAFCO: Except for city incorporation Resolution by affected agency Public petition: <ul style="list-style-type: none"> • <i>City incorporation/ disincorporation -25% of voters/landowners</i> • <i>Consolidation of two or more cities - 5% of voters</i> • <i>Special district consolidation - 5% of voters/landowners</i> • <i>Special district mergers/ establishment of city subsidiary district - 5% of voters/landowners</i> • <i>Special district dissolutions - 10% of voters/landowners</i> 	Not initiated by LAFCO with no objection by affected city or district <i>GC § 57077.1</i>	<ul style="list-style-type: none"> • 25% or more of registered voters sign petition in protest • 25% or more of landowners who own 25% or more of assessed land value sign petition in protest 	N/A	
	See above	Not initiated by LAFCO where an affected city or district has objected <i>GC § 57077.1</i>	<ul style="list-style-type: none"> • 25% or more of registered voters sign petition in protest • 25% or more of landowners who own 25% or more of assessed land value sign petition in protest 	N/A	
<i>Dissolutions, consolidations, merger, subsidiary district, district formation</i>	See above	Initiated by LAFCO <i>GC § 57113</i>	<ul style="list-style-type: none"> • 10% or more of registered voters sign petition in protest • 10% or more of landowners who own 10% or more of assessed land value sign petition in protest 	N/A	If affected district population of registered voters or landowners is less than 300, threshold raises to 25%

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
<i>Other Protest Provisions and Exceptions</i>	See above	Annexations and detachments or both in Los Angeles County <i>GC §57075.5</i>	<ul style="list-style-type: none"> • 15-50% protest of registered voters • 15-50% protest of landowners who also own 15% or more of assessed land value 	50% or more protest of registered voters	
	See above	City annexations of non-contiguous territories and annexations of two or more distinct communities <i>GC § 57078.5</i>	<ul style="list-style-type: none"> • 25-50% protest of registered voters residing in affected community • 25-50% protest of landowners who also own 25% or more of assessed land value 	50% or more protest	If a majority protest exists in one of the communities, that community would be accounted for separately.
	See above	Large annexations ⁴ Inhabited territory <i>GC §56737</i>	<ul style="list-style-type: none"> • 25-50% protest of registered voters residing in affected area • 25-50% protest of landowners who also own 25% or more of assessed land value 	50% or more protest	An election may be conditioned at will of participating LAFCO
	<p>LAFCO: Except for city incorporation, disincorporation, consolidation</p> <p>Resolution by affected agency</p> <p>Public petition:</p> <ul style="list-style-type: none"> • <i>City incorporation/ disincorporation -25% of voters/landowners</i> • <i>Consolidation of two or more cities - 5% of voters</i> • <i>Special district Consolidation - 5% of voters/landowners</i> • <i>Special district mergers/ establishment of city subsidiary district - 5% of voters/landowners</i> • <i>Special district Dissolutions - 10% of voters/landowners</i> 	<p>Reorganizations consisting of one or more dissolutions, incorporations, formations, isincorporations, establishment of subsidiary districts, consolidations and/or mergers</p> <p><i>GC §57077(b)</i></p>	<ul style="list-style-type: none"> • <i>25% or more of registered voters sign petition in protest</i> • <i>25% or more of landowners who own 25% or more of assessed land value sign petition in protest</i> <p>10% voter/landowner protest for LAFCO initiated proposal</p>	N/A	

Other Protest Provisions and Exceptions {continued}

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
	See above	District Consolidations initiated by "substantially similar resolutions" of application <i>GC § 57081(b)</i>	<ul style="list-style-type: none"> • 25% or more of registered voters sign petition in protest • 25% or more of landowners who own 25% or more of assessed land value sign petition in protest 	N/A	
	See above	Dissolutions of one or more districts and annexation of all or substantially all of that territory to another district <i>GC § 57077.4(b)</i>	<ul style="list-style-type: none"> • 25% or more of registered voters sign petition in protest • 25% or more of landowners who own 25% or more of assessed land value sign petition in protest 	N/A	If initiated by LAFCO per GC 56375, no election is required if each affected district consents by resolution
	See above	Proposals for merger or establishment of subsidiary district, while including an incorporation <i>GC §57108(a) and (b)</i>	<ul style="list-style-type: none"> • 10% or more of registered voters protest • 10% of landowners who own 10% or more of assessed land value protest 	N/A	
	See above	Proposals for reorganizations for incorporation and merger or establishment of a subsidiary district <i>GC §57109(a) and (b)</i>	<ul style="list-style-type: none"> • 10% or more of registered voters protest • 10% of landowners who own 10% or more of assessed land value protest 	N/A	
	See above	Dissolution of Newhall County Water District <i>GC §57114.5(a)</i>	<ul style="list-style-type: none"> • 10% or more of registered voters sign petition in protest • 10% or more of landowners who own 10% or more of assessed land value sign petition in protest 	N/A	

Petitioned Action	Who Can Initiate?	Situation	Trigger Election	Terminate Action	Notes
	See above	Special District dissolutions where a special study, MSR or SOI previously recommended dissolution (AB 912, Gordon) GC § 57077	N/A	50% or more protest	If district board initiates dissolution, public hearing and protest proceedings can be waived

1. *“Landowner-voter district” means a district whose principal act provides that owners of land within the district are entitled to vote upon the election of district officers, the incurring of bonded indebtedness, or any other district matter.*
2. *“Island” as defined in Government Code section 56375.3: “Island” applies to territory that meets all of the following requirements:*
 - *It does not exceed 150 acres in area, and that area constitutes the entire island.*
 - *The territory constitutes an entire unincorporated island located within the limits of a city, or constitutes a reorganization containing a number of individual unincorporated islands.*
 - *It is surrounded in either of the following ways:*
 - o *Surrounded, or substantially surrounded, by the city to which annexation is proposed or by the city and a county boundary or the Pacific Ocean.*
 - o *Surrounded by the city to which annexation is proposed and adjacent cities.*
 - o *Not an unincorporated island if within a city that is a gated community where services are currently provided by a community services district.*
3. *Inhabited as defined by Government Code section 56046: Territory within which there reside 12 or more registered voters established at the date a certificate of filing is issued by the executive officer. All other territory shall be deemed uninhabited.*
4. *Large annexation defined by Government Code section 56737: Inhabited territory where the assessed value equals half or more of the assessed value of land within the annexing city, or the number of registered voters within the territory equals half or more of the registered voters within the annexing city.*

Other Signature Thresholds

Recall Local Official – [Cal. Elec. Code § 11221]

- **30%** in jurisdictions with **0 - 1,000** registered voters
- **25%** in jurisdictions with **1,000 - 10,000** registered voters
- **20%** in jurisdictions with **10,000 - 50,000** registered voters
- **15%** in jurisdictions with **50,000 - 100,000** registered voters
- **10%** in jurisdictions with **100,000 or more** registered voters
 - Registered voters calculated as of the time of the last report of registration by the county elections official to the Secretary of State pursuant to Elections Code section 2187.
 - Following approval of the form and wording of the recall petition, it must be submitted within the following number of days [Cal. Elec. Code § 11220]:
 - **(1)** Forty days if the electoral jurisdiction has less than 1,000 registered voters.
 - **(2)** Sixty days if the electoral jurisdiction has less than 5,000 registered voters but at least 1,000.
 - **(3)** Ninety days if the electoral jurisdiction has less than 10,000 registered voters but at least 5,000.
 - **(4)** One hundred twenty days if the electoral jurisdiction has less than 50,000 registered voters but at least 10,000.
 - **(5)** One hundred sixty days if the electoral jurisdiction has 50,000 registered voters or more.

Local Initiative – [Cal. Elec. Code § 9310]

- To qualify an initiative, the petition must be signed by not less than 10% of the registered voters of the district, where the total number of registered voters is less than 500,000, or, not less than 5% where the total number of registered voters is 500,000 or more.
- No less than 15% if a special election is desired.
- Must submit within 180 days of receipt of title and summary.
 - The number of registered voters shall be calculated as of the time of the last report of registration by the county elections official to the Secretary of State made before publication or posting of the notice of intention to circulate the initiative petition

Local Referendum – [Cal. Elec. Code § 9340 (referencing § 9144)]

- The petition shall be signed by voters of the district equal in number to at least 10 percent of the entire vote cast within the district for all candidates for Governor at the last gubernatorial election.
- Must submit within 30 days of the date of adoption of the ordinance.

Agenda Transmittal

DATE: June 20, 2018

TO: Board of Directors

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: **El Dorado Disposal/Waste Connections Annual Rate Review and Adjustment, Proposed Increase of 4.21% effective July 1, 2018**

RECOMMENDED ACTION: **Approve** Resolution No. 2018-08 with a Board Poll Vote

BUDGET ACCOUNT: ADMIN 1000

BUDGET IMPACT: None; user fees offset District costs for services contract.
Fiscal Year 2018-19 Budget is for \$163,000.

BACKGROUND

Each year El Dorado Disposal/Waste Connections is required to adjust waste collection rates based on the Consumer Price Index (CPI) and the fuel cost (pursuant to agreement of February 21, 2008). As a result, the El Dorado Disposal/Waste Connections is requesting that the District implement the annual waste disposal rate adjustment, an increase of 4.21% effective July 1, 2018 (see Attachment A).

DISCUSSION

El Dorado Disposal/Waste Connections staff presented the proposed rate increase to the Budget and Administration Committee in April and May. In May, El Dorado Disposal/Waste Connections provided their 2017 Annual Report to the Board of Directors. In addition, a Public Hearing was held regarding the rate increase by the Board of Directors, which was noticed in the El Dorado Disposal/Waste Connections mailers. The Board did not take action because the item was not ajenized correctly to approve the rate increase.

Residential	Current	4.21%	Monthly Change
35G	\$23.47	\$24.46	\$0.99
35G Senior	\$19.17	\$19.17	\$ -
64G	\$26.37	\$27.48	\$1.11
64G SR	\$23.73	\$24.73	\$1.00
96G	\$33.67	\$35.08	\$1.42
96G SR	\$30.30	\$31.57	\$1.28

Commercial	Current	4.21%	Monthly Change
1 Yard	\$97.62	\$101.73	\$4.11
1.5 Yard	\$146.44	\$152.60	\$6.16
2 Yard	\$169.04	\$176.16	\$7.12

Attachments

- A: El Dorado Disposal/Waste Connections Request Letter
- B: State of California Consumer Price Index Calculator
- C: El Dorado Disposal/Waste Connections Fuel Component Calculator
- D: Resolution No. 2018-08

CAMERON PARK

Attachment A



WASTE CONNECTIONS INC.
Connect with the FutureSM

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

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

Re: Annual Rate Adjustment

March 20, 2018

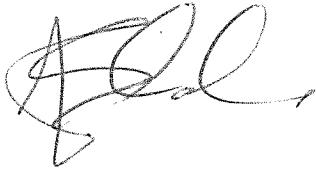
Dear Ms. Ritzman,

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "JE England", written in a cursive style.

Jeff England

Site Manager

Waste Connections of California, Inc. dba

El Dorado Disposal Services

Cc: Sue Vandelinder

Attachments: Consumer Price Index Calculator

Fuel Component Calculation

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

1 Select an Index

2 Select index type

3 Select beginning month

4 Select beginning year

5 Select ending month

6 Select ending year

Beginning Index value

Ending Index Value

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

Attachment C

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

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

http://data.bls.gov/timeseries/WPU057303?data_tool=XGtable

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

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

RESOLUTION NO. 2018-08
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
June 20, 2018

**RESOLUTION ESTABLISHING RATES FOR THE COLLECTION OF
SOLID WASTE WITHIN THE
CAMERON PARK COMMUNITY SERVICES DISTRICT**

WHEREAS, the Cameron Park Community Services District and Waste Connections of California, Inc., doing business as El Dorado Disposal Services (Contractor), have entered into a Franchise Agreement, including Amendments thereto (Agreement), for the collection of solid waste within the Cameron Park Community Services District; and

WHEREAS, pursuant to said Agreement, Contractor is entitled to certain annual rate adjustments periodically based upon the Consumer Price Index and fuel charges; and

WHEREAS, Contractor has requested a rate adjustment to be effective July 1, 2018 of 4.21%.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District approves a rate increase of 4.21% effective July 1, 2018 for both commercial and residential accounts.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 20th day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: **PUBLIC HEARING – GENERAL MANAGER’S REPORT
REGARDING WEED ABATEMENT COSTS**

RECOMMENDED ACTION:

- RECEIVE AND CONSIDER General Manager’s Report Regarding Weed Abatement Costs;
- CONDUCT PUBLIC HEARING to Receive and Consider Objections from Property Owners being Assessed;
- CONFIRM REPORT BY APPROVING Resolution No. 2018-12 (Attachment A).

BUDGET ACCOUNT: FIRE DEPARTMENT, BUDGET UNIT 3000

BUDGET IMPACT: \$34,135.66 to be recovered from property owners by levying abatement costs against property

BACKGROUND:

The Fire Department initiated the District’s annual Weed Abatement on Vacant Lot Program in February. Initial letters were sent in April noticing owners of vacant lots to clear weeds and rubbish per Cameron Park Community Services District (District) Ordinance No. 2018.03.21 (Attachment B) by May 1, 2018.

DISCUSSION:

Most vacant lot owners were compliant with the request for clearing and the Ordinance, but not all. The Fire Marshal reported at the June Fire Committee meeting that 68% of the vacant lots were compliant at that time. On June 1, properties not in compliance with Ordinance were sent another notice (Attachment C).

Of those not compliant, nine properties posing a significant fire threat to the community were selected for abatement. Additional noticing was provided to these property owners that the District would be entering their property to abate weeds and rubbish. Specific dates

were included in the noticing. Of the nine properties, one property owner took action to clear their property and comply with the Ordinance.

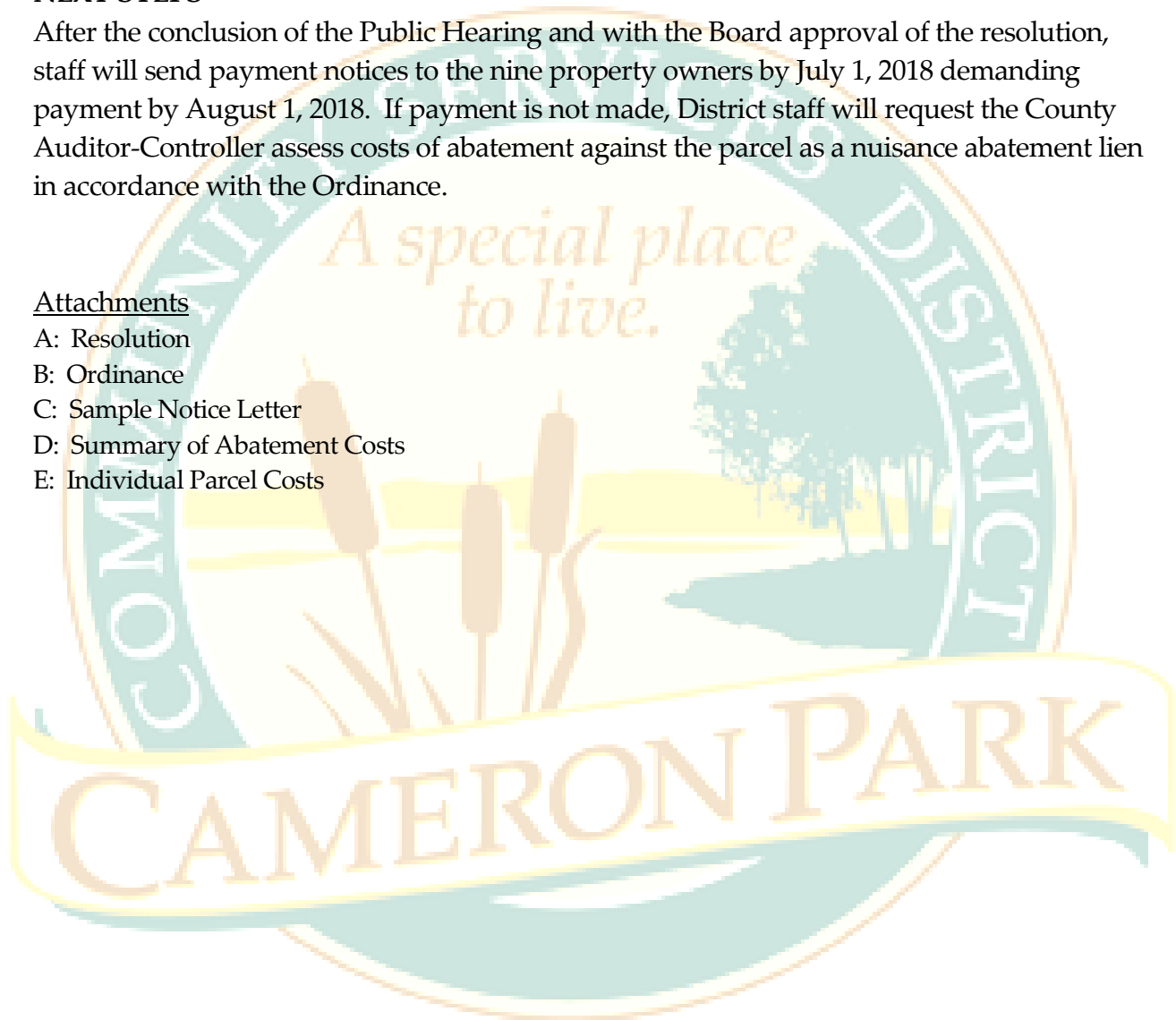
On June 5, the General Manager received the following report containing the abatement costs on nine properties (Attachments D and E).

NEXT STEPS

After the conclusion of the Public Hearing and with the Board approval of the resolution, staff will send payment notices to the nine property owners by July 1, 2018 demanding payment by August 1, 2018. If payment is not made, District staff will request the County Auditor-Controller assess costs of abatement against the parcel as a nuisance abatement lien in accordance with the Ordinance.

Attachments

- A: Resolution
- B: Ordinance
- C: Sample Notice Letter
- D: Summary of Abatement Costs
- E: Individual Parcel Costs



RESOLUTION NO. 2018-12
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
June 20, 2018

**RESOLUTION TO EXERCISE ITS STATUTORY AUTHORITY
TO ABATE RUBBISH AND WEEDS AND COLLECT COSTS ON PROPERTIES ON
WHICH SAID RUBBISH AND WEEDS CONSTITUTE A PUBLIC NUISANCE**

WHEREAS, the Cameron Park Community Services District (District) Board of Directors has the authority per Ordinance No. 2018.03.21 to abate weeds and rubbish on properties within the District; and

WHEREAS, notices were sent by regular and certified mail in April and June to owners of vacant lots to clear weeds and rubbish per Ordinance No. 2018.03.21;

WHEREAS, nine properties not in compliance with the Ordinance No. 2018.03.21 and posing a significant fire threat to the community were selected for abatement; and

WHEREAS, the District abated weeds and rubbish on eight of the nine selected properties.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The District Board of Directors received and considered the General Manager's report regarding weed abatement costs;
2. A public hearing was conducted to receive and consider objections from property owners being assessed;
3. Board of Directors confirms the General Manager's report and approves Resolution No. 2018-12.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20th day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

ORDINANCE NO. 2018.03.21

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17
and 2016.03.16 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

=====

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS
FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17 and
2016.03.16 are hereby amended as follows, and shall hereafter be designated as CAMERON
PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2018.03.21

Sections:

- Section 1: FINDINGS
- Section 2: DEFINITIONS
- Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE
- Section 4: PROHIBITED CONDUCT
- Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND
COMBUSTIBLE MATERIAL
- Section 6: ENFORCEMENT OFFICIALS
- Section 7: INSPECTION
- Section 8: ENFORCEMENT
- Section 9: ENFORCEMENT PROCEDURE
- Section 10: APPEALS
- Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL
- Section 12: COLLECTION OF COSTS FOR ABATEMENT
- Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY
- Section 14: VIOLATIONS
- Section 15: PENALTY – INFRACTION
- Section 16: SEVERABILITY
- Section 17: EFFECTIVE DATE AND PUBLICATION

Section 1: FINDINGS

- A. The Board of Directors of Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or other materials or obstructions on sidewalks, streets, and on lands or lots within the District is dangerous or injurious to neighboring property and the health or welfare of residents of the District and is a public nuisance in that it creates fire hazards, conditions that reduce the value of private property, promote blight and deterioration, invite plundering, constitute an unattractive nuisance creating a hazard to the health and safety of minors, and creates a harbor for rodents and insects and is injurious to the health, safety and general welfare.

- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of weeds, grasses, hazardous vegetation and combustible materials on all parcels within the District;
- C. The District is located in a wildland/suburban interface in which many of the native and non-native plant species within the jurisdictional boundaries of the District are highly flammable during dry periods and have contributed to significant wildfires resulting in catastrophic fire losses to life, property and the environment.
- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands which are home to many rare and sensitive plant and animal species;
- E. Of paramount importance to the District Board of Directors and the citizens of this District is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires; and
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and combustible material abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Accumulation of Weeds, Grasses, Hazardous Vegetation and Combustible Materials - Allowing the growth of weeds, grasses, hazardous vegetation and accumulation of combustible materials as defined below.
- B. Combustible Material – Accumulation of garbage, rubbish, waste or material of any kind other than hazardous vegetation that is flammable and endangers the public safety by creating a fire hazard.
- C. Fire Chief – The Battalion Chief of the Cameron Park Community Services District Fire Department or his or her authorized representative.
- D. Garbage – Includes, but is not limited to, the following: waste resulting from the handling of edible foodstuffs or resulting from decay, and solid or semisolid putrescible waste, and all other mixed, nonrecyclable wastes which are generated in the day-to- day operation of any business, residential, governmental, public or private activity, and may include paper, plastic, or other synthetic material, food or beverage containers.
- E. Hazardous Vegetation – Vegetation that is flammable and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves and tumbleweeds.
- F. Improved Parcel – A portion of land of any size, the area of which is determined by the Assessor’s maps and records and may be identified by an Assessor’s Parcel Number upon which a structure is located.

- G. Rubbish - Includes all the following, but is not restricted to, nonputrescible wastes, such as paper, cardboard, grass clippings, tree or shrub trimmings, leaves wood, wood chips, bedding, crockery, rubber tires, construction waste and similar waste materials.
- H. Structure – Any dwelling, house, building or other type of flammable construction including but not limited to a wood fence attached to or near any other structure.
- I. Unimproved Parcel – A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number upon which no structure is located.
- J. Waste - waste means all putrescible and non-putrescible solid, semi-solid, and liquid wastes, including residential, commercial, and municipal garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition debris, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid wastes and semisolid wastes.
- K. Weeds - Includes any of the following:
- (1) Weeds which bear seeds of a downy or wingy nature;
 - (2) Sagebrush, chaparral, and any other brush or weeds which attain such hard growth as to become, when dry, a fire menace to adjacent improved property;
 - (3) Weeds and grasses which are otherwise noxious;
 - (4) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
 - (5) Dry grass, stubble, brush, or other flammable vegetation which endanger the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. **Government Code** Section 61100(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.

- B. **Government Code** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible property owner.
- C. The **California Health and Safety Code**, Part 5 Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material, and provides for penalties for violations of this Ordinance by property owners.
- D. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1.2 and Section 1103.2.4 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- E. The **California Code of Regulations Code**, 14 C.C.R., Sections 1270.01-1276.03.
- F. The **California Public Resources Code** Section 4291 which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space no greater than 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- G. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of weeds, grasses, hazardous vegetation and other combustible materials are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.

H. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials: to provide for a basic penalty for the nonpayment of such charges of not more than 10% plus an additional penalty of not more than 1% per month for the nonpayment of the charges and the basic penalty; to recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County; and to request the El Dorado County Tax Collector to enter the amount of the delinquent weed abatement charges and penalties as special tax assessments on the current real property tax roll against those parcels of real property owned by the property owner who is delinquent in the payment of such charges and penalties. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of weeds, grasses, hazardous vegetation, refuse, or other combustible material, nor shall a person permit the accumulation of weeds, grasses, hazardous vegetation, refuse, or other combustible material on that person's property or on any other property so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District to remove, or abate, all hazardous vegetation and combustible material, which constitutes a fire hazard which may endanger or damage neighboring property.

The owner, lessee or occupant of buildings, grounds, or lots within the District shall remove from such property and adjacent streets all waste, garbage,, rubbish weeds, hazardous vegetation or other combustible materials growing or accumulated thereon in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

All parcels within the District, whether Improved or Unimproved, shall comply with the following requirements:

- (1) Cultivated and useful grasses and pastures shall not be considered a public nuisance. However, if the District's enforcement official shall determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required. All waste, dry grass, brush, vines or other dry vegetation shall be cleared for an area of not less than 30 feet from all structures, combustible fences, vehicles, and combustible storage. The enforcement official may require additional clearances when topographical or geographical conditions warrant said action.

(2) Any Unimproved Parcel of less than two acres (2ac.) shall be cleared of all waste, hazardous vegetation and combustible material prior to May 1 or the start of fire season, whichever occurs first. Lots on which weeds, dry grass, non-cultivated pastures, or other hazardous vegetation exists, shall be mowed, and shall be cut to a maximum height of two inches so as to not constitute a fire hazard throughout the calendar year.

(3) Any Unimproved parcel or multiple contiguous parcels under the same ownership consisting of more than two acres (2ac.) shall either be cleared of all waste, hazardous vegetation and combustible material or mowed as set forth in subsection (2) above, or shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of such property. Such actions should take place prior to May 1 or the start of fire season, whichever occurs first. Firebreaks shall be disked around the entire perimeter of the parcel. Scraping will also be allowed, provided that the scraped material is removed or spread evenly over the remaining property

(4) The District's enforcement official or his or her designee may require a firebreak of more than thirty (30) feet in width to a maximum of one hundred (100) feet in width, or less than thirty (30) feet in width, as a firebreak for the protection of public health, safety or welfare or the environment. The determination of appropriate clearance distances for firebreaks will be made based upon a visual inspection of the parcel and shall consider all factors that place the property or adjoining structure(s) at risk from an approaching fire. These factors shall include local weather conditions, fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.

(5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" may be:

- A. The District General Manager or his/her designee;
- B. The Covenants, Codes and Restrictions (CC&R) enforcement official of the District;
- C. The Battalion Chief of the District's Fire Department, or his/her designee; and/or
- D. The Park Superintendent.

Section 7: INSPECTION

The enforcement official, or personnel acting under his or her direction, may enter upon private or public property whenever necessary to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated.

Section 8: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance following the procedures and timelines specified in Section 9 of this Ordinance. As an alternative to such enforcement procedures, the enforcement official retains the discretion to commence a meet and confer process with property owners determined to be in violation of this Ordinance to attempt to agree to a mutually acceptable method for abating the waste, vegetation and combustible material existing on such property. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure specified in Section 9 with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

Section 9: ENFORCEMENT PROCEDURE

A. Initial Notice of Duty to Remove and Abate Waste, Hazardous Vegetation and Combustible Material

On or before February 15 of each year the enforcement official shall mail written notice to all owners of Unimproved Parcels within the District stating that all waste, hazardous vegetation and combustible material located on such parcel must be removed and or abated as specified in Section 5 of this Ordinance on or before April 1 of such year. Such written notice shall be mailed to all owners of Improved Parcels within the District with respect to which inspection of the parcel by the enforcement official reveals a violation of this Ordinance within 15 days after the discovery of such violation by the enforcement official.

B. Hazard Abatement Notice

If the meet and confer process described in Section 8 does not occur or does not result in abatement and removal of waste, hazardous vegetation and/or combustible material, the enforcement official may commence proceedings to enforce the provisions of this Ordinance when a violation is identified due to: (a) the failure of an owner of an

Unimproved Parcel to remove and abate all waste, hazardous vegetation and combustible material on or before April 1 pursuant to the Notice specified in section 9 A, or (b) the failure of an owner of an Improved Parcel to remove and abate all waste, hazardous vegetation and combustible material within the time specified in the Notice described in Section 9 A. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows: The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains. Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice. Notification may also be accomplished by posting the Hazard Abatement Notice on the property if the owner's mailing address is not available or not current.

The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are weeds, grasses, hazardous vegetation, waste and combustible materials upon the property;
- (3) A request that such weeds, grasses, hazardous vegetation, waste and combustible materials be removed or abated by May 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such weeds, grasses, hazardous vegetation, waste and combustible materials are not removed or abated by the property owner by May 1, that such materials may be removed under authority of the District, and the costs of such removal and abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115;
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof.; and
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Weeds, Grass, Hazardous Vegetation, Waste and/or Other Combustible Materials," the letters of the foregoing title to be not less than one inch in height.

Notices which are posted shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

Such Hazard Abatement Notice also will be sent by certified mail to the property owner of such parcel as her or her name appears on the last equalized assessment roll and to the address shown on such assessment roll.

Section 10: APPEALS

Appeals Procedure. Any person, who is adversely affected by the Hazard Abatement Notice specified in Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for removal or abatement until the date set for hearing, unless the weeds, hazardous vegetation, waste or combustible material at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

If, by May 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that waste, hazardous vegetation or other combustible material located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 12: COLLECTION OF COSTS FOR ABATEMENT

When proceedings under this chapter result in the removal of weeds, grasses, hazardous vegetation, waste or combustible material from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such removal may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in removing such waste, hazardous vegetation and/or combustible material; the costs incurred by the District for payments to an independent contractor to remove such waste, hazardous vegetation and combustible material from the property; all administrative costs incurred by the District in removing such waste, hazardous vegetation and combustible material including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorneys' fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices; preparation of contracts with independent contractors to perform the abatement work; review of bids by contractors; administration of contracts for abatement activities; and other budgeted overhead items. If waste, weeds, hazardous vegetation and/or combustible

material are ultimately removed from the property by the property owner subsequent to the deadline for removal specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.

The enforcement official shall keep an account of such administrative and removal costs of abatement, and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below.

Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice to the address or addresses of the owner or owners shown on the roll or any other address or addresses ascertained to be more accurate. Such notice shall be mailed not less than 15 calendar days in advance of the hearing.

Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. With respect to each property proposed to be assessed for which the name of the owner or owners is not shown on the last equalized assessment roll, or no address for an owner is shown on the last equalized assessment roll, the notice shall show the name or names of the owner or owners as such name or names are shown on the last equalized assessment roll, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts if the property abuts upon a street or road, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.

At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A. The costs of abatement incurred by the District once approved by resolution of the Board of Directors of the District, shall be mailed to the owner of the property by July 1 demanding payment within thirty (30) days of the date of mailing, or by August 1. If the costs as confirmed are not paid by the responsible property owner by August 1, or within 30 days of the date of mailing of the notice, whichever is later, such costs shall be assessed against the parcel of land as a nuisance abatement lien in accordance with Health and Safety Code Sections 14875 through 14931, Government Code Section 25845. The Notice of Lien shall, at a minimum, identify the record owner or possessor of the property, set forth the last known address of the record owner or possessor, set forth the date upon which the abatement of the nuisance was ordered by the Board of Directors and the date that the abatement was complete, and include a description of the real property subject to the lien and the amount of the abatement cost constituting the lien. Recordation of a Notice of Abatement Lien pursuant to this Section shall have the same effect as recordation of a money judgment recorded pursuant to Code of Civil Procedure Section 697.310 et seq., and shall create a lien which has the same priority as a judgment lien on real property which shall continue in effect until released. On the order of the Board of Directors, or any designee of the Board of Directors, an abatement lien created under this Ordinance may be released or subordinated in the same manner as a judgment lien on real property may be released or subordinated.
- B. As an alternative to, or in addition to the lien procedure detailed in subsection A above, the abatement costs incurred by the District may be levied against the parcel of land subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District, and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Section 25845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 14: VIOLATIONS

The owner or occupant of any parcel or premises within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel or premises owned, occupied or controlled by him or her, shall be guilty of an infraction. Violation of this Ordinance shall consist of the following: (1) failure to abate waste, hazardous vegetation and combustible material after abatement notice from the District; or (2) interference with the performance of the duties of officers or employees of the District or any contractor hired

by the District for abatement activities: or (3) refusal to allow any officer or employee of the District or private contractor approved by the District to enter upon the property for the purpose of inspecting and/or removing any waste, hazardous vegetation and/or combustible material from the property; or (4) interference in any manner whatsoever with the officers, employees or contractors of the District in the work of inspection and removal as provided in this Ordinance.

Section 15: PENALTY - INFRACTION

- A. Notwithstanding the provisions of any other section of this code, violation of any of the provisions of this chapter, or failure to comply with any of the regulatory requirements of this chapter, is an infraction.
- B. Every violation of this chapter is punishable by:
 - (1) A fine not exceeding \$100.00 for the first violation;
 - (2) A fine not exceeding \$200.00 for the second violation within three (3) years; and
 - (3) A fine not exceeding \$500.00 for each additional violation within three (3) years.

Section 16: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 17: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

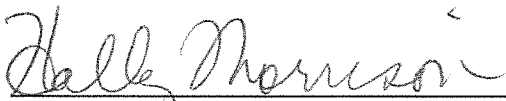
PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District this 21st day of March 2018, by the following vote:

AYES: HM, MM, MS, GS, EW

NOES: None

ABSENT: None

ATTEST:



Director Holly Morrison, President
Board of Directors



Jill Ritzman
Secretary to the Board



CAMERON PARK FIRE DEPARTMENT
 Cameron Park Community Service District
 Weed Abatement Program
Weed and Rubbish Abatement Ordinance No. 2018.03.21



June 1, 2018

Attachment C

Property owner name
 Address

APN#:
 Lot Address:

Dear Vacant Lot Owner,

Pursuant to ‘Cameron Park Weed and Rubbish Abatement Ordinance No. 2018.03.21’ your property is not in compliance with the Ordinance requirements. As a result, we have begun proceedings to place a lien on your vacant lot against your Property Taxes for the 2018/19 Tax Roll. An independent contractor has been hired to abate and bring your property into compliance.

A Public Hearing of the Board of Directors of the Cameron Park Community Service District will be held on **June 20, 2018, at 6:30 p.m.** located at the Cameron Park Community Center, 2502 Country Club Drive, Cameron Park, CA. The purpose of the Public Hearing is to receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of weed abatement per the ‘Cameron Park Weed and Rubbish Abatement Ordinance No. 2018.03.21’. Also to receive any protests and to confirm the cost report for administrative expenditures and the removal of weeds, grasses, hazardous vegetation, waste or combustible materials from property due to the refusal of a property owner to comply with ‘Ordinance No. 2018.03.21.’

Below is an estimate of unpaid costs and the proposed assessment to your respective property:

	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				
COST INCURRED TO DISTRICT PAID TO INDEPENDENT CONTRACTOR	Lot			
INVESTIGATION*	# of Hours			
PROPERTY INSPECTION	# of Hours			
BOUNDARY DETERMINATION	# of Hours			
NEWSPAPER PUBLICATION				
MAILING & POSTING OF NOTICES**	# of Hours			
PREPARATION OF CONTRACTS	# of Hours			
REVIEW OF BIDS – Prevention Specialist (PS)	# of Hours			
REVIEW OF BIDS – Fire Marshal (FM)	# of Hours			
CLERICAL FEES	# of Hours			
FIRE MARSHALL SUPERVISION FEE	# of Hours			
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				
**Labor + Postage/9				

If you have any questions regarding this notice, contact the number listed below.

Respectfully,

Michael Smith
 Fire Marshal/Battalion Chief
 Cameron Park Fire Department

Fees Charged to Owners

Boundary Determination	\$103.05	
Clerical Fees	\$618.03	
Contract Preparation	\$206.01	
Fire Marshal Supervision Fee	\$585.00	
Investigation	\$435.42	
Mailing and Posting of Notices (postage and labor)	\$523.62	
Materials and Equipment Furnished by the District	\$675.00	
Newspaper Publication	\$84.00	
Property Inspection	\$412.02	
Review of Bids (by Fire Marshal)	\$292.50	
Review of Bids (by Prevention Specialist)	\$206.01	
Total Fees Charged to Owners		\$4,140.66

Abatement Costs

Independent Contractors	\$29,995.00	
Total Abatement Costs		\$29,995.00

Total Abatement Costs to Date**\$34,135.66****Properties Abated**

John Ware, 3558 Cambridge Road, APN# 082-412-06

Johnathan Rossi, 3050 Cambridge Road, APN# 082-531-14

Cambridge Road Townhomes, 3060 Cambridge Road, APN# 082-531-1

Cambridge Road Townhomes, 3060 Cambridge Road, APN# 082-531-16

Prosperous Road Inc, 3090 Cambridge Road, APN# 082-531-18

William I. Morgan, Jr., Knollwood/Ravenwood, APN# 082-311-08

Henry Okamoto, 2789 Knollwood Drive, APN# 082-281-15

Diaz, 3493 Verano Way, APN# 083-261-28

Carolyn Turner, 2904 Knollwood Drive, APN# 082-122-14 **

(**Owner cleared property on May 30, 2081 and understanding she is responsible for costs incurred.)

Costs of Abatement				
summary per fee				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT	9	\$75.00		\$675.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR	8			\$29,995.00
INVESTIGATION *	9	*		\$435.42
PROPERTY INSPECTION	18	\$22.89		\$412.02
BOUNDARY DETERMINATION	9	\$11.45		\$103.05
NEWSPAPER PUBLICATION	9	11.100%		\$84.00
MAILING & POSTING OF NOTICES **	9	**		\$523.62
PREPARATION OF CONTRACTS	9	\$22.89		\$206.01
REVIEW OF BIDS - Prevention Specialist (PS)	9	\$22.89		\$206.01
REVIEW OF BIDS - Fire Marshal (FM)	9	\$32.50		\$292.50
CLERICAL FEE	27	\$22.89		\$618.03
FIRE MARSHAL SUPERVISION FEE	9	\$65.00		\$585.00
ATTORNEY FEE	0			\$0.00
*FM & PS Total Labor Hours/9				
**Labor + Postage/9				\$0.00
TOTAL COST				\$34,135.66

Costs of Abatement				
CAMBRIDGE RD TOWNHOMES, 3060 CAMBRIDGE RD, APN# 082-531-15				
	Fees	Abatement		Total
	\$460.06	\$1,500.00		\$1,960.06

Costs of Abatement				
CAMBRIDGE RD TOWNHOMES, 3070 CAMBRIDGE RD, APN# 082-531-16				
	Fees	Abatement		Total
	\$460.06	\$1,500.00		\$1,960.06

Costs of Abatement				
PROSPEROUS RD INC, 3090 CAMBRIDGE RD, APN# 082-531-18				
	Fees	Abatement		Total
	\$460.06	\$1,500.00		\$1,960.06

Costs of Abatement				
WILLIAM I. MORGAN, Jr., KNOLLWOOD/RAVENWOOD, APN# 082-311-08				
	Fees	Abatement		Total
	\$460.06	\$8,700.00		\$9,160.06

Costs of Abatement				
HENRY OKAMOTO, 2789 KNOLLWOOD DR, APN# 082-281-15				
	Fees	Abatement		Total
	\$460.06	\$2,500.00		\$2,960.06

Costs of Abatement				
DIAZ, 3493 VERANO WAY, APN# 083-261-28				
	Fees	Abatement		Total
	\$460.06	\$8,800.00		\$9,260.06

Costs of Abatement				
CAROLYN TURNER, 2904 KNOLLWOOD DR, APN# 082-122-14				
	Fees	Abatement		Total
	\$460.06	\$0.00		\$460.06

Owner cleared property on 5.30.18 and understands they are responsible for costs incurred.

Summary Costs of Abatement

Summary Costs of Abatement				
	Fees to charged to lot owner	Abatement		Total
	\$4,140.66	\$29,995.00		\$34,135.66

Costs of Abatement				
JOHN WARE, 3558 CAMBRIDGE RD, APN# 082-142-06				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$3,995.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEE	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				
**Labor + Postage/9				\$0.00
				\$4,455.06

Costs of Abatement				
CAMBRIDGE RD TOWNHOMES, 3060 CAMBRIDGE RD, APN# 082-531-15				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
CONTRACTOR				\$1,500.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEE	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$1,960.06

Costs of Abatement				
CAMBRIDGE RD TOWNHOMES, 3060 CAMBRIDGE RD, APN# 082-531-15				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$1,500.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEE	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$1,960.06

Costs of Abatement				
CAMBRIDGE RD TOWNHOMES, 3070 CAMBRIDGE WAY, APN# 082-531-16				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$1,500.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$1,960.06

Costs of Abatement				
Prosperous Rd, Inc, 3090 CAMBRIDGE RD, APN# 082-531-18				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$1,500.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$1,960.06

Costs of Abatement				
WILLIAM I MORGAN, JR. KNOLLWOOD/RAVENWOOD, APN# 082-311-08				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$8,700.00
INVESTIGATION *				\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				9,160.06

Costs of Abatement				
HENRY OKAMOTO, 2789 KNOLLWOOD DR, APN# 082-281-15				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				\$2,500.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$2,960.06

Costs of Abatement				
DIAZ, 3493 VERANO WAY, APN# 083-261-28				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
CONTRACTOR				\$8,800.00
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$9,260.06

Costs of Abatement				
CAROLYN TURNER, 2904 KNOLLWOOD DR, APN# 082-122-14				
	Units	Amount	Fee	Total
MATERIALS & EQUIPMENT FURNISHED BY THE DISTRICT				\$75.00
COST INCURRED BY DISTRICT PAID TO INDEPENDENT CONTRACTOR				N/A
INVESTIGATION *	# of Hours			\$48.38
PROPERTY INSPECTION	# of Hours	2	\$22.89	\$45.78
BOUNDARY DETERMINATION	# of Hours	0.5	\$22.89	\$11.45
NEWSPAPER PUBLICATION		0.111%	\$84.00	\$9.32
MAILING & POSTING OF NOTICES **				\$58.18
PREPARATION OF CONTRACTS	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Prevention Specialist (PS)	# of Hours	1	\$22.89	\$22.89
REVIEW OF BIDS - Fire Marshal (FM)	# of Hours	0.5	\$65.00	\$32.50
CLERICAL FEES	# of Hours	3	\$22.89	\$68.67
FIRE MARSHAL SUPERVISION FEE	# of Hours	1	\$65.00	\$65.00
ATTORNEY FEE	# of Hours			
*FM & PS Total Labor Hours/9				\$0.00
**Labor + Postage/9				\$460.06

Owner cleared property on 5.30.18. and understands they are responsible for costs incurred.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 20, 2018

TO: Board of Directors

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #11: **PUBLIC HEARING AND RESOLUTION NO. 2018-09 - ESTABLISHING APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2018/19 FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

RECOMMENDED ACTION: Hear Public Comment and Approve Resolution No. 2018-09

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

Every year, the District is required to calculate and adopt the new tax spending limit for the upcoming fiscal year in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."

The District's new limit for the 2018/19 fiscal year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for the County.

The change in the Per Capita Personal Income has been reported to be 3.67%, and the reported increase in population in the County's unincorporated areas to be 0.83%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0367 \times 1.0083 = 1.0453$$

Tonight a public hearing is being held regarding the appropriations limitation. At the conclusion of the hearing, the Board is asked to adopt Resolution 2018-09 declaring the FY 2018/19 Appropriation Limitation.

RESOLUTION NO. 2018-09
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
June 20, 2018

**RESOLUTION ESTABLISHING APPROPRIATIONS LIMITATION FOR FY 2018/19
FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

WHEREAS, the Board of Directors of the Cameron Park Community Services District conducted a hearing on the appropriations limitation for the Cameron Park Community Services District on Wednesday, June 20, 2018; and

WHEREAS, the hearing was advertised and noticed as required by law; and

WHEREAS, the Board received testimony and other evidence regarding the appropriations limitation to be established for the Cameron Park Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District that the appropriation limit for the 2018/2019 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$10,532,953 computed as follows:

<u>\$10,076,488</u>	(x) 1.0453 =	<u>\$10,532,953</u>
2017/18 Appropriations Limit		2018/19 Appropriations Limit

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20st day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: June 20, 2018

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

AGENDA ITEM #12: PUBLIC HEARING FISCAL YEAR 2018-19 BUDGET

RECOMMENDED ACTION:

- **APPROVE** Fiscal Year 2018-19 Budgets for the General Fund; Lighting and Landscape Assessment District; and Covenants, Conditions and Restrictions.
- Discuss Strategies to Align Annual Revenues and Expenditures and Provide Feedback to Staff Regarding Next Steps.

Introduction

District staff is presenting the Fiscal Year (FY) 2018-19 Budget with a great sense of accomplishment. These accomplishments represent the first steps in putting the District's financial house in order and should lay to rest concerns related to a lack of transparency regarding the District's finances.

- Vavrinek, Trine, Day & Company (VTD) and District staff identified all sources of revenues for inclusion in the Budget report.
- District staff identified expenditures for a base budget to maintain the current level of services with past reports and accounting records.
- VTD staff brought the District Finance Office current with its record keeping.
- The District Audits for FY 2016-17 and 2017-18 are planned for early 2019 to bring the District current with audit requirements.

View From 20,000 Feet Up

The District is a Community Services District, delivering Parks, Recreation, Fire & Emergency Services, CC&R Enforcement, and solid waste/recycling collection. The Cameron Park Community Center was constructed less than 10 years ago, and while efforts were made to make the facility self-sustaining with facility use fees and program revenues, this goal has not been realized. Compared to other regional Community Centers, the District generates a good amount of revenues but it is unlikely that the Center will ever be self-sustaining, as is the case with most Community Centers.

In addition to the costs associated with the Community Center, trends in Fire Department costs have escalated at a higher rate than property taxes. To protect the Fire Department budget, less resources were allocated to maintain parks and recreation facilities, which is evident by the current condition of much of the parks infrastructure. Additionally, the Finance Office has been historically under-staffed for a special district of this size and scope.

These changes, which have occurred over time, have created a budget whereby annual expenditures for current service levels exceed annual revenues, and the District is reliant upon its Fund Balance to cover operational expenditures.

Changing Business Model

During the past six months, the new staff leadership team updated aged and inefficient operational processes, especially in the Parks Department and Finance Office. In the past six months, staff implemented many changes to align the District with industry standards: staff time clocks implemented, new financial software purchased, increased Broadband width, Firewalls installed, postage meters installed, NCR forms tossed, PG&E contacted to update lights, movement away from temporary agency employees to District employees, calculating weather in irrigation systems, increasing ability to remotely control irrigation systems, changing merchant services and matching irrigation heads for consistent water pressure. A change in business operations and embracing advances in technology will increase efficiency of operations, enhance the level of services and increase staff work capacity.

The changing business model will continue into next Fiscal Year with updates to Rec Trac facility and program scheduling software, separation of the public Wifi from business operations, remotely controlling the pool chemicals and HVAC systems, continued implementation of the new financial software Abila, and new credit card services to cite a few tasks.

Organization of the Budget Report

There are two significant changes to the presentation of the FY 2018-19 Budget: 1) The budget is organized by District and by department; and 2) historical information is limited in department budgets.

A District-wide budget capturing historical budgets and expenditures is provided, along with information about the audited and unaudited fund balances. Due to the failing financial software system over the past several years, and the reorganization of the budget by department, staff is unable to provide historical data comparing the current proposed department budgets with past actual expenditures. For department budgets,

there will be one budget column which is the proposed budget. The proposed department budgets were developed by staff, working closely with the Finance Office, based upon actual expenditures and projected costs changes in the upcoming year. The proposed budget includes an assumed 20% fee increase in program fees for Recreation and Parks programs, and Fire Department fees.

The Budget is organized by department for staff accountability purposes:

- ✓ Parks & Facilities,
- ✓ Fire & Emergency Services,
- ✓ Administration & Finance,
- ✓ Recreation, and
- ✓ Covenants, Conditions and Restrictions (CC&Rs).

The Lighting and Landscape Assessment Districts (LLAD) budget is included in the Parks and Facilities Department, funded by special assessments and a small amount of facility use revenues generated at David West Park.

In past years, there was a separate Community Center budget shared by both the Recreation Supervisor and Parks Superintendent, making staff accountability difficult. In addition, the budget was not a true reflection of costs related exclusively to the Community Center. For example, funds were budgeted in the Community Center budget to lease a local school gymnasium because the basketball program exceeded the capacity of the Community Center gym. The Community Center budget is now divided between Recreation and Parks & Facilities Departments according to the area of responsibility for staff.

Program tracking capability will be available in the new financial software, Abila. In addition to financial tracking by Department, staff will be able to track expenditures and revenues by program such as Community Center Pool or Summer Spectacular. This new program tracking feature will provide accurate information related to program and facility costs. A program list will be developed with input from the budget and Administration Committee.

Budget Analysis

The FY 2018-19 proposed budget contains budgeted expenditures of \$6,627,203 which is \$369,692 over budgeted revenues in the amount of \$6,257,511. The FY proposed 2018-19 expenditures are \$471,875 or 7.7% over FY 2017-18 adopted final budgeted expenditures. The FY 2018-19 proposed revenues are \$444,191 or 7.6% over FY 2017-18 final adopted budgeted revenues. The FY 2018-19 proposed increase in excess expenditures over

revenues is \$27,684 or 8% over the excess expenditures over revenues for FY 2017-18, which can be attributed exclusively to one-time necessary expenditures. The FY 2018-19 proposed decrease in ending General Fund balance is \$369,692 which is \$27,192 or 7.9% more than the ending General Fund balance for the FY 2017-18 adopted final budget.

Budget and Administration Committee and Other Budget Changes

The Budget and Administration Committee (Committee) requested two changes to the budget: to increase revenues generated by fees by 20%; and to reduce expenditures to bring the deficit to under \$400,000. In addition to the Committee changes, El Dorado Emergency Services Authority notified the District that the reimbursement for ambulance services from the Joint Powers Authority (JPA) would be a fixed \$1,150,000 each year for the next three years, which equated to an additional \$55,000 shortfall in the Fire Department budget. In total, the Fire Department budget shortfall now totals \$175,885.

The following adjustments were made to bring the overall District budget deficit under \$400,000.

• Other Revenue Grant	3,000	Recreation Program Grant
• Program Revenue	20%	Assumed Fee Increase
• Minor Small Tools	(3,000)	
• Maintenance-Grounds	(3,000)	Mulch for playgrounds (300 cubic yards to 275 cubic yards)
• Pool Chemicals	(6,000)	AirGas (renegotiated price)
• Capital Equipment	(3,500)	Delete Shed

The attached graph depicts revenues by source for your information.

Cameron Park Community Services District
Fiscal Year 2018-19 Budget

Table of Contents

1. Cover report,
Chart: Revenue by Source
2. Chart: Property Tax Allocation by Department
3. District Funds Held at the County
4. Division of Facilities Use/Recreation and Parks Revenues
5. Capital Projects Funded by Quimby Fees, One Time Expenditures, Increased Costs,
Projection of CAL Fire Contract Costs Through FY 2022-23 and Allocation of
Property Taxes
6. Obligations as Cal PERS Agency: Retiree Health Care Benefits and Pension Funding
7. Supplemental District Budget & Finance Timeline, Board of Directors April 18, 2018
8. Organization Chart-June 2018,
Organization Chart-Proposed 2018-19,
Salary Chart
9. District Budget
10. Department of Administration and Finance (1000)
-Description, Budget
-Personnel Budget Report
-Line Item Detail
11. Department of Fire & Emergency Services (3000)
-Description
-Budget
-Line Item Detail

12. Department of Parks & Facilities, Landscape, Lighting and Assessment Districts
(4000, 7000 and Funds 30-50)

- Description
- Budget
- Organizational Chart
- Personnel Budget Report-
- Line Item Detail

13. Department of Recreation (5000)

- Description
- Budget
- Personnel Budget Report
- Line Item Detail

14. Department of Covenants, Conditions & Restrictions (Fund 2)

- Description
- Budget
- Personnel Budget Report
- Line Item Detail

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 20, 2018

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

AGENDA ITEM #12: PUBLIC HEARING FISCAL YEAR 2018-19 BUDGET

RECOMMENDED ACTION:

- **APPROVE** Fiscal Year 2018-19 Budgets for the General Fund; Lighting and Landscape Assessment District; and Covenants, Conditions and Restrictions.
- Discuss Strategies to Align Annual Revenues and Expenditures and Provide Feedback to Staff Regarding Next Steps.

Introduction

District staff is presenting the Fiscal Year (FY) 2018-19 Budget with a great sense of accomplishment. These accomplishments represent the first steps in putting the District's financial house in order and should lay to rest concerns related to a lack of transparency regarding the District's finances.

- Vavrinek, Trine, Day & Company (VTD) and District staff identified all sources of revenues for inclusion in the Budget report.
- District staff identified expenditures for a base budget to maintain the current level of services with past reports and accounting records.
- VTD staff brought the District Finance Office current with its record keeping.
- The District Audits for FY 2016-17 and 2017-18 are planned for early 2019 to bring the District current with audit requirements.

View From 20,000 Feet Up

The District is a Community Services District, delivering Parks, Recreation, Fire & Emergency Services, CC&R Enforcement, and solid waste/recycling collection. The Cameron Park Community Center was constructed less than 10 years ago, and while efforts were made to make the facility self-sustaining with facility use fees and program revenues, this goal has not been realized. Compared to other regional Community Centers, the District generates a good amount of revenues but it is unlikely that the Center will ever be self-sustaining, as is the case with most Community Centers.

In addition to the costs associated with the Community Center, trends in Fire Department costs have escalated at a higher rate than property taxes. To protect the Fire Department budget, less resources were allocated to maintain parks and recreation facilities, which is evident by the current condition of much of the parks infrastructure. Additionally, the Finance Office has been historically under-staffed for a special district of this size and scope.

These changes, which have occurred over time, have created a budget whereby annual expenditures for current service levels exceed annual revenues, and the District is reliant upon its Fund Balance to cover operational expenditures.

Changing Business Model

During the past six months, the new staff leadership team updated aged and inefficient operational processes, especially in the Parks Department and Finance Office. In the past six months, staff implemented many changes to align the District with industry standards: staff time clocks implemented, new financial software purchased, increased Broadband width, Firewalls installed, postage meters installed, NCR forms tossed, PG&E contacted to update lights, movement away from temporary agency employees to District employees, calculating weather in irrigation systems, increasing ability to remotely control irrigation systems, changing merchant services and matching irrigation heads for consistent water pressure. A change in business operations and embracing advances in technology will increase efficiency of operations, enhance the level of services and increase staff work capacity.

The changing business model will continue into next Fiscal Year with updates to Rec Trac facility and program scheduling software, separation of the public Wifi from business operations, remotely controlling the pool chemicals and HVAC systems, continued implementation of the new financial software Abila, and new credit card services to cite a few tasks.

Organization of the Budget Report

There are two significant changes to the presentation of the FY 2018-19 Budget: 1) The budget is organized by District and by Department; and 2) historical information is limited in Department budgets.

A District-wide budget capturing historical budgets and expenditures is provided, along with information about the audited and unaudited Fund Balances. Due to the failing financial software system over the past several years, and the reorganization of the budget by Department, staff is unable to provide historical data comparing the current proposed Department budgets with past actual expenditures. For Department budgets,

there will be one budget column which is the proposed budget. The Proposed Department budgets were developed by staff, working closely with the Finance Office, based upon actual expenditures and projected costs changes in the upcoming year. The proposed budget includes an assumed 20% fee increase in program fees for Recreation and Parks programs, and Fire Department fees.

The Budget is organized by Department for staff accountability purposes:

- ✓ Parks & Facilities,
- ✓ Fire & Emergency Services,
- ✓ Administration & Finance,
- ✓ Recreation, and
- ✓ Covenants, Conditions and Restrictions (CC&Rs).

The Lighting and Landscape Assessment Districts (LLAD) budget is included in the Parks and Facilities Department, funded by special assessments and a small amount of facility use revenues generated at David West Park.

In past years, there was a separate Community Center budget shared by both the Recreation Supervisor and Parks Superintendent, making staff accountability difficult. In addition, the budget was not a true reflection of costs related exclusively to the Community Center. For example, funds were budgeted in the Community Center budget to lease a local school gymnasium because the basketball program exceeded the capacity of the Community Center gym. The Community Center budget is now divided between Recreation and Parks & Facilities Departments according to the area of responsibility for staff.

Program tracking capability will be available in the new financial software, Abila. In addition to financial tracking by Department, staff will be able to track expenditures and revenues by program such as Community Center Pool or Summer Spectacular. This new program tracking feature will provide accurate information related to program and facility costs. A program list will be developed with input from the Budget and Administration Committee.

Budget Analysis

The FY 2018-19 Proposed Budget contains budgeted expenditures of \$6,627,203 which is \$369,692 over budgeted revenues in the amount of \$6,257,511. The FY Proposed 2018-19 expenditures are \$471,875 or 7.7% over FY 2017-18 Adopted Final budgeted expenditures. The FY 2018-19 Proposed revenues are \$444,191 or 7.6% over FY 2017-18 Final Adopted budgeted revenues. The FY 2018-19 Proposed increase in excess expenditures over

revenues is \$27,684 or 8% over the excess expenditures over revenues for FY 2017-18, which can be attributed exclusively to one-time necessary expenditures. The FY 2018-19 Proposed decrease in Ending General Fund Balance is \$369,692 which is \$27,192 or 7.9% more than the Ending General Fund Balance for the FY 2017-18 Adopted Final budget.

Budget and Administration Committee and Other Budget Changes

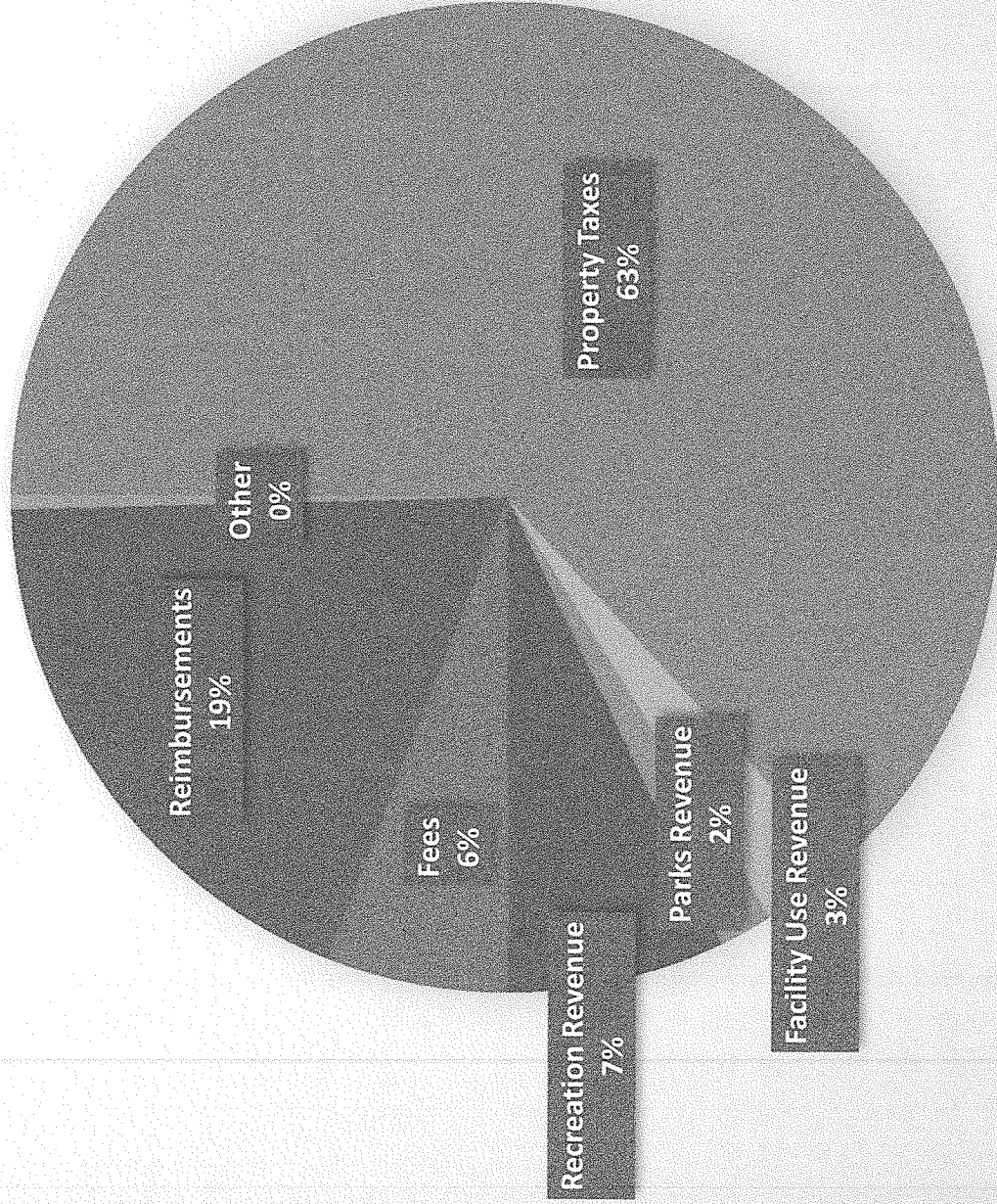
The Budget and Administration Committee (Committee) requested two changes to the budget: to increase revenues generated by fees by 20%; and to reduce expenditures to bring the deficit to under \$400,000. In addition to the Committee changes, El Dorado Emergency Services Authority notified the District that the reimbursement for ambulance services from the Joint Powers Authority (JPA) would be a fixed \$1,150,000 each year for the next three years, which equated to an additional \$55,000 shortfall in the Fire Department budget. In total, the Fire Department budget shortfall now totals \$175,885.

The following adjustments were made to bring the overall District budget deficit under \$400,000.

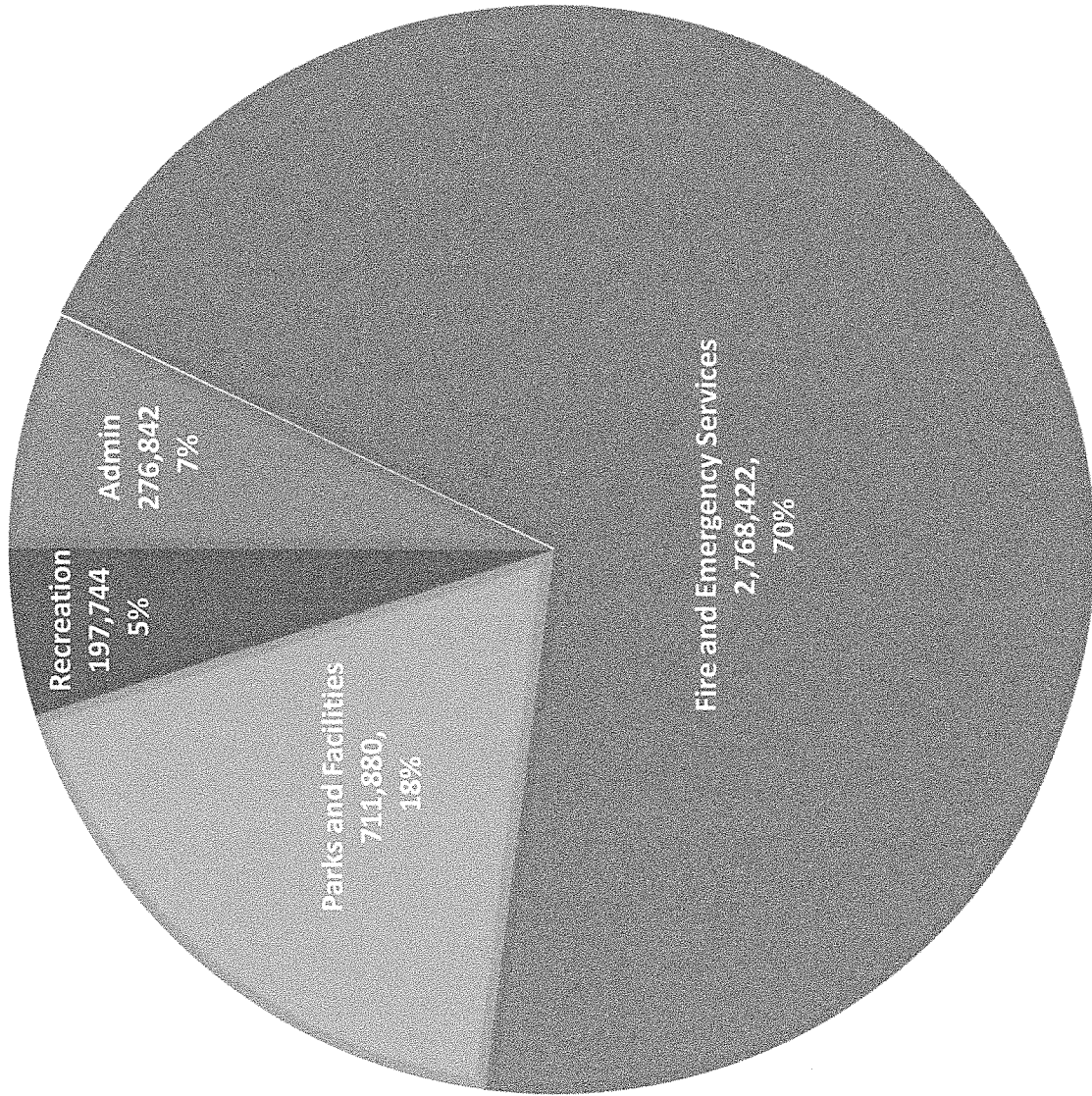
- Other Revenue Grant 3,000 Recreation Program Grant
- Program Revenue 20% Assumed Fee Increase
- Minor Small Tools (3,000)
- Maint-Grounds (3,000) Mulch for playgrounds (300 cubic yards to 275 cubic yards)
- Pool Chemicals (6,000) AirGas (renegotiated price)
- Capital Equipment (3,500) Delete Shed

The attached graph depicts revenues by source for your information.

REVENUE BY SOURCE



PROPERTY TAX ALLOCATION BY DEPARTMENT



**CAMERON PARK COMMUNITY SERVICES DISTRICT
DISTRICT CASH HELD AT THE COUNTY BY FUND**

Source: El Dorado County EDCAT Reports

Our Fund Name		Fund Status	04-30-18 Balance per County
01	General Fund	Unrestricted	\$ 2,093,206
02	CC&R	Restricted	\$ 321,124
03	Quimby	Restricted	\$ 32,077
04	AB 1600 /Park Impact	Restricted	\$ 552,745
05	Fire Training	Fiduciary Internal	\$ 16,006
06	Fire Development	Restricted	\$ 1,322,724
07	Fire Equip Replacement		\$ 33,139
08	to be rolled to fund 9		\$ 22,652
09	Fire Prevention	Restricted	\$ 15,277
10	JPA	Fiduciary Tracking	
30	Airpark LL&D	Restricted	\$ 133,562
31	Unit 6 LL&D	Restricted	\$ 74,419
32	Unit 7 LL&D	Restricted	\$ 71,195
33	Unit 8 LL&D	Restricted	\$ 77,849
34	Viewpoint LL&D	Restricted	\$ 20,467
35	Golderado LL&D	Restricted	\$ 11,952
36	Unit 11 LL&D	Restricted	\$ 37,370
37	Unit 12 LL&D	Restricted	\$ 62,986
38	Cameron Woods 1-4 LL&D	Restricted	\$ 39,164
39	Bar J15A LL&D	Restricted	\$ 124,434
40	Bar J15B LL&D	Restricted	\$ 53,978
41	Creekside LL&D	Restricted	\$ 8,633
42	Eastwood LL&D	Restricted	\$ 319,699
43	David West LL&D (Crazy Horse)	Restricted	\$ 91,818
44	Cambridge Oaks LL&D	Restricted	\$ 12,931
45	Northview LL&D	Restricted	\$ 152,226
46	Cameron Valley ll&D	Restricted	\$ 93,756
47	Cameron Woods 8 LL&D	Restricted	\$ 6,117
48	Silver Springs LL&D	Restricted	\$ 2,857
49	Bell Woods	Restricted	\$ 45,635
50	BarJ a5ANo 2	Restricted	\$ 69,912
70	Community Center		\$ 1
71	Scholarship	Fiduciary Internal	
72	Pedestrian Bridge	Restricted	
73	Lagoon Upgrade	Fiduciary Internal	
80	Per Capita Grant	Fiduciary Internal	
81	Promotional Grant	Fiduciary Internal	
90	Go Bond	Restricted	\$ 564,518
	Sports Fund		
			\$ 6,484,428

** Fund 08 is inactive - roll activity into General Fund

District Cash at the County by Fund

Recommendations for Fire Department Accounts

May 31, 2018

Based on conversations with County Auditor staff and past and current fire staff, the Finance Office identified the following funds as unrestricted and available for appropriation by the Board of Directors. Revenues from these sources are currently included in the Fiscal Year 2018-19 Fire Department Budget. Staff recommends placing these additional Fire Department funds in the FY 2018-19 Fire Department budget for capital acquisitions. The remaining Funds at the County are collected and dispersed by the County.

05	Fire Training	\$16,006
07	Fire Equipment Replacement	33,139
08	To be rolled to Fund 9	22,652
09	Fire Prevention	15,227
	Total	\$87,024

CAMERON PARK COMMUNITY SERVICES DISTRICT
PROGRAM REVENUE SHARED BY PARKS AND RECREATION DEPARTMENT
FISCAL YEAR 2018/19

FEE TITLE	FACILITIES/PARKS	RECREATION
Community Center Use Revenues	100%	
Sports Field Rental Revenues	80%	20%
Picnic Area Rentals	80%	20%
Pool Passes	50%	50%
Lake Passes/Lagoon	50%	50%
Combo Passes	50%	50%
Group Rental @ Pool (sharks)	Per Contract	
Pool Parties	50%	50%
Gym Rentals (outside group)	50%	50%

**CAMERON PARK COMMUNITY SERVICES DISTRICT
CAPITAL PROJECTS FUNDED BY QUIMBY FEES AND
ONE-TIME EXPENDITURES AND INCREASED COSTS
FISCAL YEAR 2018-19**

CAPITAL PROJECTS FUNDED QUIMBY FEES

Reconciled Balance at the County as of 04/30/18 - \$32,077

Amount budget in FY 2018-19 - \$31,000

Balance Remaining - \$ 1,077

These Quimby Funds are allocated for replacement of Parks bathroom roofs and the Rasmussen Park Pump House roof. These roofs are beyond repair and, in the majority of cases, are near collapse. Also identified for funding is \$4,000 for repairs to the wood fence around the Lagoon (safety) identified in the SDRMA report as a necessary, high priority item due to safety.

ONE TIME EXPENDITURES - FY 2018-19

- Upgrade Rec Trac \$7,700
- West Consulting Agreement, Cameron Park Lake Dam Emergency Action Plan \$31,010
- Vavrinek, Trine, Day & Company Agreement for Accounting Services \$55,040
- IT Upgrades: backup system, replacing switches \$34,470
- Lagoon Safety (Special District Risk Management Agency report) On-going
- Dual Audit \$31,800

INCREASED COSTS (REOCCURRING) - FY 2018-19

- Replacing 4 computers with yearly replacement schedule (20 computer inventory) \$1,600
- Additional Financial Software Annual Maintenance Fee – Abila \$5,700
- Insurance costs increase 6%
- Dam permit \$1,734
- Band width increase (AireSpring) \$225
- Fire Services Contract 2.4%

DECREASE IN REVENUES (REOCCURRING) FY 2018-19

- Reimbursement from El Dorado County Emergency Services Authority for Ambulance Services will be fixed for next three years. \$31,008

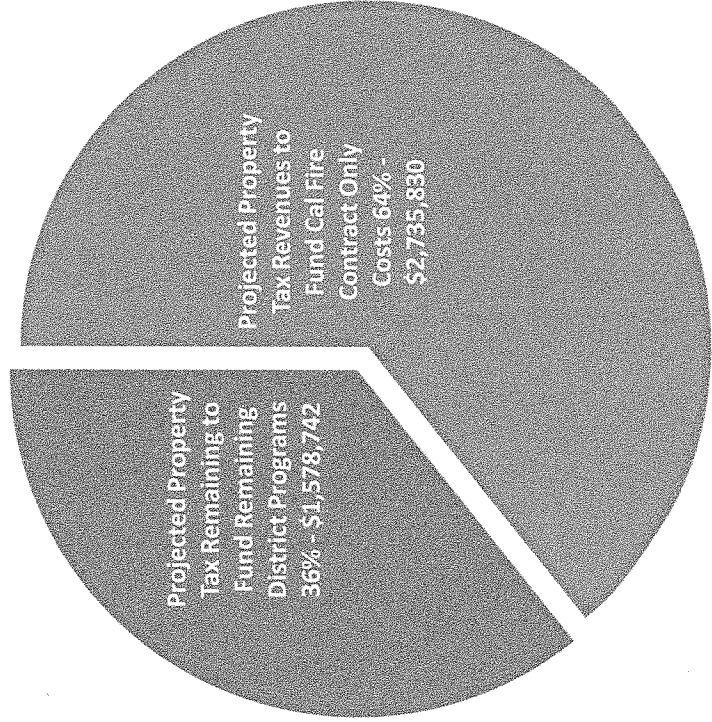
ONE TIME EXPENDITURES – FY 2017-18

- Changing Business Practices including: timeclocks, financial accounting software, records retention/disposal, merchant services change-over to Umpqua Bank, Labor Consultant, firewall, increased broadband width, lagoon safety (Special District Risk Management Agency report).

CAMERON PARK COMMUNITY SERVICES DISTRICT
 ALLOCATION OF PROPERTY TAX REVENUES BETWEEN CAL FIRE SERVICES CONTRACT ONLY AND REMAINING DISTRICTS PROGRAMS
 AND

CAL Fire Fire Services Contract Fiscal Impact Projected Over 5 Years

	FY17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22/23	% Change
Projected CAL FIRE Contract Amount	\$ 3,774,070	\$ 3,863,473	\$ 3,960,059	\$ 4,059,061	\$ 4,160,537	\$ 4,264,551	13%
Projected JPA Reimbursement	\$ (1,181,008)	\$ (1,150,000)	\$ (1,150,000)	\$ (1,150,000)	\$ (1,173,000)	\$ (1,196,460)	1%
Projected Annual Salary Savings	\$ (264,185)	\$ (270,443)	\$ (277,204)	\$ (284,134)	\$ (291,238)	\$ (298,519)	13%
Projected Net Fire Services-CAL FIRE Cost	\$ 2,328,877	\$ 2,443,030	\$ 2,532,855	\$ 2,624,927	\$ 2,696,300	\$ 2,769,573	19%
Projected Property Tax Revenues	\$ 3,957,145	\$ 3,954,888	\$ 4,041,896	\$ 4,130,817	\$ 4,221,695	\$ 4,314,573	9%
Projected Property Tax Remaining to Fund Remaining Parks Programs after funding Fire Services-CAL Fire	\$ 1,628,268	\$ 1,511,858	\$ 1,509,041	\$ 1,505,891	\$ 1,525,396	\$ 1,545,000	-5%



Updated for increased CAL Fire contract amount with release of benefit rates and decrease JPA contract amount.

Fiscal Impact

	FY15-16	FY16-17	FY17-18	change 15/16 to 17/18	% change
Costs - Acct 5236 Contract Services	2,980,486	2,989,426	3,422,441	441,955	15%
JPA Reimbursement	(1,056,705)	(1,011,556)	(1,181,008)	(124,303)	12%
Net Fire Services CAL FIRE Cost	1,923,781	1,977,870	2,241,433	317,652	17%
CAL FIRE Contract Amount	3,254,054	3,285,016	3,774,070	520,016	16%
Property Tax Revenues (actual)	3,595,880	3,675,065	3,957,145	361,265	10%

**CAMERON PARK COMMUNITY SERVICES DISTRICT
OBLIGATIONS AS CAL PERS AGENCY:
RETIREE HEALTH CARE BENEFITS AND PENSION FUNDING
FISCAL YEAR 2018-19**

Retiree Health Care

1. Current Costs for Retired Individuals
2. District's Unfunded Liabilities

Background

In recent years, the District took steps to decrease its obligation for retiree health benefits. Currently, employees must work for the District for ten years and will receive 50% of the employee cost of health care. Under the old policy, employees receive retiree health benefits at 100% cost for the employee (up to current Kaiser rate) and 80% for employee dependent. No dental or vision benefit is paid to retirees.

1. Current Costs for Retired Individuals

The District has eleven former employees who receive retiree health care benefits for a total annual cost of \$93,225. This amount is spread to the various Departments based on the retiree.

- Six Fire Department employees,
- Three General Managers,
- One survivor,
- One park maintenance worker.

2. Explaining the District's Unfunded Liabilities

Retirement – CalPERS retirement funding obligations are approximately 71% funded. CalPERS has taken recent steps including lowering the discount rate and adopting a new strategic asset allocation effective July 1, 2018. Effective June 30, 2019, CalPERS will reduce the Actuarial Amortization rate from 30 years to 20 years. The first employer contribution rates will not begin until fiscal year 2021-22. The fiscal impact of this latest policy change is expected to be minimal on the annual employer contributions in the near term. The long-term impact will depend on future changes to unfunded liabilities as the change only applies to these future changes. The exact first-year impact of the policy change cannot be measured until the June 30, 2019 valuations are completed, but the impact is expected to be small for most plans. The District is currently estimated to pay \$111,519 for fiscal year 17/18 unfunded liabilities.

Health - Funding for future employees eligible for retiree health care benefits is considered an unfunded liability for the District, albeit a much reduced risk under current policy considering the length of time an employee must work and the number of District employees. In August 2016, the Board of Directors approved opening a trust account to fund Other Post Employment Benefits (OPED) with California Employer's Retiree Benefit Trust, a division of CalPERS. An initial provision of \$41,650 was identified, but the District never made payment to CalPERS. If the Board is interested in pursuing this financial strategy in the future, staff must re-initiate the process. Further consultation with staff from Vavrinek, Trine, Day and Company or an actuarial may be prudent to determine the District's risk and best options for investments.

Agenda Transmittal

DATE: April 18, 2018

FROM: Vicky Neibauer, Finance & Human Resources Officer

AGENDA ITEM #11: SUPPLEMENTAL DISTRICT BUDGET & FINANCE TIMELINE

RECOMMENDED ACTION: Review & Discuss

BACKGROUND

In recent years, the Board of Directors invested in several significant planning documents including a Fire Department Master Plan, Five Year Budget Forecast and Assessment, Browning Reserve Study and a Parks and Recreation Master Plan. These plans influence the District's budget and finances. There is funding held at the County on behalf of the District that assists in implementing projects identified in these plans. In addition, a Park Bond (Proposition 68) will be on the June ballot.

DISCUSSION

In March, Board members stressed the importance of addressing elements in the above-mentioned planning documents. Due to the failing financial software system and its impacts on the financial system reconciliations, staff is struggling to address both the District's FY 2018/19 operations budget and planning for funding/implementing the planning documents; therefore, a phased approach is being recommended:

May/June

- Secure New Financial Software

June/July

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

September

- Fire and Parks – Five Year Capital Improvement Projects Budget;
- Set aside for Browning Reserve projects.

October

- Update Five Year Budget Forecast and Assessment

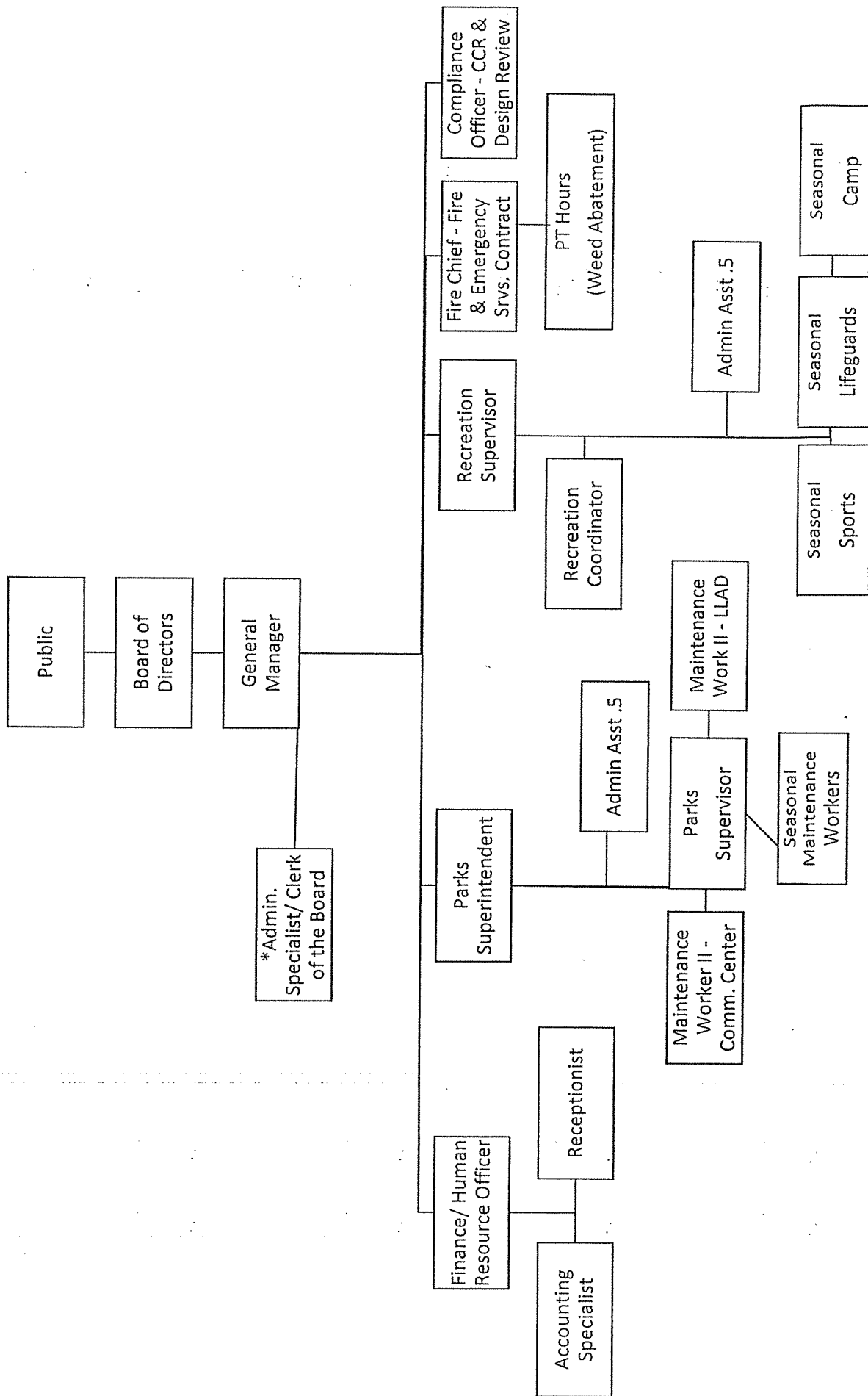
December/January

- FY 2016/17 and FY 2018/19 Audit
- Conclude Vavrinek, Trine, Day & Co. (VTD) Services

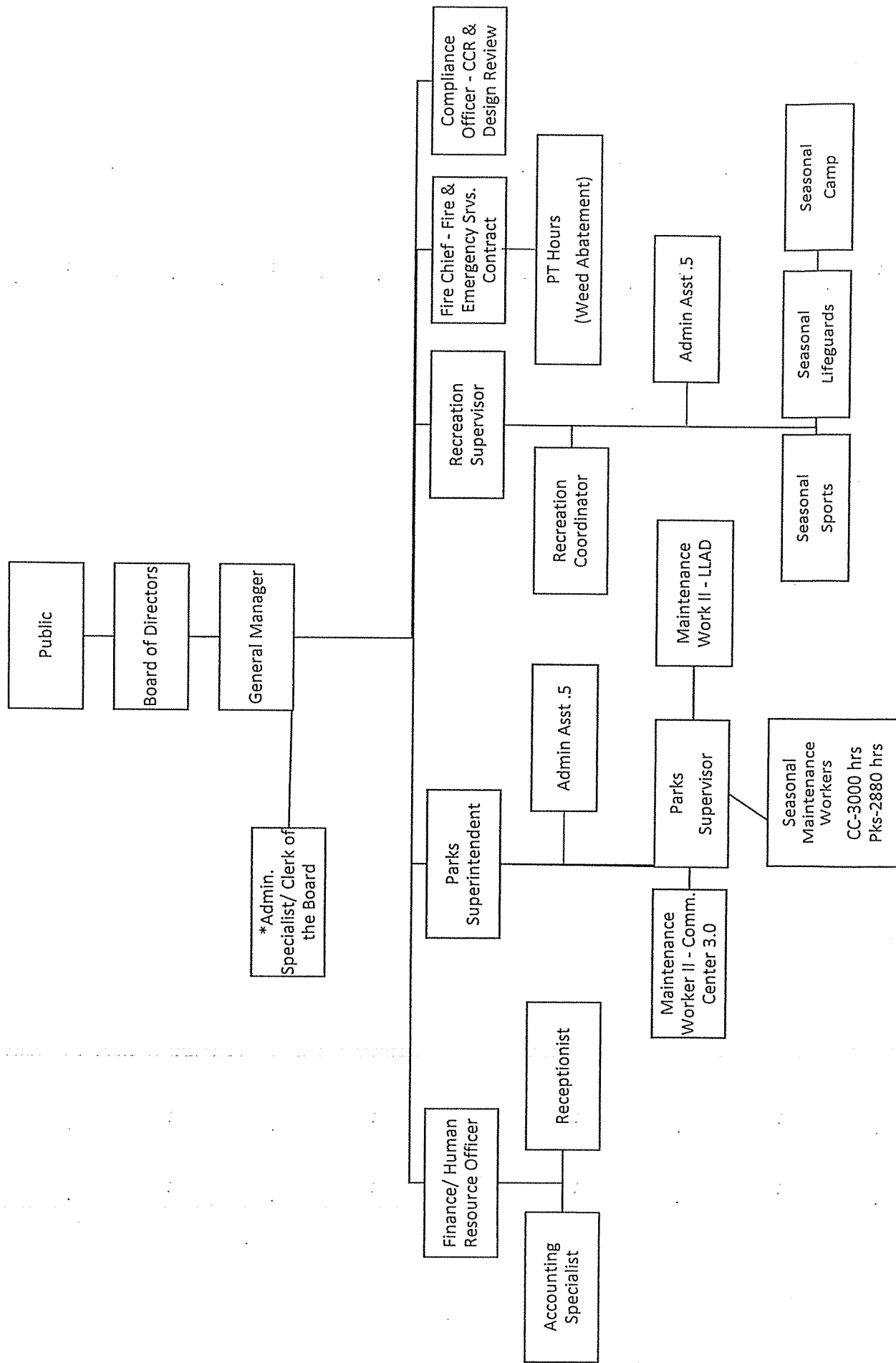
CONCLUSION

Staff truly understands the importance of ensuring the District's future financial health, and acknowledges the efforts the Board of Directors has taken. Time is slipping away quickly to address the District's finances. Staff is actively exploring opportunities to make systems more cost efficient, and eliminate duplicate services and redundant expenses. These efforts include implementation of a new financial software system, analyzing accounts payable vendor lists, analyzing current banking account systems, changing merchant services, changing credit card providers, and using technology and outside vendors to District's advantage. To ensure accuracy of all budget and finance documents, staff is recommending a phased approach to address all of the District's financial needs.

June, 2018



Proposed, 2018/19



**CAMERON PARK COMMUNITY SERVICES DISTRICT
SALARY CHART
FISCAL YEAR 2018/19**

<u>POSITION TITLE</u>	<u>Annual</u>					<u>HRLY RATE</u>
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
General Manager (Negotiated Contract)	\$ 52,025	\$ 54,627	\$ 57,358	\$ 60,226	\$ 63,237	\$ 52.88
Parks Superintendent	\$ 52,025	\$ 54,627	\$ 57,358	\$ 60,226	\$ 63,237	\$ 25.01
Finance/Human Resources Officer	\$ 45,698	\$ 47,983	\$ 50,382	\$ 52,901	\$ 55,546	\$ 25.01
Parks Supervisor	\$ 43,911	\$ 46,106	\$ 48,412	\$ 50,832	\$ 53,374	\$ 21.97
CC&R Enforcement Officer	\$ 40,949	\$ 42,997	\$ 45,146	\$ 47,404	\$ 49,774	\$ 21.11
Recreation Supervisor	\$ 32,231	\$ 33,843	\$ 35,535	\$ 37,311	\$ 39,177	\$ 19.69
Recreation Coordinator	\$ 32,231	\$ 33,843	\$ 35,535	\$ 37,311	\$ 39,177	\$ 15.50
Accounting Specialist	\$ 28,453	\$ 29,875	\$ 31,369	\$ 32,937	\$ 34,584	\$ 15.50
Maintenance Worker II	\$ 22,961	\$ 24,109	\$ 25,314	\$ 26,580	\$ 27,909	\$ 13.68
Office Assistant (Front Desk)						\$ 11.04

<u>POSITION TITLE</u>	<u>Hourly</u>					<u>HRLY RATE</u>
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
General Manager	\$ 25.0123	\$ 26.2629	\$ 27.5760	\$ 28.9548	\$ 30.4025	\$ 31.9227
Parks Superintendent	\$ 25.0123	\$ 26.2629	\$ 27.5760	\$ 28.9548	\$ 30.4025	\$ 31.9227
Finance/Human Resources Officer	\$ 21.9703	\$ 23.0688	\$ 24.2223	\$ 25.4334	\$ 26.7050	\$ 28.0403
Parks Supervisor	\$ 21.1109	\$ 22.1664	\$ 23.2748	\$ 24.4385	\$ 25.6604	\$ 26.9434
CC&R Enforcement Officer	\$ 19.6871	\$ 20.6715	\$ 21.7050	\$ 22.7903	\$ 23.9298	\$ 25.1263
Recreation Supervisor	\$ 15.4957	\$ 16.2705	\$ 17.0840	\$ 17.9382	\$ 18.8351	\$ 19.7769
Recreation Coordinator	\$ 15.4957	\$ 16.2705	\$ 17.0840	\$ 17.9382	\$ 18.8351	\$ 19.7769
Accounting Specialist	\$ 13.6792	\$ 14.3631	\$ 15.0813	\$ 15.8353	\$ 16.6271	\$ 17.4585
Maintenance Worker II	\$ 11.0387	\$ 11.5907	\$ 12.1702	\$ 12.7787	\$ 13.4176	\$ 14.0885
Office Assistant (Front Desk)						

<u>Part Time Positions</u>	
Administration Assistant	\$ 15.00
Recreation Specialist	\$ 15.00
Maintenance Worker I/II	\$ 14.00

Cameron Park Community Services District
Proposed Programmatic District Budget
Fiscal Year 2018-19

	General Fund SUMMARY: Unaudited Actual FY <u>2016-17</u>	Adopted Final Budget <u>2017-18</u>	Proposed Budget <u>2018-19</u>
Beginning General Fund Balance 7/1	3,796,661	3,844,141	3,501,641
Revenues			
Property Taxes	3,675,065	3,879,151	3,954,888
Interest	5,590	7,000	8,100
Parks and Rec Revenues (Program Fees, Special Events and Facility Rentals)	704,630	645,169	769,523
Intergovernmental -JPA	1,011,556	1,039,000	1,150,000
Reimbursement (rebates), Grants, Accounting Fee, Qimby	21,780	-	34,000
Franchise Fees	458,876	161,000	163,000
Other Income	5,342	7,000	-
Fire Dept Revenues (Apparatus Equipment, Fire Marshall, Tuition Weed Abatement Reimbursement)	880	75,000	178,000
	-	-	
Total revenues and other sources:	<u>5,583,719</u>	<u>5,813,320</u>	<u>6,257,511</u>
Expenditures			
Administration	540,805	458,575	725,595
Recreation*	347,276	401,184	602,177
Community Center*	574,989	604,600	-
Parks (and Facilities)*	580,889	609,211	1,027,124
Fire	3,492,281	4,082,250	4,272,307
Total Expenditures:	<u>5,536,239</u>	<u>6,155,820</u>	<u>6,627,203</u>
Net Surplus (Deficit)	47,480	(342,500)	(369,692)
Contingency			
Interfund Transfer	<u>(47,480)</u>	<u>342,500</u>	<u>369,692</u>
Net Change in General Fund Balance	47,480	(342,500)	(369,692)
Reserves			
Economic Uncertainty Reserve			
Capital Replacement Reserve			
Ending General Fund Balance			
Unreserved, undesignated	<u>3,844,141</u>	<u>3,501,641</u>	<u>3,131,949</u>

*Note: In FY 2018/19 Community Center budget is no longer 100% in Recreation budget. It is now split between Administration, Recreation and Park and Facilities budgets.

Department of Administration and Finance

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

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

Administration and Finance Department's responsibilities include:

- Financial and accounting support for all departments including accounting, accounts payable, budget development and monitoring, accounts receivable, payroll, debt service, cash controls, Capital Improvement Project budgets/tracking, annual or bi-annual audit, State Controllers report ; Year-end closing.
- Staffing the public counter and serving as the customers' first point of contact:
 - assists customers with recreation program registration, facility reservations, CC&R forms and processes;
 - collects revenues and daily cash reconciliations;
 - develops Rec Trac reports for classes and program registration.
- Manage 3 District funds: General Fund, CC&R Fund and LLAD funds; responsible for financial transactions between the County and District for District funds.
- Human Resources is responsible for recruitment and hiring of District full and part time employees; managing the CalPERS employee benefits and pension program; representative in Union negotiations; managing workers' compensation claims and return to work; processing up to 75 seasonal part-time employees.
- Secretarial duties to the Board such as agenda and minute preparation.
- Primary point of contact for Special District Risk Management Association, District's liability insurer; and Northern California Special District Insurance Authority for workers compensation. Collects information regarding claims against the District.
- Consults with legal counsel and manages legal services contract.
- Oversees information technology (software, hardware, connectivity) and managing contract with DSA Technologies, who serves at the District's IT

specialist, maintains and replaces equipment, and makes recommendations annually for required upgrades and replacements.

- Oversees website design and management.
- Responsible for the operation of Abila, financial software, and supports Recreation with Rec Trac, which will be updated in September.
- Staff supervision.

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

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
4110	Property Tax	\$ -
4110	Property Tax	276,842
4113	Franchise Fees	163,000
4261	Training Admin. Fee/Reimburseme	-
4400	Reimbursement	-
4505	Interest	-
4505	Interest	8,100
4600	Other Income	-
	<i>Total Revenues</i>	<u><u>\$ 447,942</u></u>
		-
5000	Salaries - Permanent	\$ 253,554
5010	Salaries - Seasonal	-
5020	Overtime	1,000
5130	Health & Dental	58,773
5135	Retired: Health	25,745
5140	Vision Insurance	425
5150	Retiree Benefits	101,548
5160	Worker's Compensation	2,282
5160	FICA/Medicare Employer Contribut	3,677
5180	UI/TT Contribution	16,277
	<i>Total salaries and benefifts</i>	<u><u>463,281</u></u>
		-
5209	Advertising/Marketing	3,000
5210	Agency Administration Fee	6,767
5220	Audit/Accounting	89,080
5221	Bank Charge	3,000
5230	Clothing/Uniforms	2,000
5231	Computer Software	-
5235	Contractual Services	68,915
5240	Contract Services - Other	-
5250	Director Compensation	9,900
5260	EDC Department Agency	1,800
5265	Educational Materials	-
5270	Elections	18,000

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

1000 - Administration

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5275	Equipment-Minor/Small Tools	-
5300	Food	2,400
5315	Household Supplies	-
5317	Interest	-
5320	Insurance	5,452
5335	Legal Services	15,000
5345	Maint. - Buildings	-
5350	Maint. - Equipment	1,400
5355	Maint. - Grounds	-
5380	Memberships/Subscriptions	8,300
5385	Mileage Reimbursement	100
5395	Miscellaneous	-
5400	Office Supplies	3,000
5410	Postage	1,100
5415	Printing	-
5420	Professional Services	-
5425	Publications & Legal Notices	100
5435	Rent/Lease - Bldgs	2,000
5440	Rent/Lease - Equipment	-
5455	Staff Development	1,500
5470	Telephone	6,000
5480	Travel/Lodging	-
5492	Utilities - Elec/Gas	13,500
5625	Capital Equipment Expense	-
	<i>Total services and supplies</i>	<u>262,314</u>
	<i>Total Expenditures</i>	<u><u>\$ 725,595</u></u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

PERSONNEL BUDGET REPORT

1000- ADMINISTRATION

Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hith/Dtl	5140 Vision	5135 Retired Health	5150 Retiree Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL
Kathy Matranga-Cooper	Special Proj. Coordinator	11/23/2015	Part Time	22.00	960	21,120	-	-	-	-	-	-	-	21,120
Vicky Neibauer	Finance/HR Officer	3/5/2018	Full time	\$ 28.95	4	61,221	12,672	-	-	-	-	-	-	73,893
Jill Ritzman	General Mgr	11/8/2017	Full time	\$ 52.89	5	110,011	13,703	130	-	-	-	-	-	123,844
Laura Sanders-Ito	Accounting Specialist	5/2/2017	Full time	\$ 16.27	4	34,067	23,216	164	-	-	-	-	-	57,447
Susan Settle	Front Desk/Recep.	1/29/2018	Full time	\$ 12.78	4	27,135	9,182	130	-	-	-	-	-	36,448
Retired Health (Larry McBride, etc.)														
Retiree Benefits														
Workers Comp .009%														
Medicare 1.45%														
UI/TT Contribution														
Subtotal														
						253,554	58,773	425	25,745	101,548	2,282	3,677	16,227	462,232
Full time position cost assumptions														
Salaries														
Health/Dental														
Vision														
Retired Health Benefits														
Workers Com														
FICA/MediCare														
UI/TT														
Part time position cost assumption														
Salaries														
Budgeted hours x hourly rate														
Workers Com														
FICA/MediCare														
UI/TT														

ADMINISTRATION DEPARTMENT BUDGET DETAIL

ACCOUNT ACCOUNT DESCRIPTION

4110 Property Tax

7% general property tax collections based on the El Dorado County Assessor's tax roll. FY 17/18 Year End Projection and FY 18/19 Proposed based on Auditor-Controller Letter dated 8/31/17, Property Tax Revenue Estimates for the FY 17/18 Lien Date Tax Roles Includes Property Tax Administrative Cost. These estimates include the Property Tax Administration cost which is expensed separately in Line Item 5210 – Agency Administration Fee.

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

Also includes Supplemental, Special Tax revenues received to date.

4113 Franchise Fee

Waste Connections contracted franchise fee for solid waste and recycling pickup services.

4505 Interest

Interest for money held at County and Umpqua Bank.

5000 Salaries – Permanent

Full-time salaries include General Manager, Finance/HR Officer, Accounting Specialist, Receptionist and part-time, year-round Board Clerk and special projects coordinator (960 hours).

5010 Salaries – Seasonal

Part-time staffing for special project or seasonal programs.

5020 Overtime

40 hours x \$25.

5130 Health & Dental

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

5135 Retired: Health

Health insurance paid to retirees, former General Managers.

5140 Vision Insurance

New position - \$11

5150 Retiree Benefits

Payment to CalPERS to achieve full funding of future retirement pensions. This allocation is the "unfunded liability" portion of funding owed to CalPERS for future retirees' pension. Parks Department portion is based on allocation of full-time employees.

5160 Worker's Compensation

New position - % cost to salaries

5180 FICA MediCare

New position – 1.45%

5190 UI/TT Contribution

New position - % cost to salaries

5209 Advertising/Marketing

District newsletter, job postings, public notices, etc.

5210 Agency Admin

County Administration cost of Assessment Tax roll

5220 Audit/Accounting

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

The VTD costs will not be re-occurring in FY19/20, and there will only be one Audit in FY19/10 unless the Board approves a bi-annual audit. The audit costs will be the same, but every two years. Staff will be recommending the release of an RFP for auditing services.

5221 Bank Charge

Staff will transition to new credit card services for efficiency sake, and there will be a slight increase in fees to implement Check Positive Pay system to prevent fraudulent checks.

5231 Computer Software

Software purchases, excluding new financial software maintenance fee.

5240 Contract Services

Annual Abila financial software maintenance fee

DSA Technologies maintenance costs, software & hardware recommendations:

- replace 4 of the 12 computers which are out of warranty (the others will be replaced in upcoming years),
- new server to replace aged 5+ year old server out of warranty,
- server is also too small for current business needs even with transition to cloud based Rec Trac and Abila,
- replacing old switches,
- Installation of a cloud-based back up system to restore data in case of fire or other emergencies.
- Cost of new server, portion of the back up system and switches, approximately \$28,000, will not be re-occurring in FY19/20.
- In FY 17/18, new Firewall installed and an uninterrupted power supply, battery back up system installed.

Uptown Studios Web Maintenance (Distributed evenly)

Paycheck time clock fees and payroll

5250 Director Comp

5 Directors for 12 Regular meetings @ \$100

5 Directors for 3 Special meetings @ \$100

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

5260 EDC Department Agency

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

5270 Elections

Board of Director's election (4/5); will not be reoccurring in FY19/20

5300 Food

Cost of food for special public meetings, employee appreciation.

5320 Insurance

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

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

SDRMA costs have increased by 6%. Staff is taking measures to reduce this cost.

5335 Legal Services

Approximately 86 hours/\$180/hour

5350 Maint. – Equipment

Carbon Copy Inc. 100% Admin. Equipment is owned by District, not leased.

5380 Memberships/Subscriptions

Cal Municipal Treasurers Assoc
El Dorado Chamber
Shingle Springs/Cameron Park
California Special District Association
Mountain Democrat
Government Finance Office
California Park and Recreation Society

5385 Mileage Reimburse

Employee mileage reimbursement.

5400 Office Supplies

Paper, Envelopes, folders, etc.

5410 Postage

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

5420 Professional Services

No professional services budgeted at this time.

5425 Publications & Legal Notices

Legal notices, public notices.

5435 Rent/Lease – Bldgs

5 Star Storage \$162/mo. This costs is expected to be reduced or eliminated in upcoming fiscal year due to document retention/disposal project and overall housekeeping.

5455 Staff Development

\$300/5 staff

5470 Telephone

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

5492 Utilities – Electric/Gas

PG&E (split)

Department of Fire and Emergency Services

The Cameron Park Fire Department provides fire protection and emergency response services under contract with CAL FIRE. This contract is currently under review. The Department serves an estimated resident population of 18,000 with two fire stations, 88 and 89.

Fire Station 88 has a full-time staffed Advanced Life Support Fire Engine and a reserve fire engine. Station 88 has a two person engine crew.

Fire Station 89 has a full-time staffed Advanced Life Support Fire Engine, a full-time staffed Advanced Life Support Medic Unit, three reserve fire engines, and one reserve medic unit. The Battalion Chiefs' offices are located at Station 89. Station 89 has a two person engine crew.

Resident Fire Fighters

Ten to twenty Resident Firefighters help to staff both fire stations, and they act as a third member of an engine company. Resident Fire Fighters participate as a crew member on an engine company, work closely with ambulance personnel, staff community events, and receive considerable training. Qualifications for a Resident Fire Fighter is 18 years of age, successfully completed an accredited Firefighter Academy, and must be an EMT.

El Dorado County Emergency Services Authority (aka JPA)

The JPA ensures automatic aid between the fire agencies for the delivery of an extensive, prehospital emergency medical service without regard to jurisdictional boundaries. Agencies contracted by the JPA operate the medic units and are reimbursed for their costs with funds from the JPA. These costs include personnel, operating expenses, equipment and administrative overhead. The District has an annual contract with the JPA to provide one ambulance and six employees who provide coverage daily, around the clock.

Fire Marshal Services

A Battalion Chief serves at the Cameron Park Fire Marshall, who reviews development plans for appropriate fire prevention measures. Fees of \$XX is charged for these services. A contractor provides support to the Fire Marshall, depending upon work load.

Cameron Park Weed Abatement Ordinance Implementation

Two to three part-time, seasonal staff are assigned to assist the Fire Marshall in keeping

Cameron Park safe from fires by implementing the Cameron Park Weed Abatement Ordinance. Specific notification processes to property owners are followed to adhere to the Ordinance. Funds are set aside to pay contractors to abate on lots not in compliance with the Ordinance, which will be captured by the District through a lien process with El Dorado County Auditor-Controller.

Cameron Park Fire Explorer Post 89 is a youth organization sponsored by the Boy Scouts of America, consisting of young men and women between the ages of 14 and 20, who are interested in a career in the fire service. Explorers receive basic training and hands on experience as a firefighter. Explorers attend trainings every other Sunday and support the District's special events.

Training Agreement The District, CAL FIRE and Lake Tahoe Community College have entered into an agreement to receive revenues for training. This revenue offsets the Fire Departments training costs.

Camino Emergency Command Center – Dispatch Services

District contracts with the Camino Emergency Command Center for Dispatch Services.

Apparatus Rental Reimbursements

District fire apparatus (with and without personnel) is rented to CAL FIRE and CA Office of Emergency Services for state-wide fire incidents. The District is reimbursed for fire personnel and equipment hours. There are costs related to the rental of equipment and personnel when Resident Fire Fighters accompany the engine to make a 3 person crew.

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

3000 - Fire & JPA

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
4110	Property Tax	\$ 2,768,422
4132	Fire - Plan Review	18,000
4133	Plan Review Fund 9	
4142	Tuition	10,000
4260	JPA Reimbursable	1,150,000
4262	Fire Apparatus Equipment Reimb	150,000
	<i>Total Revenues</i>	<u><u>\$ 4,096,422</u></u>
		-
5010	Salaries-Permanent	\$ 30,582
5135	Health - Retired	52,805
5150	Retiree Benefits	36,000
5160	Worker's Comp	275
5180	FICA/Medicare Employer	443
5190	UI/TT Contribution	3,380
	<i>Total salaries and benefits</i>	<u><u>123,485</u></u>
5209	Advertising/Marketin	250
5210	Agency Administration Fee	67,668
5220	Audit/Accounting	
5230	Clothing/Uniforms	2,500
5231	Computer Software	7,500
5235	Contractual Services	-
5236	Contractual - Provider Services	3,541,247
5240	Contracutal Services Other	55,000
5250	Director Compensation	2,400
5260	EDC Department Agency	1,800
5265	Educational Materials	6,500
5275	Equipment-Minor/Small Tools	2,000
5285	Fire & Safety Supplies	1,500
5295	Fire Turnout Gear	31,000
5296	Fire- Volunteer/Resident	29,200
5300	Food	1,500
5305	Fuel	62,000
5310	Government Fees/Permits	3,000

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

3000 - Fire & JPA

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5315	Household Supplies	6,000
5316	Instructors	
5320	Insurance	50,429
5335	Legal Services	
5340	Maint. - Vehicle Supplies	
5345	Maint. - Buildings	11,000
5350	Maint. - Equipment	15,000
5355	Maint. - Grounds	3,000
5360	Maint. Radio/Phones	2,000
5365	Maint. Tires & Tubes	12,000
5370	Maint. Vehicle	25,000
5380	Memberships/Subscriptions	850
5400	Office Supplies	4,000
5410	Postage	2,500
5415	Printing	500
5420	Professional Services	4,200
5425	Publications & Legal Notices	500
5430	Radios	500
5440	Rent/Lease - Equipment	
5455	Staff Development	10,000
5470	Telephone	15,000
5480	Travel/Lodging	1,000
5490	Utilities - Water	7,000
5492	Utilities - Electric/Gas	25,000
5625	Capital Equipment Expense	138,278
	<i>Total services and supplies</i>	<u>4,148,822</u>
	<i>Total Expenditures</i>	<u><u>\$ 4,272,307</u></u>

FIRE & JPA DEPARTMENT BUDGET DETAIL

ACCOUNT DESCRIPTION

4110 Property Tax

70% of general property tax collections based on the El Dorado County Assessor's tax roll.

4133 Plan Review

Fire Marshall Fees for Plan Check. Costs are generated by Fire Marshall or assigned to Interwest Consulting group, who is assigned by Fire Marshall to provide plan check services. Fees are charged consistent with the District's approved fee schedule. If Interwest provides services, invoice is for their costs plus 20%.

4260 JPA Reimbursement

Reimbursement from El Dorado County Joint Powers Authority for medic unit and personnel, consistent with agreement. This amount fully funds District costs related to the medic unit.

4262 Fire Apparatus Equipment Reimbursement

Revenues related to renting fire equipment to CAL FIRE, and equipment and personnel to CA Office of Emergency Services. The District costs associated with this revenue is for Resident Fire Fighters who accompany CAL FIRE personnel and equipment on CAL FIRE incidents to make a 3 person crew.

4142 Tuition

Revenues generated by agreement with Lake Tahoe Community College; Fire Department/CAL FIRE employees take classes through the college and the District receives funds.

4505 Interest

Interest for money held at County and Umpqua Bank.

5010 Salaries Seasonal

2-3 part time employees, 1,000 hours total assigned to the Fire Department, reporting to the Fire Marshall for weed abatement program.

5150 Retiree Benefits

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

5160 Worker's Compensation

Worker's Compensation for part time employees.

5180 FICA MediCare

5190 UI/TT Contribution

5209 Advertising/Marketing

Weed Abatement Publications / Legal Notices

5210 Agency Admin

County Administration cost of Assessment Tax roll

5230 Clothing/Uniform

Sixteen Resident Firefighter Uniforms, badges and T-Shirts

Sixteen Explorer T-Shirts

Two to three Weed Abatement Uniforms

5231 Computer Software

Fire Marshall software annual fee

Fire Operations and Administration software

Weed Abatement software for APNs

Portion of District's DSA Charges for maintenance

Employee scheduling software annual fee and maintenance

Fire response software related to incidents: ESRI GIS License Renewal, Net Motion License, MDC Firewall License, MDC Maintenance / County

GST Annual Software Maint.

5239 Contract Services

Expected expenditures for CAL FIRE contract for services.

5240 Contract Services

Dispatch Services \$25,000 (Invoiced to the CSD from the Camino Dispatch Center)

Weed Abatement Lien and Vendors \$30,000

5250 Director Comp

2 Directors for 12 Fire meetings @\$100

5260 El Dorado Ccounty Department Agency

LAFCO net operating expense share split equally Admin, Fire, Parks, Rec

(Cortese-Knox-Hertzberg Local Gov Reorg Act of 2000 and Gov Code Sec 56381)

5265 Educational Material

Prevention Education School / Public, estimated to be 2-3 times a month. Activity is increased during Fire Prevention week.

5275 Equipment – Minor/Small Tools

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

5285 Fire and Safety Supplies

Supplies for fire investigations within District and Arson Task Force.

5295 Firefighter Turnout Gear

Structural / Wildland Firefighter Personal Protective Equipment (PPE); amount is increased due to CAL OSHA requirement for two turnout gears per employee. A complete set of gear for one employee is \$5,000.

5296 Resident Firefighter Stipend

Sixteen plus Resident Firefighters will work for District. Residents are paid a daily stipend of \$40. Residents help the District attain a 3 person staffing model for engines at both Stations 88 & 89.

5300 Food

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

5305 Fuel

5310 Government Fees

Costs related to the fuel station: Air Quality MD, Generator/Fuel Vault Permits and EDC Air Quality, Fuel Vault Permit
Generator permit

5315 Household Supplies

Station 88 and 89 Cleaning and Bathroom supplies

5320 Insurance

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

5345 Building Maintenance

Station 88 and 89 Building Up Keep; asphalt and concrete repairs at 89; bay door replacement at 88

5350 Maint. – Equipment

Engine ladder replacement and testing

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

5355 Maintenance – Grounds

Station 88 and 89 Yard/Grounds Maintenance

5360 Radio/Phones

Cell phones and hand held radios updates, maintenance

5365 Maintenance Tires/Tubes

Repair and Replacement Tires for Fire Apparatus

5370 Maintenance Vehicle

Repair and Maintenance of Fire Apparatus

5380 Memberships/Subscriptions

Station 88 and 89 Newspaper

El Dorado Chief Association, El Dorado County Training Association

Prevention National Fire Protection Association Subscription / Memberships

5400 Office Supplies

Paper, Envelopes, folders, etc.

5410 Postage

Weed Abatement mailings and certified letters

5415 Printing

Flyers, posters, business cards

5420 Professional Services

Alarm Monitoring Station 88 and 89

DOJ Background / Resident Physicals / Pest Control

5425 Publications & Legal Notices

Fire Marshall costs for new codes and legal notices for weed abatement.

5430 Radio Accessories

Radio accessories includes mics, chargers, antennas.

5455 Staff Development

Staff training.

5470 Telephone

T1 Line, MDC Air Cards, Station 88 and 89 phones/DSL and Long Distance

5480 Business Travel/Lodge/Transportation

Reimbursement to employees for travel.

5490 Utility Water

Station 88 and 89

5492 Utilities – Electric/Gas

Station 88 and 89 Electric/Propane

5625 Capital Equipment Expense

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

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

Department of Parks and Facilities

The Parks and Facilities Department is responsible for the maintenance and operation of the District's parks, community center, swimming lagoon, pool and twenty-one Lighting and Landscape Assessment Districts (LLAD). The Cameron Park Community Services District (CPCSD) has 14 parks, unimproved open space and recreation facilities, totaling of 143 acres. Two-thirds of the acreage is improved for recreation use. The park sites are classified as community, neighborhood or natural areas. Department staff provide support for District special events and recreation activities, and to the Cameron Park Community Foundation for memorial trees and benches.

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					
	TOTAL	143.1	93.1	49.8	3.85	22.50

The Parks & Facilities Department has three units: Parks, Lighting and Landscape Districts, and Community Center. Historically, Parks & Facilities Department has four full-time employees, including

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

In addition, 10-12 Blue Ribbon temporary workers assisted the full-time staff in the parks, community center and LLADs.

A new staffing structure is being recommended, which will:

- Secure skilled staff who can maintain a safe park system and the District's assets to industry standards;
- Adequately support the recreation programs and community events,
- Follow obligations as a contracted CalPERS agency.

The recommended staffing model (Attachment A) includes:

- Two new Park Maintenance Worker IIs, full-time benefited positions;
- Elimination of all temporary agency employees;
- Reduction of part-time staff to five District part-time seasonal, week-end & holiday positions. Two assigned to LLADs, two assigned to Parks, and three assigned to Community Center.

The recommended staffing model for two new Park Maintenance Worker IIs (\$75,817 with benefits) is funded by:

- Re-allocation of 34% of Park Superintendent Salary (\$47,173);
- Re-allocation of 20% of Park Supervisor Salary (\$21,416) to LLADs; and
- Savings in Parks from no longer using temporary agency staffing, (administration costs only \$24,750)
- Total funding source of \$93,339.

Additional cost savings will be realized by an overall reduction in the temporary agency workforce; and one of the new positions will be assigned as a mechanic to keep Parks equipment in the field, instead of an off-site mechanic shop.

One Administrative Assistant provides support to the Parks and Administration departments. Salary costs are spread as needed to the program areas.

Community Center

Facilities staff is responsible for:

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

District has initiated services with two new contractors to make the operations more efficient. Cintas provides janitorial supplies, soap and paper goods, and also restocks and maintains inventory routinely eliminating this responsibility for staff. District staff will continue to maintain inventory for incidental supplies. A local janitorial company will clean the Community Center and Gym restrooms on Mondays, Clean pool restroom 2 -3 times per week in the peak season and deep clean restrooms and kitchen two times a year, and provide support during large-scale events. Its intended that the new services will be offset by increase in facility use fees for Community Center and the pool.

Community and Neighborhood Parks

The District has four community parks and five neighborhood parks. Amenities include playgrounds, pools, picnic tables, restrooms, sports fields, parking lots, signage, sport courts, pathways, drainage, fencing and landscaping.

Sports fields are located at Christa McAuliffe, David West and Rasmussen parks. Parks staff maintain turf grass, irrigation systems, and strips ball fields for recreation programs. Parks staff works closely with youth and adult sports groups such as little league, soccer and rugby.

There are five playgrounds located throughout the District. Parks staff conducts safety inspections bi-weekly, rakes playground surfaces weekly, and makes repairs as needed. Playgrounds are maintained according to National Playground Safety Standards.

Parks staff applies herbicides and fertilizer throughout the park and open space system. Target Specialty Product created a turf maintenance plan for the District to address

poor soil conditions. Parks staff is endeavoring to increase the safety of playing conditions for youth athletes.

Irrigation systems are located in eight parks, Chardi Corner and the Community Center. The condition of the irrigation systems is improving. Staff have assessed all of the irrigation systems and identified necessary repairs and improvements for more efficient use of water. Improvements were made in early 2018 and is budgeted to continue in the next fiscal year. A cloud based/wifi based system is being implement to remotely control irrigation system. In addition, these system factor in weather.

The Lagoon is a 1.5 million gallon sand bottom swimming pool, which was constructed in the 1980's. A chlorination system was added in the 1990's. The system uses liquid chlorine and CO2 to sanitize the water. In the past year, a new chlorine tank, pump and concrete pad were installed outside of the parks shop to replace a failing tank and pump previously located inside the parks shop. Electrical repairs, construction and signage to improve employee safety were completed. Additional staff training related to confined space is being explored. Parks staff will be working with Finance Office staff to identify all maintenance costs related to the Lagoon in the upcoming year.

Maintain appropriate operating permits-licenses for dam, water resources control board, department of transportation, EID recycled water, hazardous materials, back-flow preventers, air quality control board, water rights, CAL-OSHA DOSH, and pesticides.

Open Space

Parks employees, with the assistance of Growlersburg crews, maintains 50 acres of open space. The budget request includes an expanded spray program for weed prevention. The full benefit of reduced weeds in the treatment areas will be realized in two to three years. Once this occurs, Growlersburg crews can be re-directed to other projects such as painting, irrigation, trail maintenance and fence repairs.

Weed Abatement along Transportation Corridors

Parks staff coordinates a partnership between the El Dorado County Department of Transportation (DOT) and the District's Parks and Fire Departments to abate weeds along County roadways. County DOT provides traffic controls and follow-up spray program; Parks provides tools, equipment and personnel to coordinate the work; and Fire Department schedules Growlersburg Camp who provides personnel to implement the work.

Lighting and Landscape Assessment Districts (LLAD)

The District has twenty LLAD's, six are neighborhood parks and/or landscaped area, and the remaining thirteen have only street lights. The LLAD budget is self-sustaining with the assessment district, but staff have identified a few LLADs which will be underfunded soon. Staff plans to return to the Budget and Administration Committee to analyze further the underfunded Districts and discuss appropriate next steps.

The turf maintenance equipment is aged and prone to break-downs. Staff is proposing to purchase the following equipment, which is included in the FY 2018-19 budget.

Storage for equipment to protect from weather is also included.

New ¾ ton district vehicle with lumber rack and tool boxes	\$30,000
Leaf Vacuum	\$4,200
New Exmark or Toro Lawn Mower	\$12,000
Storage Container for equipment	\$3,500
Toro stand on turf Aerator	\$11,420
Total	\$61,120

45 Northview –Northview consists of a Playground with a shade canopy and a large decomposed walking path. Additional playground fiber is included in the budget for safety

43 David West Park – David West is a Sports Field that is funded by the LLAD. David West has a large turf area that is used by Little League and Flag Football. It also consists of a parking lot, shrubbery and trees throughout the park. Additional funds are budgeted for soil correction and irrigation. Facility use revenues from Little League are received in this LLAD.

42 Eastwood Park – Eastwood is a Neighborhood Park with roadway landscaping, oak trees, turf grass and a large concrete path throughout the park. It is also responsible for the landscaping located along Meter Rd. Eastwood is budgeted for irrigation corrections and upgrades.

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

Bar J A 39 & 50 – Bar J A consists of landscaping along Country Club and Merrychase Drives, and along a walking a jogging paths. Bar J A is budgeted for black top side walk repairs to correct tripping hazard, and new mulch / bark.

40 Bar J B – Bar J B consists of landscaping along walkways and paths. Bark and mulch is budgeted. Bar J B is another LLAD that has minimal resources.

Listed below are LLADs that have only street lights. District staff report the damaged or burnt out light fixture to PG&E for repair.

Bell Woods 49

Silver Springs 48 "Undeveloped"

Cambridge Oaks 44

Cameron Woods 8 47

Cameron Woods 1-4 38

Unit 12 37

Viewpoint 34

Unit 8 33

Unit 7 32

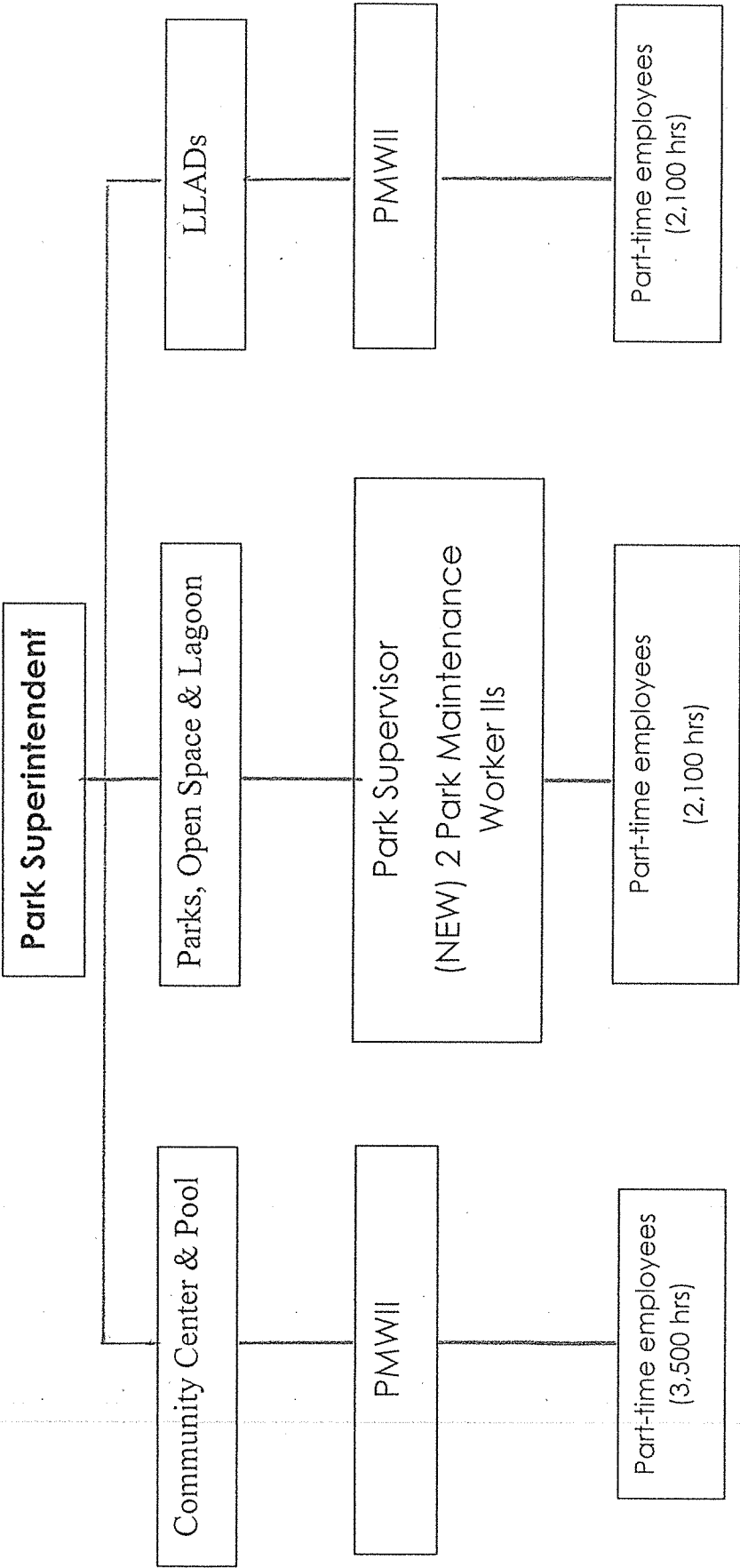
Unit 6 31

Airpark 30

Goldorado 35

Unit 11

Creekside 41



CAMERON PARK COMMUNITY SERVICES DISTRICT

PERSONNEL BUDGET REPORT

4000-PARKS

Emp	Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hh/DtI	5140 Vision	5150 Retiree Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL
000	Mike Grassie 33%	Parks Superintendent	2/5/2018	Full time	\$ 28.95	4	20,287	2,955	43					23,285
000	Debbie Horton 40%	Admin. Assistant	2/20/2018	Part Time	\$ 15.00	0.5	6,240	-	-					6,240
000	Craig Shuler 70%	Parks Supervisor	9/26/2011	Full time	\$ 23.07	2	34,848	6,428	91					41,367
000	new PT/convert BR	Park Maint Aides	7/1/2018	Part time	\$ 14.00	6000	84,000			14,675	4,128	2,108	1,655	84,000
	Retiree Benefits													14,675
	Workers Comp .01%													4,128
	Medicare 1.45%													2,108
	UI/TT Contribution												1,655	1,655
		Subtotal		5135	allocation		145,375	9,383	134	14,675	4,128	2,108	1,655	177,458

Full time position cost assumptions
 Salaries 2080 hours x hourly rate (prorated for midyear step increase)
 Health/Dental @ actual x 12 months, new: \$766
 Vision @ actual x 12 months, new: \$11
 Retired Health Benefits @ actual x 12 months
 Workers Com @ 3 yr average actual, exp based, new: % cost to salaries
 FICA/MediCare @ 1.45%
 UI/TT @ 2 yr average actual, exp based, new: % cost to salaries

Part time position cost assumption
 Salaries Budgeted hours x hourly rate
 Workers Com @ 3 yr average actual, experience based
 FICA/MediCare @ 1.45%
 UI/TT @ 2 yr average actual, experience based

WC 2,849.35
 Medicare 2,107.93
 UI/TT 145.37

from LLAD Reduction
 5000 perm 55,135
 5010 PT 90,240
 66,301

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

4000 - Parks

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
4110	Property Tax	\$ 711,880
4181	Cameron Park Lake Revenue	\$ 18,840
4182	Reservations	\$ 7,968
4185	Community Center Rentals	
4190	Parks/Field Use Revenue	\$ 37,574
4250	Donations	
4400	Reimbursement	
4600	Other Income	
4120	Quimby Fees	\$ 31,000
	<i>Total Revenues</i>	<u><u>\$ 807,262</u></u>
5000	Salaries - Permanent	\$ 116,873
5010	Salaries - Permanent	46,560
5020	Overtime	2,500
5135	Health - Retired	14,675
5130	Health & Dental	27,747
5140	Vision Insurance	482
5150	Retiree Benefits	25,457
5160	Worker's Comp	1,471
5180	FICA/Medicare Employ	585
5190	UI/TT Contribution	10,460
	<i>Total salaries and benefi</i>	<u><u>246,810</u></u>
5209	Advertising/Marketing	1,000
5210	Agency Administration Fee	17,400
5215	Agriculture	13,186
5220	Audit/Accounting	
5221	Bank Charge	3,500
5230	Clothing/Uniforms	2,000
5231	Computer Software	4,000
5235	Contractual Services	-
5240	Contract Services - Other	
5250	Director Compensation	1,200
5260	EDC Department Agency	1,800

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

4000 - Parks

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5265	Educational Material	750
5275	Equipment-Minor/Small Tools	10,000
5285	Fire & Safety Supplies	1,250
5300	Food	1,000
5305	Fuel	9,000
5310	Government Fees/Permits	16,000
5315	Household Supplies	3,000
5320	Insurance	39,525
5335	Legal Services	
5340	Maint. - Vehicle Sup	2,000
5345	Maint. - Buildings	47,000
5350	Maint. - Equipment	13,000
5355	Maint. - Grounds	70,155
5365	Maint. Tires & Tubes	2,000
5370	Maint. Vehicle	8,000
5375	Medical Supplies	500
5380	Memberships/Subscriptions	1,000
5385	Mileage Reimburse	500
5395	Miscellaneous	-
5400	Office Supplies	1,500
5405	Pool Chemicals	25,000
5410	Postage	
5415	Printing	
5420	Professional Services	41,500
5425	Publications & Legal Notices	
5435	Rent/Lease - Bldgs	
5440	Rent/Lease - Equipment	2,000
5455	Staff Development	4,500
5470	Telephone	4,700
5486	Tuition	1,000
5490	Utilities - Water	22,200
5492	Utilities - Electric/Gas	50,000
5500	Vandalism	3,000
5501	Cal Fire In Kind Purchases	-
5625	Capital Equipment Expense	-
	<i>Total services and supplies</i>	<u>424,166</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

4000 - Parks

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
	<i>Total Expenditures</i>	<u>\$ 670,976</u>

**PARKS & FACILITIES DEPARTMENT –
PARKS 4000 BUDGET DETAIL**

Parks - Rasmussen, Christa McAuliffe, Hacienda, Gateway, Cameron Park Lake, Chardi Corner
Open Space, Unimproved Parks – Bonanza, Royal Oaks, Sand Piper, Knollwood, Dunbar

ACCOUNT ACCOUNT DESCRIPTION

4110 Property Tax

Allocated funds of \$700,516; 18% of the District's Property Tax

4120 Quimby Fees

Quimby Fees from Fund Balance held at County for re-roofing restrooms, parks shop and Rasmussen pump house

4182 CP Lake Reservations

Parks receives 80% of the revenues generated from picnic reservations

4190 Parks/Field Use Revenue

Generated by Sports fields revenues such as Little League. Parks receives 80% of the total revenues.

4195 Special Event Park Rental

22,800 Reflects field and parks reservation fees.

5000 Salaries – Permanent

Full Time benefitted district employees

Positions Allocated to Parks:

Park Superintendent 33%

Park Supervisor 70%

Admin Assistant 40% of a part-time, year-round position

2 – Park Maintenance Worker IIs

The new Park Maintenance Worker IIs cost \$75,817 with benefits. Funded by re-allocation of 34% of Park Superintendent Salary (\$47,173) and 20% of Park Supervisor Salary (\$21,416) to LLADs; and savings in Parks (\$24,750) from no longer using temporary agency staffing, total funding source of \$93,339.

Additional savings due to one PMWII dedicating a portion of their time as a mechanic for maintenance of parks equipment, less time in a shop outside the District.

5010 Salaries – Seasonal

2,100 hours park aides (2-3 part-time, seasonal staff)

5020 Overtime

Over time compensation for employees to cover for sick leave absences, unplanned staff schedule changes, special events, and call-outs on evenings and weekends.

5130 Health & Dental

Health and dental for full time benefitted employees

5135 Retired: Health

Health insurance premiums paid to retirees.

5140 Vision Insurance

Vision insurance for full time benefitted employees

5150 Retiree Benefits

Payment to CalPERS to achieve full funding of future retirement pensions. This allocation is the "unfunded liability" portion of funding owed to CalPERS for future retirees' pension. Parks Department portion is based on allocation of full-time employees.

5160 Worker's Compensation

Employer's contribution to employee's Worker's Compensation Insurance.

5180 FICA/Medicare Employer Contribution

Employer's contribution to employee's Social Security.

5190 UI/TT Contribution

Employer's contribution to employee's Unemployment Insurance.

5209 Advertising/Marketing

Parks portion of the District Newsletter development and website maintenance

5210 Agency Admin

Allocated funds of \$17,400; Parks portion of County's Administration Fee for administering Property Taxes

5215 Agriculture

In-house application by skilled staff for turf grass maintenance including seed, soil amendments, aeration and fertilizers. Chemical applications for weeds and Cameron Park Lake aquatics. Applications made under license held by Superintendent and another employee.

5230 Clothing/Uniforms

This account supplies Parks shirts for all full and part-time employees. Full-time employees receive jacket and reimbursement for purchasing steel toe work boots.

5231 Computer Software

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

5265 Educational Material

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

5275 Equipment-Minor/Small

There is costs in this account to stock existing tool boxes in District vehicles, to prevent staff from returning to the Parks Shop. Hand tools will include the typical hammers, screw drivers, sockets, channel locks, etc. Five tool boxes will be stocked with this allocation.

5285 Fire & Safety Supplies

Safety continues to be a key function of the Parks department, and staff is responding to SDRMA's recent safety inspection report. This fund will be used for safety supplies such as life vests, safety vests, cones, fire extinguishers and related inspections, Personal Protection Equipment (PPE) for applying chemicals.

5300 Food

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

5305 Fuel

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

5310 Gov't Fees & Permits

Costs related to required permitting for Cameron Park Lake Dam annual inspections, Dam water diversion reports and licenses and permits to apply pesticides. Payments made to CA Department of Water Resources, Stratus Environmental and County Dept of Agriculture.

5315 Household Supplies

Funds are for janitorial supplies in the Parks restrooms. Savings in this account due to the re-allocation of existing supplies from Community Center.

5320 Insurance

Allocated amount of \$39,525, overall increase of 6% to District

5340 Maint. – Vehicle Sup

This account is used for minor vehicle supplies and equipment.

5345 Maint. – Buildings

This account is used to maintain and repair buildings for which the Parks department is responsible for. This includes the Parks shop, Park restrooms, well houses and concession stands. Quimby Funds are allocated to this account for replacement of Parks roofs. Item identified in the SDRMA report as a necessary, high priority item. \$4,000 for repairs to wood fence around the Lagoon (safety).

5350 Maint. – Equipment

Maintenance of gas powered equipment such as lawn mowers, chain saws, weed eaters, tank sprayers and utility vehicle. Much of this equipment is used by Growlersburg crew (for example 12 weed eaters). This equipment will be maintained by in-house by skilled staff.

5355 Maint. – Grounds

This account provides general funding for grounds and field supplies, playground equipment, plumbing fixtures, irrigation supplies, picnic benches, barbecues, decomposed granite pathways, and lighting. Also includes \$9,655 for Sealing and painting the rest of Rasmussen's parking lot (36,888 SQFT) and \$13,500 for 300 yards of playground mulch (safety).

5365 Maint. Tires & Tubes

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

5370 Main. Vehicle

Four vehicles, including the Superintendent's Bronco, is allocated for maintenance to this account. Vehicles are ten to twenty years old, re-allocated from the Fire Department. A skilled employee will provide routine weekly safety inspections and minor maintenance. Vehicles are taken to outside mechanic for oil changes and services.

5375 Medical Supplies

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

5380 Memberships/Subscriptions

Certified Pool Operator Certificate, Qualified Applicators Certificate, and Irrigation Auditor License. This account pays for the subscription of those certifications and memberships.

5385 Mileage Reimburse

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

5400 Office Supplies

This account funds the various office supplies needs to operate.

5405 Pool Chemicals

No major changes in the amount estimated at this time to keep the Lagoon operational for the summer months. Costs will be monitored closely to more accurately estimate for future budget years.

5410 Postage

5420 Professional Services

On the Spot Janitorial cleans Parks restrooms once a week (new). Portion of DSA computer maintenance and website maintenance contract. Portion of Sierra Security patrol (locks parks at night, 7 days a week at dusk and opens parks weekend mornings). Costs for El Dorado Weed Control (new) to apply applications, before and after weed abatement, to prevent re-growth of weeds and brush. New spray program will enable Growlersburg crews and District staff to be re-directed for skilled work in the park system, such as maintaining decomposed pathways, painting structures, tearing-out aged landscape areas and planting new plants. Full effectiveness of the spray program will be realized in 2-3 years.

5440 Rent/Lease – Equipment

Equipment rental such as viber plate to repair decomposed granite walk; excavator for main line water repairs; trencher for irrigation repairs.

5455 Staff Development

The department fully supports full time staff to seek additional training to maximize their skill set. Training topics will include traffic safety, irrigation diagnosis and repairs, horticulture, and tree trimming.

5470 Telephone

The District added one Verizon phone for Parks employees to share, two phone stipends and three hot spots for irrigation systems. In prior years, District staff used their personal cell phone for District business. This account also includes the Parks shop landline phones.

5486 Tuition

Tuition reimbursement for classes taken by employees.

5490 Utilities – Water

This account is for the Parks department irrigation and restroom water. Predicting a 20% water savings throughout the department as a result of significant irrigation repairs, initiation of the weather-based controller technology, and higher skill level taught to line staff.

5492 Utilities – Electric/Gas

This account is used for all the electrical and gas consumption for the Parks. Most electrical costs are related to the Lagoon and the 2 wells located at Rasmussen and Cameron Park Lake Lagoon. Staff are interested in pursuing solar options for the Lagoon and wells.

5500 Vandalism

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

CAMERON PARK COMMUNITY SERVICES DISTRICT

PERSONNEL BUDGET REPORT

7000 - COMMUNITY CENTER

pt	Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hlth/D tl	5140 Vision	5150 Retiree Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL
100	Curtis Osze 100%	Fac. Maint. Worker II	1/17/2017	Full time	\$ 15.08	3	32,021	9,919	225					42,165
100	Mike Grassie 33%	Parks Superintendent	2/5/2018	Full time	\$ 28.95	4	20,287	2,955	43					23,285
100	Craig Shuler 10%	Parks Supervisor	9/26/2011	Full time	\$ 23.07	2	4,978	918	13					5,910
100	Debbie Horton 20%	Admin. Assistant	2/20/2018	Part Time	\$ 15.00	0.5	3,120	-	-					3,120
100	New Seasonal/convert BR	Park Maint Aides	7/1/2018	Part time	\$ 14.00	3000	42,000			24,734				42,000
	Retiree Benefits										922			922
	Workers Comp .01%											609		609
	Medicare 1.45%													
	UI/TT Contribution												6554	6,554
		Subtotal					102,406	13,792	281	24,734	922	609	6,554	149,298
											0.009	0.015	0.064	

Part time position cost assumptions
 Salaries Budgeted hours x hourly rate
 5000 perm 57,286
 5010 pt 45,120 includes Debbie

Full time position cost assumptions
 Salaries 2080 hours x hourly rate (prorated for midyear step increase)
 Health/Dental @ actual x 12 months, new: \$766
 Vision @ actual x 12 months, new: \$11
 Retired Health Benefits @ actual x 12 months
 Workers Com @ .009
 FICA/MediCare @ 1.45%
 UI/TT @ .064

Workers Com @ .009
 FICA/MediCare @ 1.45%
 UI/TT @ .064

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

7000 - COMMUNITY CENTER

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
4145	Community Center You	
4146	Community Center Adu	
4147	Youth Sports	
4148	CC Adult Sports	
4153	Senior Programs	
4183	Summer Kids Camp	
4184	Community Center Con	
4185	Community Ctr Rental	78,000
4186	CC Gym Rental	14,400
4187	Community Center Poo	86,256
4400	Reimbursement	
4154	Recreation Program	
4190	Facility Use Revenue	-
	<i>Total Revenues</i>	<u>\$ 178,656</u>
5000	Salaries - Permanent	\$ 57,286
5010	Salaries - Seasonal	45,120
5020	Overtime	2,000
5130	Health & Dental	13,792
5140	Vision Insurance	281
5150	Retiree Benefits	24,734
5160	Worker's Compensation	922
5180	FICA/Medicare Employer Contributic	609
5190	UI/TT Contribution	6,554
	<i>Total salaries and benefits</i>	<u>151,298</u>
5209	Advertising/Marketing	
5215	Agriculture	
5220	Audit/Accounting	
5221	Bank Charge	3,500
5230	Clothing/Uniforms	750
5231	Computer Software	2,500
5235	Contractual Services	-
5240	Contract Services - Other	-

CAMERON PARK COMMUNITY SERVICES DISTRICT
Proposed Budget
7000 - COMMUNITY CENTER
Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5260	EDC Department Agency	
5275	Equipment-Minor/Small Tools	3,000
5282	Refund -- Deposit	
5285	Fire & Safety Supplies	400
5290	Fire Prevent & Insp	900
5300	Food	
5310	Government Fees/Permits	4,500
5315	Household Supplies	16,000
5316	Instructors	
5320	Insurance	21,807
5335	Legal Services	
5340	Maint. - Vehicle Supplies	-
5345	Maint. - Buildings	17,000
5350	Maint. - Equipment	12,000
5355	Maint. - Grounds	8,000
5370	Maint. Vehicle	1,000
5375	Medical Supplies	150
5380	Memberships/Subscrip	300
5385	Mileage Reimbursement	
5400	Office Supplies	-
5405	Pool Chemicals	22,000
5410	Postage	
5415	Printing	
5420	Professional Services	26,293
5421	Program Supplies	
5431	Refund -- Activity/Pass	
5435	Rent/Lease - Bldgs	
5440	Rent/Lease - Equipment	
5455	Staff Development	750
5465	Special Events	
5470	Telephone	2,000
5490	Utilities - Water	9,000
5492	Utilities - Electric/Gas	50,000
5625	Capital Equipment Expense	3,000
	<i>Total services and supplies</i>	<u>204,850</u>
	<i>Total Expenditures</i>	<u><u>\$ 356,148</u></u>

PARKS & FACILITIES DEPARTMENT
7000 Community Center, Pool, parking lot and grounds
BUDGET DETAIL

ACCOUNT ACCOUNT DESCRIPTION

4110 Property Tax

Based on past practices, no property tax is allocated to the Community Center.

4185 Community Center Rental

Parks & Facilities Dept receives 80% of the revenues generated from rentals of the Community Center.

4186 Community Center Gym Rental

Parks & Facilities Dept 80% of the revenues generated from rentals.

4187 Community Center Pool Rentals

Parks & Facilities Dept 50% of the revenues generated from rentals.

5000 Salaries – Permanent

33% of the Parks & Facilities Superintendent; 10% of Parks Supervisor, 20% of part-time Admin Assistant and one Full Time Park Maintenance Worker II.

5010 Salaries – Seasonal

3,500 hours of part-time and seasonal park aides.

5020 Overtime

Unexpected call-outs for staff absences, urgent facility repairs, alarm services and events overrunning scheduled times.

5130 Health & Dental

Health and dental for full time benefitted employees

5135 Retired: Health

Health insurance premiums paid to retirees.

5140 Vision Insurance

Vision insurance for full time benefitted employees

5150 Retiree Benefits

Payment to CalPERS to achieve full funding of future retirement pensions. This allocation is the "unfunded liability" portion of funding owed to CalPERS for future retirees' pension. Parks Department portion is based on allocation of full-time employees.

5160 Worker's Compensation

Employer's contribution to employee's Worker's Compensation Insurance.

5180 FICA/Medicare Employer Contribution

Employer's contribution to employee's Social Security.

5190 UI/TT Contribution

Employer's contribution to employee's Unemployment Insurance.

5210 Agency Admin

No fee allocated because no property tax allocated.

5221 Bank Charge

Portion of costs for collecting revenues.

5230 Clothing/Uniforms

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

5231 Computer Software

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

5275 Equipment-Minor/Small

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

5285 Fire and Safety Supplies

Any safety related items including glasses, gloves, masks etc

5290 Fire prevention and inspection

This account is for our annual hood cleaning and fire riser inspection in the kitchen. This service is due annually but had not been completed in the past.

5310 Government Fees/Permits

Slide inspection, health department inspection, air quality management, industrial relations (this account and permits is under review).

5315 Household Supplies

Janitorial supplies, cleaning supplies, mop heads, floor mats, rags and papergoods. Slight increase due increase due to change of contractor who provides stocking and inventory tracking services.

5320 Insurance

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

5345 Maint. – Buildings

This account is used to maintain and repair the Community Center, such as plumbing, electrical, pool equipment, windows, doors, etc. This is the primary account for maintenance of the Community Center.

5350 Maint. – Equipment

Funds would be used maintain the equipment such as lighting, HVAC, pool heater, pool pumps, audio / visual, kitchen appliances and equipment.

5355 Maint. – Grounds

Funds used to maintain the exterior landscape of the Community Center and parking lot. Irrigation, fertilization, plants, fencing, gates, striping, weed abatement, etc.

5370 Main. Vehicle

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

5375 Medical Supplies

This account is used to restock the first aid kits.

5380 Memberships/Subscriptions

Maintain certification for pool operator's certificate.

5400 Office Supplies

This account is used for purchasing any office supplies needed.

5405 Pool Chemicals

No major changes in the amount from last year, but the use of chemicals will be evaluated and scrutinized for next fiscal year.

5420 Professional Services

Portion of Sierra Security, portion of DSA computer maintenance and janitorial support on Mondays at Community Center, and 3x/week pool restrooms, twice a year deep cleaning of restrooms and kitchen (new). Additional costs will be offset in future fees to swim team and community center users.

5455 Staff Development

The department fully supports full time staff to seek additional training to maximize their skill set. An addition \$750 is added for training such as facility coordinator training, pool operator and upgrades related to technology.

5470 Telephone

Use of two cell phones for facilities staff and one hot spot for irrigation controller

5490 Utilities – Water

Community Center, pool, landscaped, kitchen and bathrooms water usage. Expect 15% water savings for the Community Center. This % is solely based on the fact that the irrigation systems are now working efficiently and even better in the future.

5492 Utilities – Electric/Gas

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

5625 Capital Equipment Expense

Heat exchange pump for HVAC \$3,000

Storage shed to separate, per safety requirements, pool chemicals and landscaped chemicals.

Landscaped chemicals are to be stored outside, away from buildings. \$3,500

CAMERON PARK COMMUNITY SERVICES DISTRICT

PERSONNEL BUDGET REPORT

LLADs

pt	Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hlth/Dtl	5140 Vision	5150 Retiree Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL
000	Raul Godoy 100%	Parks Maint. Worker II	10/31/2016	Full time	\$ 14.36	2	30,869	9,182	124					40,175
000	Mike Grassle 34%	Parks Superintendent	2/5/2018	Full time	\$ 28.95	4	20,901	3,044	44					23,990
000	Debbie Horton 40%	Admin. Assistant	2/20/2018	Part Time	\$ 15.00	0.5	6,240	-	-					6,240
000	Craig Shuler 10%	Parks Supervisor	9/26/2011	Full time	\$ 23.07	2	4,978	913	13					5,904
000	new Seasonal/convert BR	Park Maint Aides	7/1/2018	Part time	\$ 14.00	2400	33,600							33,600
	Retiree Benefits									1,590				1,590
	Workers Comp .01%										4098			4,098
	Medicare 1.45%											1,401		1,401
	UI/TT Contribution												965	965
		Subtotal					96,589	13,140	181	1,590	4,098	1,401	965	117,963

Full time position cost assumptions

Salaries 2080 hours x hourly rate (prorated for midyear step increase)
 Health/Dental @ actual x 12 months, new: \$766
 Vision @ actual x 12 months, new: \$11
 Retired Health Benefits @ actual x 12 months
 Workers Com @ 3 yr average actual, exp based, new: % cost to salaries
 FICA/Medicare @ 1.45%
 UI/TT @ 2 yr average actual, exp based, new: % cost to salaries

Part time position cost assumption

Salaries Budgeted hours x hourly rate
 Workers Com @ 3 yr average actual, experience based
 FICA/Medicare @ 1.45%
 UI/TT @ 2 yr average actual, experience based

LLADs

District Designation	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	50	
Assessor Fund Number	20330	20331	20332	20333	20334	20335	20336	20337	20338	20339	20340	20341	20342	20343	20344	20345	20346	20329	20347	20350	
District Description	Airpark	Unit 6	Unit 7	Unit 8	Viewpoint	Goldorado	Unit 11	Unit 12	Cameron Woods 1-4	Bar J 15A Country Club	Bar J 15B Merrychase	Creekside	Eastwood	David West	Cambridge Oaks	Northview	Cameron Valley	Cameron Woods 8	Silver Springs	Bar J15-A No. 2	Totals
EXPENDITURES																					
Salaries/Benefits	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$9,900	\$8,464	\$901	\$19,414	\$16,194	\$901	\$16,194	\$8,464	\$901		\$9,513	\$98,955
Health, Dental Benefits	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$1,117	\$1,530	\$110	\$2,190	\$2,190	\$110	\$2,190	\$1,530	\$110		\$1,073	\$13,140
Retire Benefits										\$119	\$425		\$233	\$233		\$233	\$233			\$114	\$1,590
Vison Benefits										\$18	\$22		\$34	\$34		\$34	\$22			\$17	\$181
Other (worker's comp)										\$365	\$523		\$715	\$715		\$715	\$715			\$350	\$4,098
Total Salaries and Benefits	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$11,519	\$10,964	\$1,011	\$22,586	\$19,366	\$1,011	\$19,366	\$10,964	\$1,011	\$0	\$11,067	\$117,964
Agriculture																					\$0
Contractual Services - Temp Help																					\$0
Legal Services																					\$0
Maintenance - Equipment										\$765	\$200		\$1,500	\$500		\$1,000	\$200			\$735	\$4,900
Maintenance - Grounds										\$12,750	\$500		\$10,700	\$5,205		\$7,300	\$1,000			\$12,250	\$49,705
Maintenance - Vehicles										\$255	\$150		\$1,500	\$200		\$250	\$150			\$245	\$2,750
Equipment/Maintenance																					\$0
Professional Services																					\$0
Material/Supplies										\$663	\$700		\$1,800	\$1,000		\$1,000	\$700			\$637	\$6,500
Staff Development										\$153	\$200		\$500	\$200		\$200	\$200			\$147	\$1,600
Telephone										\$77	\$150		\$150	\$150		\$150	\$150			\$74	\$901
Notice and Hearing Expenses																					\$0
County Tax Collection Fee	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$1,000	\$1,000	\$1,000	\$1,020	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$980.00	\$18,000
Electricity	\$18,454	\$15,127	\$11,077	\$14,113	\$4,322	\$2,755	\$5,152	\$10,729	\$7,250	\$1,687	\$1,300	\$1,740	\$3,531	\$750	\$1,305	\$2,887	\$1,325	\$1,160		\$7,026	\$111,690
Water										\$7,312	\$1,250		\$3,341	\$3,500		\$2,035	\$1,500			\$1,620	\$20,558
Capital Improvement Fund ¹										\$4,284	\$2,800		\$35,920	\$5,600		\$5,600	\$2,800			\$4,116	\$61,120
Subtotal	\$20,465	\$17,138	\$13,088	\$16,124	\$6,333	\$3,766	\$7,163	\$12,740	\$9,261	\$40,485	\$19,214	\$3,751	\$82,528	\$37,471	\$3,316	\$40,788	\$19,989	\$3,171	\$0	\$38,897	\$395,688
RESERVE FUNDING PLAN																					
Desired Level of Reserves (5 Yrs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,716	\$27,814	\$0	\$26,427	\$48,811	\$0	\$41,066	\$36,348	\$0	\$0	\$0	\$0
Previously Collected	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Year Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES																					
Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Assessments Collected/Interest	\$20,465	\$17,138	\$13,088	\$16,124	\$6,333	\$3,020	\$7,163	\$12,740	\$8,110	\$24,647.72	\$10,616.48	\$2,505	\$46,608	\$22,080	\$1,752	\$31,188	\$13,512	\$5,999	\$0	\$23,334	\$286,423
Facility Use Revenue														\$3,200							\$3,200
Interest	\$1,160	\$570	\$534	\$630	\$115	\$85	\$280	\$400	\$320	\$383	\$345	\$56	\$5,700	\$730	\$115	\$1,380	\$730	\$0	\$0	\$367	\$13,900
Number of Parcels	321	304	347	428	138	32	307	331	164	503	41	79	183	110	110	92	120	53	58	503	4,224
Cost per Parcel	\$60.14	\$54.50	\$36.18	\$36.20	\$45.06	varies	\$22.42	\$37.28	\$47.50	\$48.24	\$190.04	\$31.00	\$223.54	\$165.00	\$14.88	\$324.00	\$106.52	\$113.18	\$0.00	\$45.66	
Lights	112	92	72	70	15	18	33	74	42	103	8	12	8	0	9	10	6	8	0	0	692
											2369.65										490.27
Replacement Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance, Jun 30, 2018	\$133,562	\$74,419	\$71,195	\$77,849	\$20,467	\$11,952	\$37,370	\$62,986	\$39,164	\$124,434	\$53,978	\$8,633	\$319,699	\$91,818	\$12,931	\$152,226	\$93,756	\$6,117	\$2,857	\$69,912	\$1,465,326
Net Sources/(Uses)	(\$0)	\$0	\$0	(\$0)	\$0	(\$746)	(\$0)	(\$0)	(\$1,151)	(\$15,837)	(\$8,598)	(\$1,246)	(\$35,920)	(\$15,391)	(\$1,564)	(\$9,600)	(\$6,477)	\$2,828	\$0	(\$15,563)	(\$109,265)
Ending fund balance June 30, 2019	\$133,561	\$74,419	\$71,197	\$77,849	\$20,468	\$11,206	\$37,371	\$62,986	\$38,013	\$108,597	\$45,381	\$7,387	\$283,779	\$76,427	\$11,367	\$142,626	\$87,279	\$8,945	\$2,857	\$54,349	\$1,356,062

Department of Recreation

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

The Department provides opportunities for a wide variety of activities to all age groups. Recreation programs reach thousands of residents and attract people from surrounding communities for the Summer Spectacular, Community Center Pool, senior activities and sports programs. Program registration is taken with Rec Trac, a software program which will be upgraded in the Fall 2018.

Enrichment Classes for adults, mature adults and youth are offered year-round including fitness, sports, cooking, gardening, games, music, art, foreign languages, safety and informational topics. Summer youth classes and camps include subjects such as science, NASA, robots, arts, drama Legos, electronics, dance, exercise, horses and sports are available. More than 70 classes are promoted in each Activity Guide, held at the District and off-site.

Expanded Senior Activities for art, fitness, day trips and education; continuation of table games and social activities. Senior Nutrition lunches are served on Mondays and Fridays. The District received a grant from Friends of Seniors to transform Classroom B into a community art room to host art activities and programs.

Aquatics Center begins operations in April with the Sharks swim team. Swim lessons begin in early May and public swim starts Memorial Day weekend. During the season, the pool is open daily early morning to 9:00pm. Water exercise classes are also offered. Facility is available for private party rentals.

Cameron Park Lake & Swim Lagoon opens Memorial Day weekend. Lagoon is open daily 11:00am to 7:00pm and closes August 5th. Activities and amenities include a concession stand, boat and kayak rentals. Pooch Plunge and Laps at the Lake is scheduled for August 11th.

Youth Day Camp, ten themed sessions, starts after Memorial Day and continues until school starts. Youth from 1st through 7th grades enjoy drama, cooking, arts/crafts,

games, sports, swimming, time at Cameron Park Lake and a special trip each week. Approximately 40 youth participate each week. Camp is Monday through Friday, 7:30 a.m. to 6:30 p.m.

Sponsorships and Grants from local organizations are solicited to offset the cost of events and activities. A new Friends of Seniors grant was received to support the development of a new community art room. The District receives annual support from more than 20 businesses and community organizations.

Marketing & Community Outreach. Recreation staff promote programs in the Activity Guide, monthly E-Newsletter, website, Facebook, Twitter, advertisements and articles in local papers. The Activity Guide is produced three times a year, mailed to every household within the 95682 zip code and hand-delivered to local businesses. The E-Newsletter is mailed to over 3,000 recipients. A goal of upcoming year is to improve the District's website and social media postings.

Volunteers support all aspects of the District's operations from senior activities, Senior Nutrition lunch, special events, and sports programs. April is Volunteer Month, and Recreation staff will plan an activity to bring awareness and recognize District volunteers.

Special Events include Movie Nights (partner: Library), Concert Series, It's a Wedding Affair, Affair of the Heart (partner: Marshall Medical Center), Easter Egg Hunt, Community Clean-up Day and Yard Sale, Community Services Showcase, Spring Craft and Garden Show, Trucks and Tunes, Welcome to Summer, Summer Spectacular, Community Campout, Pooch Plunge & Laps at the Lake, Halloween Carnival and Pumpkin Patch, Christmas Craft Faire, Run with Santa/Pancake Breakfast (partner: Cameron Park Fire Fighters Association), Tree Lighting Ceremony (Partners: Rotary, Cameron Park Community Foundation, Chamber of Commerce)

Adult and Youth Sports is a significant program within the District.

- Youth Basketball A league for grades 1st to 8th. Fees include a reversible jersey and a medal. Teams are coached by volunteers. Practices and games are held in the District gym as well as in the Camerado gym and auditorium.
- Futsal Program A year-round program that includes clinics, camps and leagues lead by a contract instructor. Most of the programs occur Friday, Saturday and/or Sunday in the District gym. This program continues to increase in both popularity and enrollment.

- Volleyball Program In the fall Volleyball clinics are offered by coaches from the Gold Cal Volleyball program. In the spring and summer volleyball clinics and camps are offered by the volleyball coach from Camerado School. These programs are held in the District gym.
- Sterling Forbes Basketball Camps Sterling “Smooth” Forbes holds a spring break camp as well as one to two summer camps. These camps are for ages 5 to 14 and are held in the District gym.
- NFL Flag Football – The spring and fall league is for players in grades 2nd to 8th. Program fees include an official NFL Jersey, a set of flag and a medal for each player. Footballs are provided by the NFL, and teams are coached by volunteers. Games are played at Christa McAuliffe Park and Blue Oak School in the spring and Dave West Park in the fall.
- Tennis Program Lessons are offered for youth and adults by a contract instructor at Cameron Park Lake Tennis courts.
- T-Ball Players ages 4 to 7 are taught the basics of baseball in this instructional program, including running the bases, catching, throwing, and hitting. A t-shirt and baseball hat are provided with the registration fee.
- Adult Basketball A Tuesday evening league in the District gym is offered throughout the year. League fees include a scorekeeper, league officials and award for league champions (T-shirts).
- Softball Coed and Men’s Division leagues are offered during the summer months, mid-June to mid-August. The program includes a scorekeeper, umpire, balls and awards for league champions (T-shirts). The games are played at Rasmussen Park.
- Pickle ball Drop in pickle ball is held in the District gym during the months of October to May on Tuesdays, Thursday and Fridays. Beginner classes have been offered on Monday from January to May. Pickle Ball lessons are offered twice a year for intermediate players.

- Skyhawk Sports, an organization contracted by the District, moto is to teach youth life skills through sports. Soccer tots for ages 3-5 are offered in the fall and spring. Summer camps for ages 3 to 12 include basketball, multi sport camp, volleyball, flag football, mini- hawk camp, tiny hawk soccer and baseball. The basketball and volleyball camps are held at the District gym and the remainder are held at Christa McAuliffe Park.
- UK Soccer Camp English coaches with professional/semi-professional playing experience provide instruction for participants ages 4 to 16. The camp is recreational and is held at Christa McAuliffe Park. Camp fee includes a UK International Soccer Camp T-shirt and gall for each child.
- Horse Camp Equine Unlimited offers summer horse camps for ages 4-17. Campers learn about daily grooming, tacking up and care of the horses. The camp is held at the Equine Unlimited Stables off of Green Valley Road.

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

5000 - Recreation

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
4110	PropertyTax	\$ 197,744
4145	Youth Programs	37,962
4146	Adult Programs	29,669
4147	Youth Sports	98,418
4148	Adult Sports	16,488
4149	Camp Revenues	12,804
4154	Recreation Program	12,522
4170	Special Events	42,000
4180	CP Lake Day - Kiosk	40,800
4181	CP Lake Season Pass	18,840
4182	CP Lake Reservations	1,992
4183	Summer Kids Camp	40,800
4184	CP Lake Concessions	7,800
4186	Gym Use Fees	14,400
4187	Community Center Pool Use Fees	75,150
4190	Parks/Facility Revenue	5,040
4195	Special Event Park Rental	-
4209	Brochure Ads	1,000
4215	Grill'n & Chill'n	-
4220	Summer Spectacular	30,800
4255	Sponsorships	20,000
4400	Reimbursement	20,000
4600	Other Income	3,000
	<i>Total Revenues</i>	<u><u>\$ 727,229</u></u>
5000	Salaries - Permanent	\$ 84,181
5010	Salaries - Seasonal	156,417
5020	overtime	2,000
5130	Health & Dental	32,921
5135	Retired: Health	-
5140	Vision Insurance	412
5150	Retiree Benefits	26,960
5160	Worker's Compensation	2,166
5180	FICA/Medicare Employer Contributic	3,489

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

5000 - Recreation

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5190	UI/TT Contribtuion	5,388
	<i>Total salaries and benefits</i>	<u>313,934</u>
5209	Advertising/Marketing	41,000
5210	Agency Administration Fee	4,833
5220	Audit/Accounting	4,833
5221	Bank Charge	4,500
5230	Clothing/Uniforms	1,000
5231	Computer Software	12,600
5235	Contractual Services	
5240	Contract Services - Other	3,768
5260	EDC Department Agency	1,800
5275	Equipment-Minor/Small Tools	-
5282	Refund -- Deposit	-
5285	Fire & Safety Sup	-
5300	Food	2,100
5310	Govt Fees & Permits	-
5316	Instructors	74,990
5320	Insurance	14,992
5335	Legal Services	-
5350	Maint. - Equipment	1,000
5375	Medical Supplies	800
5380	Memberships/Subscriptions	460
5385	Mileage Reimbursement	3,800
5400	Office Supplies	2,000
5410	Postage	400
5415	Printing	-
5420	Professional Services	9,840
5421	Program Supplies	17,410
5431	Refund -- Activity/Pass	-
5435	Rent/Lease - Bldgs	10,300
5440	Rent/Lease - Equipment	-
5455	Staff Development	500
5465	Special Events	13,000
5466	Summer Spectacular	52,000
5470	Telephone	3,700

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

5000 - Recreation

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5480	Travel/Lodging	-
5492	Utilities - Elec/Gas	6,616
	<i>Total services and supplies</i>	<u>288,243</u>
	<i>Total Expenditures</i>	<u>\$ 602,177</u>

**RECREATION DEPARTMENT
BUDGET DETAIL**

ACCOUNT ACCOUNT DESC.

4110 Property Tax

Property Tax allocation of 5% to Recreation

4145 Youth Enrichment Classes

Youth Programs includes programs for ages 6 month to teens

- Dance programs – Ballet, Hula, Creative Dance, & Tap
- Art programs – Art classes & Sewing
- Fitness Programs – Taekwondo & Zumba
- Gymnastics programs
- Cooking Classes
- Driver's Education
- Camps – Drama, Science, Lego, Art and Play-Well

4146 Adult Enrichment Classes

Adult Programs include programs for ages 14 and up

- Dance Programs – Ballroom Dance, Hula, & Tap
- Art Programs – Art & A Splash, Cathie's Paint Parties & Glass Art
- Fitness programs – Tai Chi, Yoga, Jazzercise, Taekwondo & Zumba
- Music Programs – Guitar & Ukulele
- Cooking Classes
- Safety Classes – CPR & Hunter Safety
- Enrichment Classes – Spanish, Photo Organization, Retirement, Legal & Birding

4147 Youth Sports

Revenues for all youth sports programs, such as basketball, futsal, volleyball, baseball, flag football and tennis.

4148 Adult Sports

Program revenues for all adult sports including basketball, softball, tennis and pickleball.

4149 Camp Revenues

Program revenues from contract camps such as Skyhawk Sports Program, UK Soccer, and Horsecamp. Revenue share is either 60/40% or 70/30% depending upon the location of the camp at a District facility or at the host camp. District receives smaller portion for administration of the camp.

4154 Senior Programs

Fitness programs:

- Modified Zumba
- Tai Chi for Better Balance
- NEW - Chair Yoga
- NEW - Sit & Be Fit

Bingo

Medicare 101

NEW - Arts & Craft Corner

NEW - Bunco Bash

NEW - Guest Speaker Series

4170 Special Events

Events are offered throughout the year including: Movie Night, Concert Series, A Wedding Affair, Affair of the Heart, Easter Egg Hunt, Community Clean Up & Yard Sale (both in the spring and fall), Community Services Showcase & Luau at the Pool, Spring Craft & Garden Show, Trucks and Tunes, Welcome to Summer, Summer Spectacular, Community Camp Out, Pooch Plunge & Laps at the Lake, Labor Day at the Pool, Halloween Carnival & Pumpkin Patch, Christmas Craft Faire, Run with Santa, Tree Lighting and Visits with Santa. Revenues generated from ticket prices, vendor participation (booth fees), concessions and registration fees.

4180 CP Lake Day – Kiosk

The booth is operated from about the middle of May to Labor Day Weekend. The booth collects day use fees and checks annual passes. The booth collects passes from parties that have reservations.

4181 CP Lake Season Pass

Season passes are sold for the lake as well as part of the combo pass which is good for both the lake and the community center pool. The early bird combo pass is sold for a very low price through April – this incentive has helped sell more passes. This revenue is shared 50/50 with Parks Department.

4182 CP Lake

Reservations can be made for two areas at the lake – the Gazebo area which accommodates up to 100 people or the flagpole area which accommodates up to 50 people. Larger groups can rent both areas as well as the event area. The area is marked as reserved for the party. Day passes are given to the host for their guests. Reservations include reunions, company parties, weddings, graduation celebrations and year end school parties. Recreation receive 20% of the total revenue generated from this program.

4183 Summer Kids Camp

Summer Kidz Kamp is held from the end of May to early August. The 10 week program is for ages 6 to 11, and averages 35-40 campers each week. Each day is fun-filled with activities, games, crafts & more. Each week campers go on an exciting field trip. The camp is daily from 7:30am to 5:30pm. They spend

time at the community center as well as Cameron Park Lake. Transportation to the lake and field trips is provided by the Buckeye Union School District buses.

4184 CP Lake Concessions

Concession stand at Cameron Park Lake, open 12noon – 5:00pm, and its schedule is consistent with the Lagoon operating hours.

4186 Gym Use Fees

Fees generated from the rental of the gym for sports programs, taekwondo tournaments, and open gym fees. Revenues are shared 50/50 with Community Center/Parks Dept budget.

4187 Community Center Pool Use Fees

All pool revenues allocated to this account. Revenues generated from day use and annual passes, swim lessons, water aerobics, pool rentals and concessions. Revenues from pool passes, day use fees and “party at the pool” or school group rentals are shared 50/50 with Parks Dept.

Sharks Swim Team contract revenues are shared between Parks and Recreation Departments, as cited in the agreement. Recreation is reimbursed for lifeguard costs.

4190 Parks/Field Use Revenue

Field use fees charged to sports groups, such a little league, soccer and rugby. Recreation receives 20% of the total revenues for scheduling fields; Parks Dept receives the balance.

4209 Brochure Ads

Monies paid for ads placed into the activity guide. Typically 4-6 ads are sold, but space is not always available. This program will be re-evaluated.

4220 Summer Spectacular

The Summer Spectacular revenues are generated from entry fees, vendor fees and sponsors.

4255 Sponsorships –

Additional District sponsorship funding for special events from Waste Connections, Marshall Medical, and others.

5000 Salaries – Permanent

2 full time benefited district employees, Recreation Supervisor and Recreation Coordinator and one year-round part-time employee.

5010 Salaries – Seasonal

Between 6 during the winter months and up to 75 in the summer months, seasonal employees who serve as lifeguards both at the Community Pool and Cameron Park Lake, Cameron Park Lake Kiosk, concession stand workers, pool entrance attendants, summer kids kamp counselors. There are seasonal sports staff for Flag Football, Youth Basketball, T-Ball, adult softball, and adult basketball. Seasonal staff also works at some of the special events.

5020 Overtime

Overtime to compensate for unexpected staff absences, events running longer than expected.

5130 Health & Dental

Health and Dental for full time benefited employees

5140 Vision Insurance

Vision Insurance for full time benefited employees

5150 Retiree Benefits

Payment to CalPERS to achieve full funding of future retirement pensions. This allocation is the “unfunded liability” portion of funding owed to CalPERS for future retirees’ pension. Department portion is based on allocation of full-time employees.

5160 Worker’s Compensation

Employer’s contribution to employee’s Worker’s Compensation Insurance.

5190 UI/TT Contribution

Employer’s contribution to employee’s Unemployment Insurance.

5209 Advertising/Marketing

Activity guides – Summer, Fall & Winter/Spring; \$21,000 is allocated for publishing the guide from designer, printing and distribution through the Clipper.

Advertisement - Around Here Magazine – 4 x a year

Advertisement – Mt Democrat 4-5 issues/publications a year

Perfect Wedding Guide – Half Page Profile Ad

District monthly Newsletter, designer and publishing costs are \$120/month

Mailchimp – used to send out newsletter monthly fee \$50

5210 Agency Admin

Allocated funds of \$4,833; Recreation’s portion of County’s Administration Fee for administering Property Taxes

5221 Bank Charge

Portion of costs for collecting revenues.

5230 Clothing/Uniforms

Shirts for staff and seasonal employees

5231 Computer Software

Rec Trac annual maintenance fee plus \$7,700 for the migration to the upgraded version. An upgrade is overdue.

5240 Contract Services

Portion of DSA computer maintenance, website maintenance, and paychex.

5260 EDC Department Agency

Percentage of LAFCO

5300 Food

Items purchased to be sold at the Cameron Park Lake Concession stand and at the pool entrance.

5316 Instructors –

Special interests classes, sports camps, tennis program, futsal and summer special interest camps (art, Lego etc) taught by contracted instructors, paid with a percentage of gross revenues. Increase reflects the merging of recreation program from the Community Center into the Recreation Dept. budget.

5320 Insurance

Allocated amount of \$14,992, overall increase of 6% to District

5350 Maint. – Equipment

Portion of copier maintenance costs.

5375 Medical Supplies

Items to replenish First Aid kits at CP Lake and Pool

5380 Memberships/Subscriptions

CPRS Membership for two staff

5385 Mileage Reimburse

Busses used for Kids Kamp Transportation.

5400 Office Supplies

This account funds the various office supplies needs to operate.

5410 Postage

Notices sent to resident around the lake regarding pass renewal.

5420 Professional Services

Loomis Armor Truck, Sherriff Department – fingerprinting, DOJ, Drug Testing. Increase due to the merging of the Community Center budget with Recreation Dept budget and Drug Testing for staff.

5435 Rent/Lease – Bldgs

Rent of Camerado School for the youth basketball program

Rent of Blue Oak Fields for the Flag Football Program

5455 Staff Development

CPRS Conference

5465 Special Events

Supplies, advertisements for all special events. Bounce house, easter eggs, pumpkin patch items, bunny suits. Event banners, flyers and posters.

5466 Summer Spectacular

Supplies related to Summer Spectacular including restrooms, staging, delineators, fencing, tables, canopies, security, CHP, bands, advertising, wrist bands, food & water for volunteers, t-shirts – all Summer Spectacular services and supplies.

5470 Telephone

Percentage of office phones and District phone allowance to staff.

5492 Utilities – Electric/Gas

Percentage of office utilities.

Department of Covenants, Conditions and Restrictions

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

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

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

Current Fund Balance held at the County as of 4/30/18 total \$321,124.35

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

Fund 02 - CC&R

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
		14,170
4115	CC&R Special Tax	
4118	Delinquent Costs and Penalties	-
4135	Special Assessment	81,600
4140	Arc Review Fees	16,500
4400	Reimbursment	
4450	Settlements	
4505	Interest	-
	<i>Total Revenues</i>	<u>\$ 112,270</u>
		-
5000	Salaries - Permanent	\$ 66,873
5150	Retirement Benefits	4,200
5160	Worker's Comp	480
5180	FICA/Medicare Employ	774
5190	UI/TT Contribtuion	726
	<i>Total salaries and benefits</i>	<u>73,053</u>
		-
5209	Advertising/Marketing	500
5210	Agency Administration Fee	2,000
5220	Audit/Accounting	-
5221	Bank Charge	200
5231	Computer Software	1,980
5235	Contractual Services	-
5240	Contractual Services	3,768
5250	Director Compensation	-
5260	EDC Department Agency	1,500
5275	Equipment-Small Tools	-
5300	Food	100
5305	Fuel	950
5320	Insurance	4,089
5335	Legal Services	20,000
5345	Maint. - Buidlings	-
5350	Maint. - Equipment	200
5370	Maint. Vehicle	600
5380	Memberships/Subscrip	30

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

Fund 02 - CC&R

Fiscal Year 2018-19

FY 2018-19

ACCOUNT	ACCOUNT DESC.	PROPOSED
5400	Office Supplies	1,000
5410	Postage	300
5415	Printing	-
5420	Professional Services	-
5435	Rent/Lease - Bldgs	-
5470	Telephone	2,000
5492	Utilities - Elec/Gas	-
	<i>Total services and supplies</i>	<u>39,217</u>
	<i>Total Expenditures</i>	<u>\$ 112,270</u>

CC&Rs
BUDGET DETAIL

ACCOUNT ACCOUNT DESC.

4110 Property Tax

\$12 per parcel assessment for 8600 parcels

4140 Architectural Review Fees

Annual revenue based on past experience; Individual fees determined by fee schedule

5000 Salaries – Permanent

1.0 FTE CC&R Compliance Officer

5150 Retiree Benefits

Payment to CalPERS to achieve full funding of future retirement pensions. This allocation is the "unfunded liability" portion of funding owed to CalPERS for future retirees' pension. Parks Department portion is based on allocation of full-time employees.

5160 Worker's Compensation

Employer's contribution to employee's Worker's Compensation Insurance.

5180 FICA/Medicare

Employer's contribution to employee's Social Security.

5190 UI/TT Contribution

Employer's contribution to employee's Unemployment Insurance.

5209 Advertising/Marketing

Advertising for CC&R Committee community volunteers if needed

5210 SCI Contract

Contract with SCI to gather necessary data to be submitted to El Dorado County Auditor for per parcel assessment for CC&R operations

5221 Bank Charge

Processing of Architectural Review Committee fees

5231 Computer Software

Fee for annual contract with Metro-Scan Core Logic
for software used in CC&R enforcement

5240 Contract Services

DSA Technologies – Pro Rata

5260 EDC Department Agency

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

5300 Food

Pro-rata share of providing bottled water
at main office

5305 Fuel

Gas for vehicle used in enforcement
CC&R violations

5320 Insurance

Coverage of CC&R vehicle & basic liability

5335 Legal Services

Legal fees related to CC&R enforcement

5350 Maint. – Equipment

On-going maintenance of Kyocera copier

5370 Main. Vehicle

New tires, oil changes, wipers, etc

5380 Memberships/Subscriptions

Pro-rata share of Shingle Springs/Cameron Park Chamber fee.

5400 Office Supplies

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

5410 Postage

Stamps & certified letters

5470 Telephone

Pro-rata share of telephone usage

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: COOPERATIVE FIRE PROGRAMS FIRE PROTECTION
REIMBURSEMENT AGREEMENT BETWEEN CAMERON PARK
COMMUNITY SERVICES DISTRICT AND CAL FIRE FOR FIRE AND
EMERGENCY SERVICES

RECOMMENDED ACTION: Approve Agreement with a Term July 1, 2018 to June 30,
2020

BUDGET ACCOUNT: FIRE DEPARTMENT 3000; ACCOUNT 5236

BUDGET IMPACT: Net Annual Cost = \$2,443,030 (estimated); based upon Fiscal
Year 2018/19 Proposed Budget (CAL FIRE projected costs
less Ambulance Services Joint Powers Authority payments)

RECOMMENDATION

- Approve Cooperative Fire Programs Fire Protection Reimbursement Agreement between CAL FIRE and Cameron Park Community Services District (District) for a term July 1, 2018 to June 30, 2020, to allow continued discussions between District and CAL FIRE staff regarding the Fire Department and District Budget.

BACKGROUND

In August 2017, the Board of Directors amended the agreement with CAL FIRE to extend services by twelve months to June 30, 2019.

In May 2018, the staff recommended that the Board of Directors consider the CAL FIRE Cooperative Fire Programs Fire Protection Reimbursement Agreement (Agreement) at the June Board meeting. Considering the Agreement in June provides financial context to the Board of Directors about all of the services provided by the District, Fire & Emergency Services, Parks and Facilities, Recreation, CC&R Enforcement and waste collection and recycling.

DISCUSSION

On March 16, 2018, the District received two responses to the Fire and Emergency Services Request for Proposals: CAL FIRE and El Dorado County Fire Protection District. A letter declining to propose was received by El Dorado Hills Fire Department. On Tuesday, May 29, 2018, Chief Hardy, El Dorado County Fire Protection District, called District staff to retract their proposal. The CAL FIRE proposal, recommended by the Community Panel at the conclusion of the selection process, is the remaining proposal for the Board to consider at this time.

CAL FIRE staff updated their proposal after the May 20 Board meeting to include additional costs for employee benefits. In total, the proposed Agreement costs increased by \$399,517 to \$20,307,681 over the five year term. CAL FIRE staff do not expect costs to increase during the term of the agreement. Historically, depending upon labor agreement changes, increased costs have occurred during the term of a CAL FIRE agreement.

District and CAL FIRE staff discussed the cost of the Agreement and impacts to the District's current and future budgets. While the importance of cost reductions and/or containment was discussed, CAL FIRE did not provide changes to the costs in the proposed Agreement. In addition, District and CAL FIRE staff have not had an opportunity to discuss possible impacts of a fixed reimbursement from El Dorado Emergency Services Authority for ambulance services. Due to these two factors, District staff is recommending a shortened Agreement term to allow for continued discussions regarding the District and Fire Department budget and costs for the CAL FIRE Agreement.

In response to a Board member inquiry at the May Board meeting, CAL FIRE staff provided information regarding Wildland Fire costs for agencies responsible for Local Responsibility Areas, which is Attachment A.

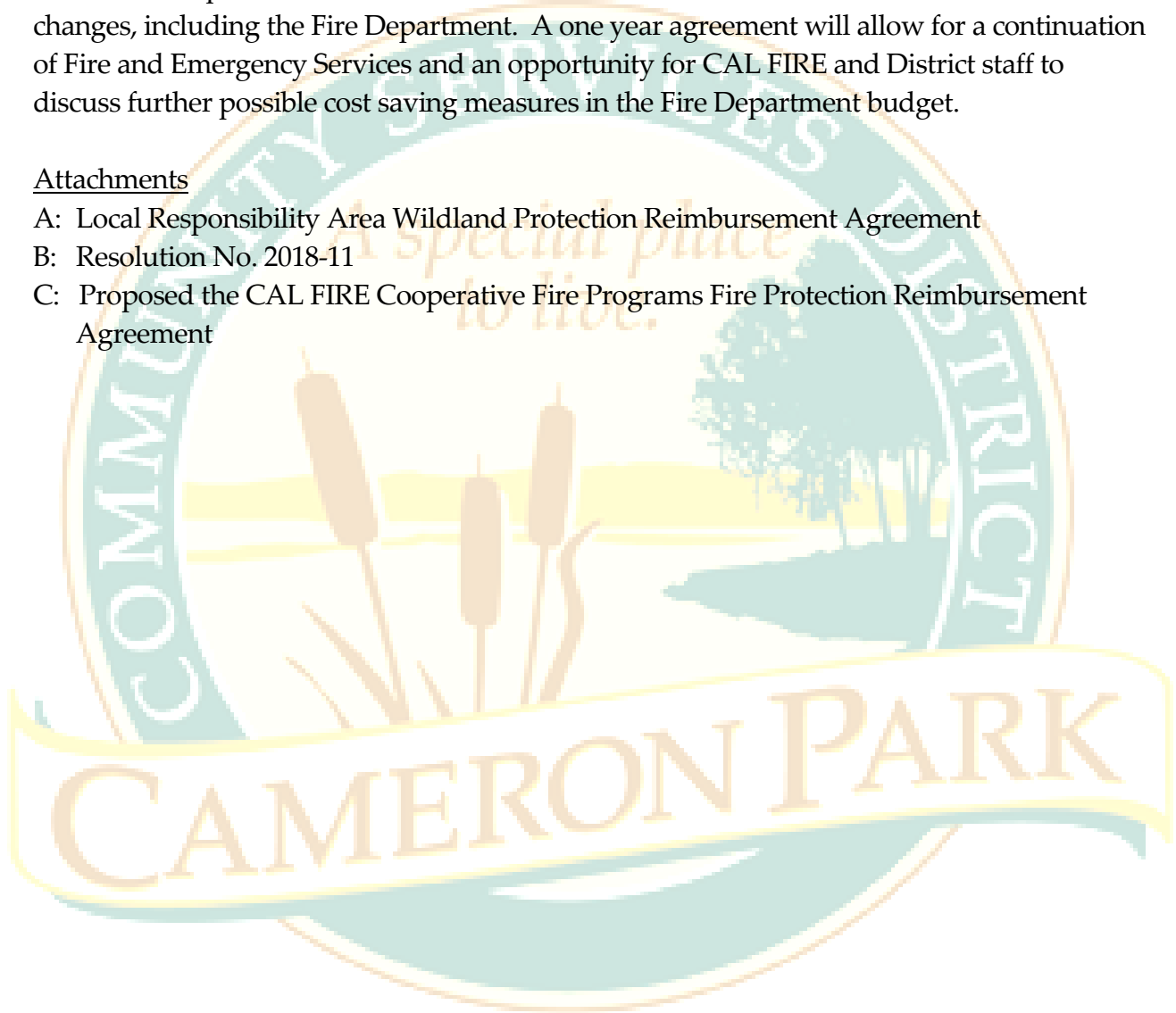
CAL FIRE staff informed District staff that twelve months is necessary for them to plan an exit strategy from the Cameron Park Fire Department, and is encouraging the District to take action now regarding a new Agreement. A clause exists in the current agreement that the District shall provide written notice of the intent to extend one year prior to the expiration of the agreement.

CONCLUSION

Staff is recommending the approval of the proposed Agreement with CAL FIRE for a term of July 1, 2018 to June 30, 2020. Currently, there appears to be a lack of alternatives for Fire & Emergency Services, and CAL FIRE has expressed a need to have a decision from the District. In the coming months, District staff will be proposing a number of changes to align expenditures and revenues in a manner that will protect District services and assets into the future. All Departments will be involved in these discussions, recommendations and changes, including the Fire Department. A one year agreement will allow for a continuation of Fire and Emergency Services and an opportunity for CAL FIRE and District staff to discuss further possible cost saving measures in the Fire Department budget.

Attachments

- A: Local Responsibility Area Wildland Protection Reimbursement Agreement
- B: Resolution No. 2018-11
- C: Proposed the CAL FIRE Cooperative Fire Programs Fire Protection Reimbursement Agreement



Contract Name:

Contract #:

Page #:

LOCAL RESPONSIBILITY AREA (LRA) WILDLAND PROTECTION REIMBURSEMENT AGREEMENT

Program Cost Account (PCA #) _____

THIS IS THE BUDGET PLAN FOR THE LOCAL RESPONSIBILITY AREA (LRA)
 WILDLAND FIRE PROTECTION REIMBURSEMENT AGREEMENT BETWEEN THE
 STATE OF CALIFORNIA, DEPARTMENT OF FORESTRY & FIRE PROTECTION (CAL FIRE)
 AND THE CITY/TOWN OF _____ A LOCAL AGENCY
 FOR THE 2018/2019 FISCAL YEAR

AGREEMENT COST CALCULATIONS:

Number of Acres 5000

General Fund Reimbursement	\$ 11.96	\$ 59,800.00
Unit Budget	\$ 17.26	\$ 86,300.00
Sub-Total		\$ 146,100.00
Admin Rate	12.01%	\$ 17,546.61
Total Protection Cost		\$ 163,646.61

Comments Section:

RESOLUTION NO. 2018-11
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
June 20, 2018

**RESOLUTION APPROVING THE
COOPERATIVE FIRE PROGRAMS FIRE PROTECTION
REIMBURSEMENT AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND CAL FIRE**

WHEREAS, The Board of Directors of the Cameron Park Community Services District (District) released a Request for Proposal in February 2018 to seek proposals for fire and emergency services; and

WHEREAS, at the conclusion of the District Board-approved selection process, CAL FIRE was the selected agency to provide fire and emergency services;

WHEREAS, the District intends to implement changes to the District's current and future budgets to align the District's revenues and expenditures to prevent further erosion of the District's fund balance; and

WHEREAS, the current Cooperative Fire Programs Fire Protection Reimbursement Agreement expires on June 30, 2019.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District hereby approves the Cooperative Fire Programs Fire Protection Reimbursement Agreement (Agreement) between the Cameron Park Community Services District and CAL FIRE, July 1, 2018 to June 30, 2020; and

BE IT FURTHER RESOLVED, that the Board authorizes President Holly Morrison to execute the Agreement on behalf of the Board of Directors of the Cameron Park Community Services District.

PASSED AND ADOPTED BY THE Board of Directors of the Cameron Park Community Services District at a meeting held on 20th day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

General Manager Jill Ritzman
Secretary to the Board

**COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**

LG-1 REV. 01/2017

AGREEMENT NUMBER	2CA03928
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

Cameron Park Community Services District


2. The term of this Agreement is: July 1st, 2018 through June 30th, 2023


3. The maximum amount of this Agreement is: \$ 20,307,681.43
Twenty million, three hundred and seven thousand, six hundred eighty one dollars and 43 cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	5	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	14	pages
Exhibit E – Description of Other Services		pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY		<i>California Department of General Services Use Only</i>
LOCAL AGENCY'S NAME Cameron Park Community Services District		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Holly Morrison, Board President		
ADDRESS 2502 Country Club Dr Cameron Park CA 95682		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Forestry and Fire Protection		

BY (Authorized Signature) 	DATE SIGNED(Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Don Gordon, Assistant Deputy Director, Cooperative Fire Protection, Training & Safety	
ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460	

**EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Scott Lindgren	Local Agency:	Cameron Park Community Services District
Name:	Mike Blankenheim	Name:	Jill Ritzman
Phone:	(530) 644 2345	Phone:	(530) 677 2231
Fax:	(530) 647 5276	Fax:	(530) 677 2201

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Scott Lindgren	Local Agency:	Jill Ritzman
Section/Unit:	Amador El Dorado	Section/Unit:	Cameron Park Community Services District
Attention:	Mike Blankenheim	Attention:	General Manager
Address:	2840 Mt Danaher Rd Camino CA 95709	Address:	2502 Country Club Dr Cameron Park CA 95682
Phone:	(530) 644 2345	Phone:	(530) 677 2231
Fax:	(530) 647 5276	Fax:	(530) 677 2201

Send an additional copy of all correspondence to:

**CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460**

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
 - 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

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

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

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

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

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

- B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.
9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE**: During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.
11. **TIMELINESS**: Time is of the essence in the performance of this agreement.
12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW**: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", "business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
- B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
- C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
- D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.

18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST**: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION**: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT**: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION**. "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

EXHIBIT E
DESCRIPTION OF OTHER SERVICES

Agenda Transmittal

DATE: June 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #14: **Resolution No. 2018-10**

- Declaring Intention to Continue Assessments for Fiscal Year 2018-2019,
- Approving Preliminary Engineer's Report, and
- Providing for Notice of Hearing on for the Landscaping and Lightings Assessment Districts.

RECOMMENDED ACTION: **Approve** Resolution No. 2018-10; Schedule a Public Hearing to Approve the Final LLAD Engineer's Report at the Board Meeting on July 18, 2018

BUDGET ACCOUNT: LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS

BUDGET IMPACT: No impact to the General Fund; Districts are fully funded from Assessments

RECOMMENDATION

Board of Directors approve a Resolution No. 2018-10 that:

- Declares Board of Director's intention to levy the continued assessments for Fiscal Year 2018-2019,
- Preliminarily approve the Engineer's Report for Cameron Park Community Services District (District) Landscaping and Lighting Assessment Districts (LLADs),
- Provide for the Notice of Public Hearing for July 18, 2018 regarding levying the continued assessments for Fiscal Year 2018-2019 for the following LLADs: Airpark, Unit 6, Unit 7, Unit 8, Viewpointe, Goldorado, Unit 11, Unit 12, Cameron Woods 1-4, Bar J15-A, Bar J 15-B, Creekside, Eastwood, David West, Cambridge Oaks, Northview, Cameron Valley, Cameron Woods 8, Silver Springs and Bar J15-A No.2.

RESULT OF RECOMMENDED ACTION

The Board will declare its intention to levy the continued assessments for Fiscal Year 2018-2019; and will preliminarily approve the Engineer’s Report, including the proposed rates included in the Engineer’s Report for the Cameron Park CSD Landscaping and Lighting Assessment Districts. The engineer will administer and process the current parcel data to establish continued assessments for each parcel in the assessment district boundaries. The engineer and will cause a notice to be published in a local newspaper in order to notify the public of the hearing that will be held on July 18, 2018 for the continued levy of the assessments.

BACKGROUND

On March 21, 2018 the Board adopted Resolution No. 2018-06 directing SCI Consulting Group, the District’s assessment engineer and assessment administration firm, to prepare an Engineer’s Report for the continuation of the Cameron Park CSD LLADs fiscal year 2018-2019. SCI Consulting Group has prepared the Engineer’s Report for fiscal year 2018-2019 and this report is included with this staff report.

PROPOSED FY 2018-2019 RATES

The following tables detail the proposed assessment rates for fiscal year 2018-2019 and the rates from the previous fiscal year 2017-2018:

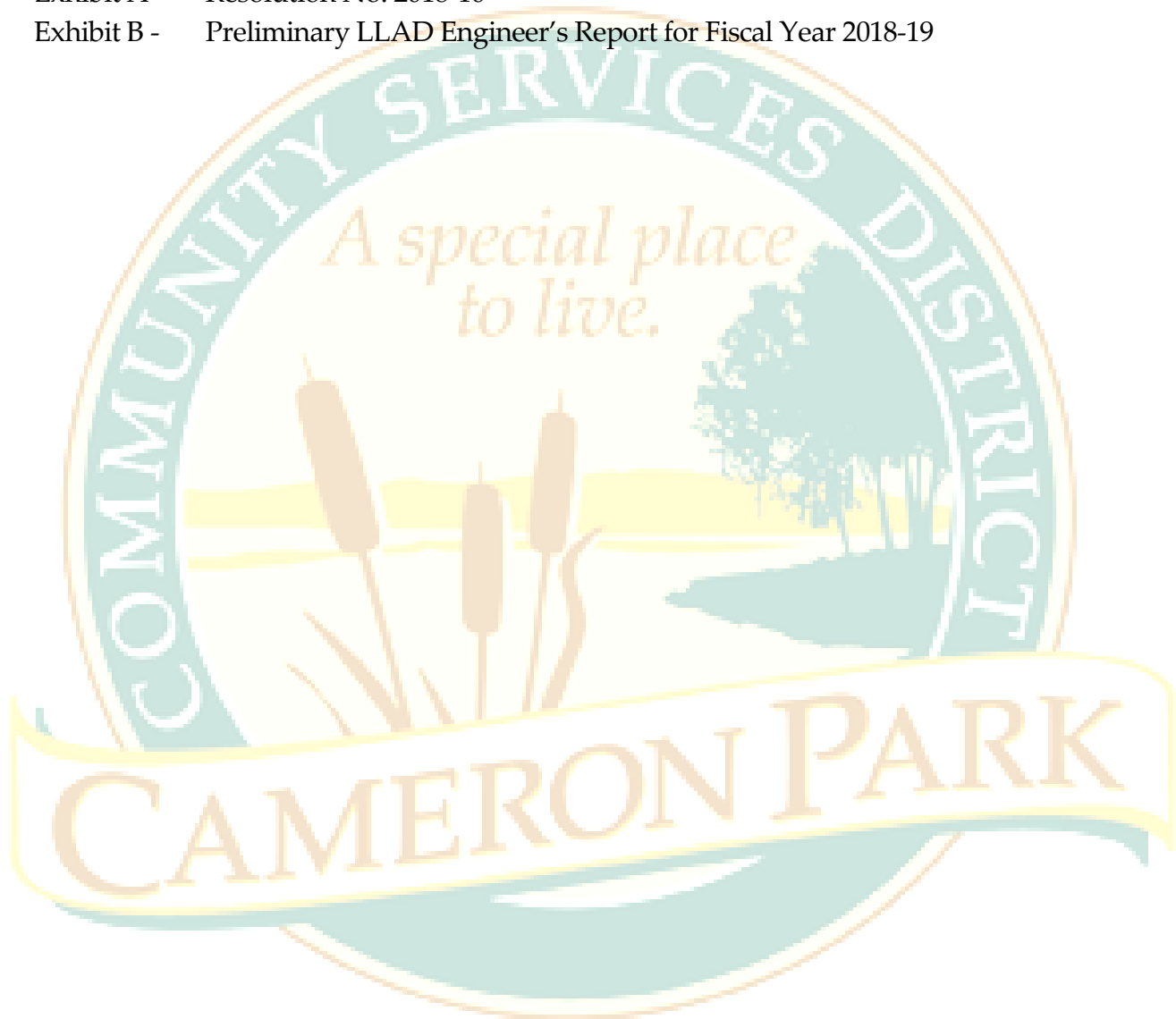
Unit	LLAD	2018-19 Rate	Unit	LLAD	2017-18 Rate
#30	AIRPARK LLAD	\$60.14	#30	AIRPARK LLAD	\$60.14
#31	UNIT 6 LLAD	\$54.50	#31	UNIT 6 LLAD	\$54.50
#32	UNIT 7 LLAD	\$36.18	#32	UNIT 7 LLAD	\$36.18
#33	UNIT 8 LLAD	\$36.20	#33	UNIT 8 LLAD	\$36.20
#34	VIEWPOINTE LLAD	\$45.06	#34	VIEWPOINTE LLAD	\$45.06
#35	GOLDORADO LLAD	varies by size of parcel	#35	GOLDORADO LLAD	varies by size of parcel
#36	UNIT 11 LLAD	\$22.42	#36	UNIT 11 LLAD	\$22.42
#37	UNIT 12 LLAD	\$37.28	#37	UNIT 12 LLAD	\$37.28
#38	CAMERON WOODS 1-5 LLAD	\$47.50	#38	CAMERON WOODS 1-5 LLAD	\$47.50
#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24	#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24
#40	BAR J 15B MERRYCHASE LLAD	\$190.04	#40	BAR J 15B MERRYCHASE LLAD	\$190.04
#41	CREEKSIDE LLAD	\$31.00	#41	CREEKSIDE LLAD	\$31.00
#42	EASTWOOD LLAD	\$223.54	#42	EASTWOOD LLAD	\$223.54
#43	DAVID WEST LLAD	\$165.00	#43	DAVID WEST LLAD	\$165.00
#44	CAMBRIDGE OAKS LLAD	\$14.88	#44	CAMBRIDGE OAKS LLAD	\$14.88
#45	NORTHVIEW LLAD	\$324.00	#45	NORTHVIEW LLAD	\$324.00
#46	CAMERON VALLEY LLAD	\$106.52	#46	CAMERON VALLEY LLAD	\$106.52
#47	CAMERON WOODS 8 LLAD	\$113.18	#47	CAMERON WOODS 8 LLAD	\$113.18
#48	SILVER SPRINGS	\$0.00	#48	SILVER SPRINGS	\$0.00
#50	BAR J 15A No. 2	\$45.66	#50	BAR J 15A No. 2	\$45.66

CONCLUSION

It is recommended that the Board approve the Resolution No. 2018-10 of intention to continue assessments for Fiscal Year 2018-2019, preliminarily approving Engineer's Report, and providing for Notice of Hearing on July 18, 2018 for the LLADs.

Exhibit A - Resolution No. 2018-10

Exhibit B - Preliminary LLAD Engineer's Report for Fiscal Year 2018-19



RESOLUTION NO. 2018-10
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT June 20, 2018

**RESOLUTION APPROVING THE PRELIMINARY ENGINEER'S REPORT,
DECLARING ITS INTENTION TO CONTINUE ASSESSMENTS FOR
FISCAL YEAR 2018-2019 IN:**

**AIRPARK LLAD #30, UNIT 6 LLAD #31, UNIT 7 LLAD #32, UNIT 8 LLAD #33,
VIEWPOINTE LLAD #34, GOLDORADO LLAD #35, UNIT 11 LLAD #36, UNIT 12
LLAD #37, CAMERON WOODS 1-4 LLAD #38, BAR J 15A COUNTRY CLUB LLAD
#39, BAR J 15B MERRYCHASE LLAD #40, CREEKSIDE LLAD #41, EASTWOOD
LLAD #42, DAVID WEST LLAD #43, CAMBRIDGE OAKS LLAD #44,
NORTHVIEW LLAD #45, CAMERON VALLEY LLAD #46, CAMERON WOODS 8
LLAD #47, SILVER SPRINGS LLAD #48 and BAR J 15A No 2 LLAD #50**

AND NOTICE OF PUBLIC HEARING (STREETS AND HIGHWAYS CODE §22624)

WHEREAS, the Board of Directors of the Cameron Park Community Services District adopted its resolution initiating proceedings for the preparation and filing of the annual engineer's report for Fiscal Year 2018-2019, commencing on July 1, 2018 and ending June 30, 2019, pursuant to the Landscaping and Lighting Act of 1972;

WHEREAS, the annual Engineer's Report has been filed as directed with the Board of Directors, pursuant to the Landscaping and Lighting Act of 1972 for the above-identified Landscaping and Lighting Assessment Districts (LLADs) , all of which are located within the boundaries of the Cameron Park Community Services District and are more specifically described in the Engineer's Reports on file;

WHEREAS, the improvements to be paid for by the funds collected during Fiscal Year 2018-2019 generally consist of maintenance of the existing improvements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District as follows:

1. APPROVAL OF ENGINEER'S REPORT: The Board of Directors hereby approves, as submitted, the preliminary Engineer's Report filed with this Board of Directors for the:

AIRPARK LLAD #30, UNIT 6 LLAD #31, UNIT 7 LLAD #32, UNIT 8 LLAD #33,
VIEWPOINTE LLAD #34, GOLDORADO LLAD #35, UNIT 11 LLAD #36, UNIT
12 LLAD #37, CAMERON WOODS 1-4 LLAD #38, BAR J 15A COUNTRY CLUB
LLAD #39, BAR J 15B MERRYCHASE LLAD #40, CREEKSIDE LLAD #41,
EASTWOOD LLAD #42, DAVID WEST LLAD #43, CAMBRIDGE OAKS LLAD

#44, NORTHVIEW LLAD #45, CAMERON VALLEY LLAD #46, CAMERON WOODS 8 LLAD #47, SILVER SPRINGS LLAD #48 and , BAR J 15A No. 2 LLAD #50, Landscaping and Lighting Assessment Districts for Fiscal Year 2018-2019.

2. **PROPOSED ASSESSMENT:** The Board of Directors intends to continue and to collect assessments during Fiscal Year 2018-2019 within the Landscaping and Lighting Assessment Districts identified in Number 1 above, to pay for and maintain the above-described improvements. The Fiscal Year 2018-2019 levy rates are not proposed to increase. The authorized maximum assessment rate change for Cameron Woods 8 and Bar J15-A No. 2 is not to exceed 3.0% per year with no maximum and for SILVER SPRINGS is not to exceed 4% per year with no maximum. The annual Bay Area CPI change as of December 2017 is 2.94%, and the Unused CPI carried forward from the previous fiscal year is 0.70% for Cameron Woods and Bar J15-A. The maximum authorized increase that may be levied for Cameron Woods 8 and Bar J15-A No. 2 in fiscal year 2018-2019 is 3.0%. The Maximum authorized increase that may be levied for Silver Springs in fiscal year 2018-2019 is 2.94%.

Therefore, the maximum authorized assessment rate for Cameron Woods 8 is \$123.68, for Silver Springs is \$625.26, and for Bar J15A No. 2 is \$52.14; the assessment rate proposed to be continued for fiscal year 2018-2019 for Cameron Woods 8 is \$113.18, and for Bar J15A No. 2 is \$45.66, which are less than the maximum authorized rates. For Silver Springs the proposed rate will continue to be \$0.00.

The proposed assessment rates for Fiscal Year 2018-2019 for the above-identified Landscaping and Lighting Assessment Districts are identified in the Engineer's Reports on file with the District and are as follows:

Unit	LLAD	2017-18 Rate
#30	AIRPARK LLAD	\$60.14
#31	UNIT 6 LLAD	\$54.50
#32	UNIT 7 LLAD	\$36.18
#33	UNIT 8 LLAD	\$36.20
#34	VIEWPOINTE LLAD	\$45.06
#35	GOLDORADO LLAD	varies by size of parcel
#36	UNIT 11 LLAD	\$22.42
#37	UNIT 12 LLAD	\$37.28
#38	CAMERON WOODS 1-5 LLAD	\$47.50
#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24
#40	BAR J 15B MERRYCHASE LLAD	\$190.04
#41	CREEKSIDE LLAD	\$31.00
#42	EASTWOOD LLAD	\$223.54
#43	DAVID WEST LLAD	\$165.00
#44	CAMBRIDGE OAKS LLAD	\$14.88
#45	NORTHVIEW LLAD	\$324.00
#46	CAMERON VALLEY LLAD	\$106.52
#47	CAMERON WOODS 8 LLAD	\$113.18
#48	SILVER SPRINGS	\$0.00
#50	BAR J 15A No. 2	\$45.66

3. **REVIEW OF ENGINEER'S REPORT:** Affected property owners and interested persons may review the Engineer's Reports, which contain a full and detailed

description of the boundaries of the Landscaping and Lighting Assessment Districts identified in number 1 above, the improvements, and the proposed maintenance budget and assessments upon each parcel, at the Cameron Park Community Services District Office located at 2502 Country Club Drive., Cameron Park, CA 95682 between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.

4. NOTICE OF PUBLIC HEARING: NOTICE IS HEREBY GIVEN that the Board of Directors has scheduled a public hearing on the proposed assessments for July 18, 2018, 6:30 p.m., at the Cameron Park Community Services District Office located at 2502 Country Club Drive, Cameron Park, CA 95682, after which it will determine whether to continue and collect the proposed assessments and the amount of the assessments.
5. ADDITIONAL INFORMATION: Interested persons may contact the Cameron Park Community Services District Office located at 2502 Country Club Drive, Cameron Park, CA 95682, (530) 677-2231 to receive additional information about the proposed formation and assessments.

PASSED AND ADOPTED this 20th day of June 2018, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board