



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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

# AGENDA

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

## REGULAR BOARD MEETING Wednesday, June 19, 2019 6:30 p.m.

### Board Members

Vacant	President
Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	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](http://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.

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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 [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings.

# AGENDA

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## **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.*

- Volunteer Recognition of Celestine Carey, by Senior Leadership Council and Cameron Park Community Services District
  - Shiva Frentzen, Board of Supervisors, District 2
- 

## **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 15, 2019
  5. Conformed Agenda – Budget & Administration Committee Meeting, May 7, 2019
  6. Conformed Agenda – Board of Directors Special Meeting, May 30, 2019
  7. Staff Reports
    - a. General Manager
    - b. Administration Department
      - o Check Register
    - c. Fire Department
    - d. Recreation Department
    - e. Parks & Facilities Department
    - f. Covenants, Conditions & Restrictions (CC&R) Department
-

# AGENDA

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## **OPEN FORUM FOR NON-AGENDA ITEMS**

*Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. 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.*

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## **GENERAL BUSINESS**

*For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.*

8. Items removed from the Consent Agenda for discussion
  9. **APPROVE** Resolution 2019-10, Resolution 2019-11, Joint Powers Agreement, and State of California Application to become a member Special District Risk Management Authority Worker's Compensation Program with corresponding Resolution 2019-12
  10. **PUBLIC HEARING - APPROVE** FY 2019-20 Preliminary Budget
  11. **APPROVE** Resolution 2019-13 Declaring the Intention to Continue Assessments for the Fiscal Year, Preliminarily Approving Engineer's Report and Providing for Notice of Hearing for the LLADs
  12. **PUBLIC HEARING - APPROVE** Resolution 2019-14 Establishing Appropriations Limitation for Fiscal Year 2019-20 for the Cameron Park Community Services District
  13. **VOTE FOR UP TO THREE CANDIDATES** for the Special District Risk Management Authority Board of Directors
- 

## **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.*

14. General Matters to/from Board Members and Staff
    - Upcoming Trainings & Community Meetings
  15. Local Area Formation Commission (LAFCO)
  16. Committee Reports
    - a. Budget & Administration
    - b. Covenants, Conditions & Restrictions (CC&R)
    - c. Fire & Emergency Services
    - d. Parks & Recreation
    - e. Solar Energy Ad Hoc
-

# AGENDA

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## **ADJOURNMENT**

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*For the public's information, we are now taking email requests for future notification of Community Services District meetings.*





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# CONFORMED AGENDA

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

## REGULAR BOARD MEETING Wednesday, May 15, 2019 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

### Board Members

Margaret Mohr	President
Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member

### Notice to the Public

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# AGENDA

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## **CALL TO ORDER – 6:32am**

1. Roll Call – MM/MS/EW/HM/FC
  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 with the addition of a Bunny Presentation.*

*MS/FC - Motion Passed*

*Ayes – MM, MS, EW, HM, FC*

*Noes – None*

*Absent – None*

*Abstain – None*

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## **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.*

### *Bunny Presentation*

- *Presentation for Monique Scobey for being an amazing Easter Bunny at the Easter Egg Hunt.*

4. Cameron Park Lake Improvements (M. Grassle)

- *Church & Community Work Projects*
- *Shingle Springs Band of Miwok Indians – tule cleanup and projects*

5. California Climate Investment Fire Prevention Grant Program Presentation (S. Moranz; J. Gaines)

- *Overview of the California Climate Investment Fire Prevention Grant Awarded to the District.*
-

## **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 #10 to be discussed and acted upon individually.*

6. Conformed Agenda – Board of Directors Meeting, April 17, 2019
7. Staff Reports
  - a. General Manager
  - b. Administration Department
    - o Check Register
  - c. Fire Department
  - d. Recreation Department
  - e. Parks & Facilities Department
  - f. Covenants, Conditions & Restrictions (CC&R) Department
8. **APPROVE** Epperson Law Group Legal Services Agreement
9. **APPROVE** Fire Engine #288 Surplus

*Motion to adopt the Consent Agenda with the following revision:*

- *Move Item #7b & Item #8 from the Consent Agenda for discussion (to #10).*

*HM/FC - Motion Passed*

*Ayes – MM, MS, EW, HM, FC*

*Noes – None*

*Absent – None*

*Abstain – None*

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## **OPEN FORUM FOR NON-AGENDA ITEMS**

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# AGENDA

## 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.

### 10. Items removed from the Consent Agenda for discussion

- 7b. *Administrative Staff Report-Check Register*

*Motion to Approve Item #7b.*

*FC/EW - Motion Passed*

*Ayes – MM, MS, EW, FC*

*Noes – HM*

*Absent – None*

*Abstain – None*

- 8. *Epperson Law Legal Services Agreement*

*Motion to Approve Epperson Law Legal Services Agreement.*

*HM/EW - Motion Passed*

*Ayes – MM, MS, EW, HM, FC*

*Noes – None*

*Absent – None*

*Abstain – None*

- 11. **APPROVE** Resolution 2019-08 Proclaiming May as Older Americans Month in Cameron Park and **PRESENT** to Senior Leadership Council

*Motion to Approve Resolution 2019-08 Proclaiming May as Older Americans Month in Cameron Park.*

*MS/FC - Motion Passed*

*Ayes – MM, MS, EW, HM, FC*

*Noes – None*

*Absent – None*

*Abstain – None*

# AGENDA

## 12. PUBLIC HEARING - APPROVE Resolution 2019-09 El Dorado Disposal/Waste Connections Rate Adjustment

*Motion to Approve Resolution 2019-09 El Dorado Disposal/Waste Connections CPI Adjustment and Adjustment for Extraordinary Circumstances.*

*HM/EW - Motion Passed*

*Ayes – MM, MS, EW, HM*

*Noes – FC*

*Absent – None*

*Abstain – None*

## BOARD INFORMATION ITEMS

*At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.*

### 13. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings

*FC – Commended staff for obtaining the fire grant and Parks Dept for their work with the churches and tribe; need to spend the parks development fees to reduce operating costs and requests to agendize potential parks projects with cost estimates for a future meeting.*

*EW – Attended CalFire Town Hall Meeting last night and thought it was well done.*

*HM – Met with general manager and finance to review budget; Board President participated in Fire budget meeting.*

*MS – Being the Easter Bunny was fun and she wants to do it again next year; did a recycle drive-along with EDD; went to EDC SWAC and toured; Attended Town Hall Fire Safe; she and husband donated to Summer Spectacular and his employer also matched the donation; the District following budget schedule approved in prior meeting; would like to volunteer to remove her stipend from the budget; thanked CalFire for the grant and presentation; asked about pulling check register; would also like to see parks projects and estimated costs.*

*MM – Attended CalFire Town Hall Meeting last night; asked the general manager to meet with board members to review 1<sup>st</sup> draft of the preliminary budget to help provide information; direction to staff regarding director meetings.*

# AGENDA

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## 14. Local Area Formation Commission (LAFCO)

- *April 24<sup>th</sup> meeting – presentation of FY 2017/18 audit; consideration and adoption of LAFCO fee schedule; discussion of transfer of organization of a local fire district; review of legislation relating to LAFCO.*

## 15. Committee Reports

### a. Budget & Administration

- *Extremely long meeting for 1<sup>st</sup> draft of preliminary budget; next meeting is on 5/22 at 6pm.*

### b. Covenants, Conditions & Restrictions (CC&R)

- *Lots of phone calls about properties for CC&Rs and CalFire; article in local paper by Kate Magoolaghan regarding CC&Rs and information regarding what agencies to call for various issues.*

### c. Fire & Emergency Services

- *Reviewed CalFire grant; weed abatement update and budget information; Cameron Park Dam EAP; CCC & Fire Safe Council update.*

### d. Parks & Recreation

- *Proposal from Fred Simon to bring baseball fields to Christa McAuliffe Park; Summer Spectacular updates; RecTrac reports; tribe at the lake; work projects; dogs on leash survey; kids camp; process to identify park improvement projects.*

### e. Solar Energy Ad Hoc

- *Cameron Park Country Club came to last meeting with info on their solar project; meeting on 5/21 to determine next steps for RFP.*

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## **PUBLIC COMMENT**

*At this time, members of the public may speak on any closed session agenda item.*

*Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.*

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# AGENDA

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## **CONVENE TO CLOSED SESSION**

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

16. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

17. Pursuant to California Government Code §54956.9(d)(4)

Conference with Legal Counsel – Potential Litigation (1 case)

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## **RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

*Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.*

- *Report out for Item #16 – Direction Given to Staff*
  - *Report out for Item #17 – Concluded General Manager Performance Review*
- 

**ADJOURNMENT – 10:10pm**

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## Budget and Administration Committee

Tuesday, May 7, 2019

7:00 p.m.

2502 Country Club Drive, Cameron Park

### Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Margaret Mohr (MM),  
and Alternate Director Holly Morrison (HM)

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

**CALL TO ORDER** – 7:05pm

**ROLL CALL** – MS/MM

**ADOPTION OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** - Approved

### **OPEN FORUM**

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### **DEPARTMENT MATTERS**

#### **PUBLIC COMMENT**

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#### **1. Discuss and Consider El Dorado Disposal/Waste Connections – Adjustments for Extraordinary Circumstances & Annual Consumer Price Index Adjustment (J. Ritzman, J. England)**

- *Discussed price adjustment for El Dorado Disposal/Waste Connections.*

#### **2. 1<sup>st</sup> Draft FY 2019/20 Preliminary Budget (V. Neibauer & Department Heads)**

- *Discussed 1<sup>st</sup> Draft of FY 2019/20 Preliminary Budget and Proposed Budget Action Plan.*



**3. Proposed Legislation – ACA 1 (J. Ritzman)**

- *Postponed to June 4<sup>th</sup> Committee Meeting.*

**4. Staff Updates (V. Neibauer)**

- Check Register for Month of April

**5. Items for Future Committee Meetings**

- *2<sup>nd</sup> Draft FY 2019/20 Preliminary Budget on May 22<sup>nd</sup> at 6:00pm*
- *Proposed Legislation – ACA 1 – Postponed to June 4<sup>th</sup> Committee Meeting*

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

- *El Dorado Disposal/Waste Connections – Adjustments for Extraordinary Circumstances & Annual Consumer Price Index Adjustment*

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

**ADJOURNMENT** – 11:00pm



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# CONFORMED AGENDA

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

## **SPECIAL BOARD MEETING** **Thursday, May 30, 2019** **5:00 p.m.**

### **Board Members**

Vacant	President
Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member

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# AGENDA

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## **CALL TO ORDER – 5:00pm**

1. Roll Call – MS/EW/HM/FC
  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.*

*FC/EW - Motion Passed*

*Ayes – 4*

*Noes – 0*

*Absent – 0*

*Abstain – 0*

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## **OPEN FORUM FOR NON-AGENDA ITEMS**

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## **GENERAL BUSINESS**

*For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.*

4. **APPROVE** Recruitment and Selection Process to Fill Board of Directors Vacancy

*Motion to accept and allow all applicants to interview.*

*HM - Motion died for a lack of a second*

*Motion to accept staff report as written.*

*FC/EW*

# AGENDA

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*Motion to approve the staff recommendation as written with a friendly amendment to interview up to 7 candidates rather than 5.*

*Friendly amendment approved by FC.*

*Ayes – FC, MS  
Noes – HM, EW  
Absent – 0  
Abstain – 0*

*Motion to approve the staff recommendation but to interview up to 10 candidates rather than 5.*

*EW/HM – Motion Passed*

*Ayes – MS, EW, HM, FC  
Noes – 0  
Absent – 0  
Abstain – 0*

*Motion to reconsider the questionnaire.*

*HM – dies for a lack of second.*

*Motions to interview candidates for up to 15 minutes.*

*HM/FC – Motion Passed*

*Ayes – MS, EW, HM, FC  
Noes – 0  
Absent – 0  
Abstain – 0*

*Next Special Meeting on 6/24/19 at 6:30pm to interview candidates.*

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**ADJOURNMENT – 5:51pm**

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## **Agenda Transmittal**

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #7A:** **GENERAL MANAGER'S REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

Summer finally arrived! The Community Center and parks are busy with activities. Summer day camp, swim lessons and public swim, Cameron Park Lake swimming lagoon, and concessions are keeping staff busy. We hope everyone will get out and use the District facilities before summer gets too hot.

County Planning staff hosted a meeting regarding Bell Woods with stakeholders including Lennar, County Departments, El Dorado Irrigation District, and Cameron Park Community Services District (District). Lennar will be providing the District Quimby Fees calculated by Planning staff in the next few weeks; Park Development Impact fees will be paid when building permits are approved.

CAL FIRE, El Dorado Fire Safe Council and Sheriff's Office hosted a Town Hall meeting about being fire safe and ready in Cameron Park. There was great participation by Cameron Park residents in this meeting.

I "inspected" decorations for the May is Older Americans Lunch hosted by the Senior Leadership Council, and attended the May Senior Leadership Council. Celestine Carey, Alyssa Kimball, and I met to discuss the outcomes of the Friends of Seniors Grant to report back about our progress. Jo Ann Perry, SLC President, and I met with County staff to discuss the status of the Senior Nutrition lunches, when the program will re-start at Cameron Park, adding Wednesdays to the lunch program, and having a back-up plan if staffing shortfalls impact services in the future.

The District staff received information about the District budget at an all-staff meeting. While the staff have been engaged in this process with the supervisors and managers, it's the first time we met as a group to discuss the overall District budget. I attended the meetings to greet the new lifeguards and day camp staff, as well as the District recreation staff training.

Marshall Medical Center hosted a 60<sup>th</sup> Anniversary Celebration on June 12, which was well attended by community leaders, hospital executive staff, volunteers and donors, and local community groups. In addition, Marshall Medical Center hosted the Leadership El Dorado training in June.

Efforts to secure the California Special District Association Transparency Certificate is getting closer. With the expected approval of the Audits in July, the District will be ready to submit our application.



## **Agenda Transmittal**

**DATE:** June 19, 2019

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

**AGENDA ITEM #7B:** ADMINISTRATIVE REPORT

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **Human Resources**

- The District is processing seasonal employee hiring packets and inputting into payroll.

### **Budget/Finance**

- The 2017-18 Fiscal Year-End processing and the auditor's field work is complete.
- The 3<sup>rd</sup> Draft FY 2019-20 Preliminary Budget is complete. Staff presented Preliminary Budget Drafts 1-3 to the Budget and Administration Committee and the public.
- The Appropriations Limit has been calculated and the associated resolution is on your agenda for approval tonight.

### **Attachments:**

7BB - Check Register for the Month of May

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/1/2019 Through 5/31/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	<u>33,605.55</u>	Payroll 05-03-19	Payroll 05-03-19	5/3/2019
	33,605.55		Total Payroll 05-0...	
	<u>35,904.81</u>	Payroll 05-17-19	Payroll 05-17-19	5/17/2019
	35,904.81		Total Payroll 05-1...	
	<u>35,595.95</u>	Payroll 05-31-19	Payroll 05-31-19	5/31/2019
	35,595.95		Total Payroll 05-3...	
49er Communications, Inc.	<u>9,903.44</u>	FD Radios/Equip (AVL)	30330	5/16/2019
	9,903.44		Total 30330	
Acer Landscape Materials, Inc	<u>593.79</u>	Soil/Rock Parks & FD88 April 2019	30292	5/9/2019
	593.79		Total 30292	
ADM Screening	<u>360.00</u>	Pre emp testing 04/15-04/24/19	30240	5/2/2019
	360.00		Total 30240	
ADM Screening	<u>135.00</u>	Pre-emp testing - Rec	30293	5/9/2019
	135.00		Total 30293	
ADM Screening	<u>315.00</u>	Pre emp testing - Rec	30365	5/23/2019
	315.00		Total 30365	
ADM Screening	<u>675.00</u>	Pre-emp testing - REC	30396	5/30/2019
ADM Screening	<u>135.00</u>	Per-Emp testing - REC		5/30/2019
	810.00		Total 30396	
Airespring Inc.	<u>564.57</u>	Internet Broadbands CSD/Lake April 2018	30331	5/16/2019
	564.57		Total 30331	
Airgas National Carbonation	<u>225.53</u>	Co2 Pool 04/26/19	30294	5/9/2019
	225.53		Total 30294	
Airgas National Carbonation	<u>184.68</u>	Co2 Pool 05/03/19	30332	5/16/2019
	184.68		Total 30332	
Airgas National Carbonation	<u>130.46</u>	C02 Pool 05/09/19	30366	5/23/2019
	130.46		Total 30366	



Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 5/1/2019 Through 5/31/2019

Vendor Name	Check Amount	Description	Check Number	Check Date
Airgas National Carbonation	707.38	C02 - Lagoon 05/17/19	30397	5/30/2019
Airgas National Carbonation	183.31	C02 - Pool 05/17/19		5/30/2019
	890.69		Total 30397	
Alhambra	80.53	Water delv 04/22 & 5/06 & cooler rental	30333	5/16/2019
	80.53		Total 30333	
Alison S. Lloyd	936.00	Inst. Ballet, 3 classes 03/01-05/29/19	30382	5/23/2019
	936.00		Total 30382	
All Star Rents	724.90	Maint equip rental - Lake 04/10/19	30241	5/2/2019
	724.90		Total 30241	
All Star Rents	830.52	Backhoe rental/delv/fuel 05/01/19 Lake	30295	5/9/2019
	830.52		Total 30295	
Allstar Fire Equipment, Inc.	2,037.50	FD Equip testing/repair 05/01/19	30296	5/9/2019
	2,037.50		Total 30296	
Allstar Fire Equipment, Inc.	789.45	FD Gear 05/07/19	30334	5/16/2019
Allstar Fire Equipment, Inc.	170.24	FD88 Gas Sensor 05/07/19		5/16/2019
	959.69		Total 30334	
Alyssa Kimball	5.62	Mileage reimb - April 2019	30309	5/9/2019
	5.62		Total 30309	
Andrew Webb	124.80	Inst. Adult S Tennis April	30290	5/2/2019
	124.80		Total 30290	
Angius & Terry LLP	1,004.26	CC&R Legal research 03/12-03/31/19	30242	5/2/2019
	1,004.26		Total 30242	
Angius & Terry LLP	456.60	CC&R Legal Srvc April 2019	30398	5/30/2019
	456.60		Total 30398	
Arnolds for Awards, Inc.	228.12	CDF Growler In kind supplies - cups	30335	5/16/2019

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Vendor Name	Check Amount	Description	Check Number	Check Date
	228.12		Total 30335	
AT&T Calnet 3	343.96	Phones 03/24-04/23/19 BAN 9391035823	30243	5/2/2019
	343.96		Total 30243	
AT&T Calnet 3	150.85	FD Phones 03/24-04/23/19 BAN 9391035822	30244	5/2/2019
	150.85		Total 30244	
AT&T Calnet 3	20.58	FD Phones 04/10-05/09/19 Ban# 9391035819	30336	5/16/2019
	20.58		Total 30336	
AT&T Calnet 3	20.55	FD Phones 04/10-05/09/19 Ban# 9391035820	30337	5/16/2019
	20.55		Total 30337	
AT&T Calnet 3	343.97	Phones 04/24-05/23/19 CSD, Parks	30399	5/30/2019
	343.97		Total 30399	
Bauer Compressors, Inc.	420.00	FD89 Compressor Srvc	30400	5/30/2019
	420.00		Total 30400	
Bettina S. Helm	60.00	Cell Allowance - May 2019	30263	5/2/2019
	60.00		Total 30263	
Blake Rayback	80.00	Res ff shifts 05/16 & 17	30387	5/23/2019
	80.00		Total 30387	
Brad Marietti	112.50	Rasm Park Field rental refund 4/10 & 4/14	30415	5/30/2019
	112.50		Total 30415	
Bravo Security Services Inc.	300.00	Security for 05/25/19 event	30401	5/30/2019
	300.00		Total 30401	
Brittany Hieb	700.00	Bonanza Park Trees Planting/Labor 05/29/19	30411	5/30/2019
	700.00		Total 30411	

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
Burkett's Pool Plastering, Inc.	8,500.00	Replace tiles, grout, bond pool edges May 2019	30367	5/23/2019
	8,500.00		Total 30367	
C & H Motor Parts, Inc	381.52	FD part - wagan inverter	30368	5/23/2019
	381.52		Total 30368	
California Public Employee's Retirement System	17,582.39	May 2019 CalPERS Health Payment	1001301830	5/1/2019
	17,582.39		Total 1001301830	
California Public Employee's Retirement System	1,045.93	PPE 4/27/19 CalPERS Retirement - Classic	1001310847	5/3/2019
	1,045.93		Total 1001310847	
California Public Employee's Retirement System	2,775.17	PPE 4/27/19 CalPERS Retirement - Pepra	1001310852	5/3/2019
	2,775.17		Total 1001310852	
California Public Employee's Retirement System	1,045.93	PPE 05/11/19 CalPERS Retirement - Classic	1001320031	5/17/2019
	1,045.93		Total 1001320031	
California Public Employee's Retirement System	2,894.97	PPE 05/11/18 CalPERS Retirement - Pepra	1001320034	5/17/2019
	2,894.97		Total 1001320034	
CalPERS 457 Plan	200.00	PPE 4/27/19 CalPERS 457 Plan	1001310845	5/3/2019
	200.00		Total 1001310845	
CalPERS 457 Plan	200.00	PPE 05/11/19 CalPERS 457 Plan	1001320029	5/17/2019
	200.00		Total 1001320029	
Capital Private Patrol	624.00	Security/Patrol CSD June 2019	30402	5/30/2019
Capital Private Patrol	925.60	Security/Patrol Parks June 2019		5/30/2019
	1,549.60		Total 30402	
Carbon Copy, Inc.	114.67	Copies CC May 2019	30369	5/23/2019
Carbon Copy, Inc.	12.28	FD88 Copies May 2019		5/23/2019
Carbon Copy, Inc.	55.99	FD89 Copies May 2019		5/23/2019
	182.94		Total 30369	

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
CardConnect	50.00	Bolt CC devices, mthly lease - April 2019	30246	5/2/2019
	50.00		Total 30246	
Celestine Carey	77.35	Reimb - Senior Program Supp. 09/20/18-04/17/19	30370	5/23/2019
	77.35		Total 30370	
Chen Padilla	1,000.00	Dave West Park, weed maint. 5/1/19	30314	5/9/2019
	1,000.00		Total 30314	
Churchill's Hardware, Inc.	212.04	FD88 Hardware/Misc April 2019	30248	5/2/2019
	212.04		Total 30248	
Churchill's Hardware, Inc.	211.13	Parks/Lake supplies April 2019	30297	5/9/2019
	211.13		Total 30297	
Cintas Corporation #622	278.12	Janitorial Supplies CC 04/25/19	30249	5/2/2019
	278.12		Total 30249	
Cintas Corporation #622	238.61	Janitorial Supplies CC 05/02/19	30298	5/9/2019
Cintas Corporation #622	80.90	Garb can liners CC 04/02/19		5/9/2019
	319.51		Total 30298	
Cintas Corporation #622	278.12	CC Janitorial Supplies 05/09/19	30339	5/16/2019
	278.12		Total 30339	
Cintas Corporation #622	296.32	Janitorial Supplies - CC 05/16/19	30403	5/30/2019
	296.32		Total 30403	
Comcast	153.08	FD89 Internet 05/11-06/10/19	30340	5/16/2019
	153.08		Total 30340	
Comcast	44.99	FD88 Internet 05/14-06/13/19	30371	5/23/2019
	44.99		Total 30371	
Conforti Plumbing, Inc	132.50	Tennis Crt Drinking Fountain inspections 05/06/19	30299	5/9/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	132.50		Total 30299	
CoreLogic Solutions LLC	165.00	CC&R maps software April 2019	30300	5/9/2019
	165.00		Total 30300	
Cory Gregersen	120.00	Res ff shifts 03/04,11,21	30261	5/2/2019
	120.00		Total 30261	
Craig Shuler	60.00	Cell Allowance - May 2019	30284	5/2/2019
	60.00		Total 30284	
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier Lease 04/15-05/14/19	30250	5/2/2019
	87.97		Total 30250	
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease 05/01-05/31/19	30342	5/16/2019
	176.96		Total 30342	
Department of Industrial Relations	220.00	P00819 Slide Inspection 04/22/19	30251	5/2/2019
	220.00		Total 30251	
Department of Justice	64.00	Pre-emp fingerprinting - Parks April 2019	30301	5/9/2019
	64.00		Total 30301	
Donovan Hickman	120.00	Res ff shifts 03/04, 05, 13	30377	5/23/2019
Donovan Hickman	80.00	Res ff shifts 05/06 & 14		5/23/2019
Donovan Hickman	120.00	Res ff shifts April 04/02, 16 & 17		5/23/2019
	320.00		Total 30377	
DSA Technologies, Inc	245.00	Software IT review - RecTrac Passes	30302	5/9/2019
	245.00		Total 30302	
EDC Emergency Services Authority	6,980.00	CPFD Computer & Battery Backup x2 (AVL) 04/24/19	30252	5/2/2019
	6,980.00		Total 30252	
El Dorado County Environmental Mgmt.	820.00	Lake - Env Mgmt Fees 1611 & 3611 FA0003346	30303	5/9/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	820.00		Total 30303	
El Dorado Irrigation District	350.83	Water/Landscp Connery 03/19-05/16/19	30406	5/30/2019
	350.83		Total 30406	
El Dorado Irrigation District	76.60	Water - Veld 03/16-05/15/19	30407	5/30/2019
	76.60		Total 30407	
El Dorado Irrigation District	138.10	Water Culver Ln 03/16-05/16/19	30408	5/30/2019
	138.10		Total 30408	
El Dorado Irrigation District	167.14	Water Kentfield 03/16-05/16/19	30409	5/30/2019
	167.14		Total 30409	
El Dorado Irrigation District	68.11	Water/Landscp Culver Ln 03/16-05/16/19	30410	5/30/2019
	68.11		Total 30410	
El Dorado Weed Control	493.45	Knollwood, Chem weed control 04/30/19	30253	5/2/2019
El Dorado Weed Control	1,098.96	Northview, Chem weed control 04/29/19		5/2/2019
	1,592.41		Total 30253	
Elise Elizabeth Settle	39.81	Lifeguarding school group 05/21/19	30389	5/23/2019
	39.81		Total 30389	
Ellamae J. Wooten	200.00	Dir. Comp for mtgs 05/06 & 05/15/19	30364	5/16/2019
	200.00		Total 30364	
Ewing Irrigation Products, Inc.	240.65	Irrig. Supplies - Parks & Eastwood 04/26/19	30254	5/2/2019
	240.65		Total 30254	
Ewing Irrigation Products, Inc.	1,231.20	Irrig Supplies, Parks 04/30/19	30304	5/9/2019
	1,231.20		Total 30304	
Felicity Wood Carlson	200.00	Dir. Comp for mtgs 05/06,07,15	30338	5/16/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	200.00		Total 30338	
Fire Apparatus Solutions	174.87	FD Ladder E-89	30255	5/2/2019
	174.87		Total 30255	
Flying Ace T-Shirts, Inc.	261.36	Jackets - Parks 04/09/19	30256	5/2/2019
	261.36		Total 30256	
Flying Ace T-Shirts, Inc.	608.11	Tball shirts/hats Spring 2019	30305	5/9/2019
	608.11		Total 30305	
Flying Ace T-Shirts, Inc.	411.33	Uniform Shirts, CC & EW LLAD 05/16/19	30372	5/23/2019
	411.33		Total 30372	
Folsom Officials Association	1,020.00	Spring 2019 Adult BB Refs, 17 games	30373	5/23/2019
	1,020.00		Total 30373	
Foothill Auto Service, Inc.	23.33	Bronco part - Lake	30306	5/9/2019
Foothill Auto Service, Inc.	39.20	CC&R auto repair		5/9/2019
	62.53		Total 30306	
Gold Country Hardware	3.21	maint part - Lake	30259	5/2/2019
	3.21		Total 30259	
Green Acres Nursery & Supply, LLC	2,236.90	Bonanza Park Special Tree order	30344	5/16/2019
	2,236.90		Total 30344	
Hi - Tech E V S, Inc.	93.93	FD E289 side marker light	30376	5/23/2019
	93.93		Total 30376	
Highlander Termite & Pest Control	75.00	FD89 Pest Control 04/19/19	30264	5/2/2019
	75.00		Total 30264	
Holly Morrison	300.00	Dir. Comp for mtgs 05/06,07,15	30349	5/16/2019
	300.00		Total 30349	
Home Depot Credit Services	986.91	Parks - Maint. supplies April 2019	30308	5/9/2019
	986.91		Total 30308	

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
Hunt & Sons	1,457.13	Fuel 04/26/19	30265	5/2/2019
	1,457.13		Total 30265	
Hunt & Sons	1,430.16	Fuel 05/03/19	30345	5/16/2019
Hunt & Sons	1,908.40	Fuel 05/10/19		5/16/2019
	3,338.56		Total 30345	
Hunt & Sons	1,509.01	Fuel 05/17/19	30412	5/30/2019
Hunt & Sons	1,440.89	Fuel 05/24/19		5/30/2019
	2,949.90		Total 30412	
Interwest Consulting Group, Inc.	178.75	FD plan reviews - Companion 05/03-05/17 # 201903692	30378	5/23/2019
	178.75		Total 30378	
J&M Displays, Inc	9,700.00	Sum Spect. 2019 Fireworks DEPOSIT (1/2)	30346	5/16/2019
	9,700.00		Total 30346	
Jana L. Martinez	250.00	Inst. Tamale Making Feb 2019	30312	5/9/2019
	250.00		Total 30312	
Jennifer O'Neill	12.45	Lake conc/kiosk/office supplies	30352	5/16/2019
	12.45		Total 30352	
Jill Ritzman	100.00	Cell Allowance -May 2019	30281	5/2/2019
	100.00		Total 30281	
Joe's Coffee and Deli, LLC	292.26	Older Amer Day lunch 05/21/19	30347	5/16/2019
	292.26		Total 30347	
Joseph Erik White Raffoul	80.00	Res ff shifts 04/22 & 29	30386	5/23/2019
Joseph Erik White Raffoul	160.00	Res ff shifts 05/06,07,20,21		5/23/2019
	240.00		Total 30386	
Joseph Munizich	70.20	Inst. Bird Watching April	30275	5/2/2019
	70.20		Total 30275	
Joshua C. Marks	280.00	Janitorial Services Park & Gym RR's 4/24-04/26/19	30271	5/2/2019
	280.00		Total 30271	



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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
Joshua C. Marks	1,220.00	Janitorial Srvc, CC Gym, Park, Pool Restrooms 05/01-05/15/19	30311	5/9/2019
	1,220.00		Total 30311	
Joshua C. Marks	800.00	Janitorial Srvc May 16-31, Parks, Pool, Gym, CC	30416	5/30/2019
	800.00		Total 30416	
JS West Propane Gas	1,491.34	Propane Spring Bill Split 04/23/19 Pool, 80 Gym/CR 20	30267	5/2/2019
	1,491.34		Total 30267	
JS West Propane Gas	595.92	FD88 Propane - March 2019	30268	5/2/2019
	595.92		Total 30268	
JS West Propane Gas	1,548.00	Propane fill 05/14/19 (90% Pool/10% Gym)	30380	5/23/2019
	1,548.00		Total 30380	
Judi Maus	55.00	EB Combo pass refund	30272	5/2/2019
	55.00		Total 30272	
Kate Magoolaghan	193.22	CC&R copies, postage, car, misc REIMB Nov-Apr 2019	30310	5/9/2019
	193.22		Total 30310	
Kristina Kazer	292.50	Research Cons. Funding/Grants	30381	5/23/2019
	292.50		Total 30381	
L.N. Curtis & Sons	13,998.27	FD Gear	30413	5/30/2019
	13,998.27		Total 30413	
Larry McBride	600.00	In Lieu retired Med Benefits - May 2019	30273	5/2/2019
	600.00		Total 30273	
Lehr	850.28	FD Engine Lens' 04/18/19	30269	5/2/2019
	850.28		Total 30269	
Lincoln Aquatics	600.00	Granular Conditioner Pool & Lagoon 04/23/19	30270	5/2/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	600.00		Total 30270	
Lincoln Aquatics	1,214.99	Chlorine order Pool 04/19/19	30414	5/30/2019
	1,214.99		Total 30414	
Linda Kay Perschbacher-Lenhardt	175.20	Inst. Zumba Jan-Mar, Tap Feb, Belly Mar.	30277	5/2/2019
	175.20		Total 30277	
Lucille Colquhoun	425.61	KidzKamp tshirts Summer 2019	30404	5/30/2019
	425.61		Total 30404	
Marcus Holifield Helm	39.81	Lifeguarding school group 05/21/19	30375	5/23/2019
	39.81		Total 30375	
Margaret Mohr	300.00	Dir. Comp for mtgs 05/07,15 & 22	30348	5/16/2019
	300.00		Total 30348	
Melissa O'Meara Simpkin	254.06	District shirts, May 2019	30321	5/9/2019
Melissa O'Meara Simpkin	94.81	Tshirts - Rec Dept 05/05/19		5/9/2019
	348.87		Total 30321	
Melissa O'Meara Simpkin	557.70	Aquatics uniforms 05/16/19	30391	5/23/2019
	557.70		Total 30391	
Michael Grassle	100.00	Cell Allowance - May 2019	30260	5/2/2019
	100.00		Total 30260	
Michael Grassle	133.40	Mileage Reimb - April 2019	30307	5/9/2019
	133.40		Total 30307	
Mike Meri	26.00	Tax class cancelled - Refund	30417	5/30/2019
	26.00		Total 30417	
Mountain Democrat	125.00	Wedding Affair advts Feb 2019 (pymt for acct# 10884)	30274	5/2/2019
	125.00		Total 30274	
Mountain Democrat	20.25	Pub Notice 05/03/19 EDD Rates	30313	5/9/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	20.25		Total 30313	
MRJ Maintenance Services	475.00	CC Kitchen hood inspection 05/08/19	30350	5/16/2019
	475.00		Total 30350	
Municipal Resource Group LLC	1,200.00	Emp Disc Doc review - April 2019	30383	5/23/2019
	1,200.00		Total 30383	
MyFleetCenter.com	85.98	FD89 F150 srvc	30379	5/23/2019
	85.98		Total 30379	
Myung Chong	510.00	Inst. Mod Zumba April	30247	5/2/2019
	510.00		Total 30247	
Neon Playboys	300.00	Sum. Spect 2019 Band Deposit	30351	5/16/2019
	300.00		Total 30351	
Neva Compton	40.00	Classroom rental 05/04, deposit refund	30341	5/16/2019
	40.00		Total 30341	
Niki Garrison	33.08	Gov Wrkshop #3 Supplies - Reimb	30257	5/2/2019
	33.08		Total 30257	
Original Watermen, Inc.	533.55	Lifeguard Uniforms 04/15/19	30276	5/2/2019
	533.55		Total 30276	
Patsy Pannunzio	300.00	East Hall rental 05/04, Deposit refund	30353	5/16/2019
	300.00		Total 30353	
Paychex	297.08	Paychex Fees HR May 2019	19920867	5/10/2019
Paychex	192.80	Paychex Fees Stratustime April 2019		5/10/2019
	489.88		Total 19920867	
Paychex	220.80	Paychex Payroll Fees for 05-03-19 (33)	2019043001	5/3/2019
	220.80		Total 2019043001	

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Vendor Name	Check Amount	Description	Check Number	Check Date
Paychex	235.80	Paychex Payroll Fees for 05-17-19	2019051401	5/17/2019
	235.80		Total 2019051401	
Paychex	238.80	Paychex Payroll Fees for 05-31-19	2019052801	5/31/2019
	238.80		Total 2019052801	
PG&E	1,567.14	Elec 03/27-04/25/19 FD 88, 89 & 2 lamps, Carousel	30278	5/2/2019
	1,567.14		Total 30278	
PG&E	11,145.72	Elec. LLAD's 03/27-04/26/19	30315	5/9/2019
	11,145.72		Total 30315	
PG&E	1,064.21	Elec. Parks/Lagoon 03/27-04/25/19	30316	5/9/2019
	1,064.21		Total 30316	
PG&E	114.66	Elec. 8 lamps 04/18-04/30/19 & 05/01-05/16/19	30384	5/23/2019
	114.66		Total 30384	
PG&E	157.65	Elec. 11 lamps 04/18-04/30/19 & 05/01-05/16/19	30385	5/23/2019
	157.65		Total 30385	
PG&E	10.18	Elec Baron Ct. 04/19-05/19/19	30418	5/30/2019
	10.18		Total 30418	
PG&E	5,755.36	Elec CSD 04/22-04/30/19 & 05/01-05/20/19	30419	5/30/2019
	5,755.36		Total 30419	
Prentice, Long & Epperson	1,184.35	Legal Srvc's, phone, mtgs, materials April 2019	30317	5/9/2019
	1,184.35		Total 30317	
Public Employee's Union Local 1	142.57	Union dues for payroll 05-03-19	30279	5/2/2019
	142.57		Total 30279	

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
Public Employee's Union Local 1	142.69	Union Dues for payroll 05/17/19	30354	5/16/2019
	142.69		Total 30354	
Public Employee's Union Local 1	140.80	Union Dues for Payroll 05/31/19	30420	5/30/2019
	140.80		Total 30420	
Purchase Power	201.00	Postage refill 04/26/19	30421	5/30/2019
	201.00		Total 30421	
R.J. Ricciardi, Inc CPA's	3,735.00	FY 17/18 Audit for April 2019	30318	5/9/2019
R.J. Ricciardi, Inc CPA's	1,307.50	FY 18/19 Audit for April 2019		5/9/2019
	5,042.50		Total 30318	
Rescue Training Institute, Inc.	38.50	Inst. Child/Baby Safety 05/07/19	30355	5/16/2019
	38.50		Total 30355	
Riebes Auto Parts	47.23	Supplies, Volunteer day at Lake 04/27/19	30280	5/2/2019
	47.23		Total 30280	
Riverview International Trucks, Inc.	288.83	E-89 Engine parts 04/01/19	30319	5/9/2019
	288.83		Total 30319	
Riverview International Trucks, Inc.	2,506.50	ENG 389 parts & svc 05/20/19	30422	5/30/2019
Riverview International Trucks, Inc.	1,267.43	FD E389 parts & svc		5/30/2019
	3,773.93		Total 30422	
Robert A. Godwin	200.00	YFF Officials 4 games 04/27/19	30258	5/2/2019
	200.00		Total 30258	
Robert A. Godwin	200.00	YFF officials 4 games 05/04/19	30343	5/16/2019
Robert A. Godwin	200.00	YFF Officials, 4 games 05/11/19		5/16/2019
	400.00		Total 30343	
Robert Raymond Westphal	307.30	Inst. Taekwondo, KK & WB March 2019	30291	5/2/2019
	307.30		Total 30291	
Rosalie M. Stearns	210.00	Inst. Hula classes Beg-March, All others April	30285	5/2/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Date</u>
	210.00		Total 30285	
Roseanna Dunham	102.00	Artsy Animal classes cancelled - refund	30405	5/30/2019
	102.00		Total 30405	
Roy M. Imai	84.00	Inst. Tai Chi balance April	30266	5/2/2019
	84.00		Total 30266	
SACEVENTS	3,123.69	Wedding/Bridal Show 2019	30388	5/23/2019
	3,123.69		Total 30388	
Sacramento Regional Fire Prevention Officer's Association	60.00	M. Smith FY 19/20 Membership	30359	5/16/2019
	60.00		Total 30359	
Sam's Club Direct	29.82	Easter egg hunt candy 04/16/19 w/ credit	30282	5/2/2019
	29.82		Total 30282	
Sarah Scatton	134.40	Inst. Chair Yoga April 2019	30283	5/2/2019
	134.40		Total 30283	
Sierra Office Systems and Products	434.03	FD89 Office Supplies	30356	5/16/2019
	434.03		Total 30356	
Sierra Security & Fire	150.00	1st Qtr Security/Alarms - CC	30390	5/23/2019
Sierra Security & Fire	99.00	1st Qtr Security/Alarms - Lake		5/23/2019
	249.00		Total 30390	
Sierra Security & Fire	90.00	1st Qtr 2019 Security/Alarms - FD88	30423	5/30/2019
Sierra Security & Fire	90.00	1st Qtr 2019 Security/Alarms - FD89		5/30/2019
	180.00		Total 30423	
Sierra Sharks Swim Team	243.75	CSD Scholarship share - Soto Family	30357	5/16/2019
Sierra Sharks Swim Team	243.75	CSD Scholarship share - Taylor Family		5/16/2019
	487.50		Total 30357	
Sign Banner Print Express	80.44	Banner- Pool Imp TY 04/24/19	30320	5/9/2019

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 5/1/2019 Through 5/31/2019

Vendor Name	Check Amount	Description	Check Number	Check Date
	80.44		Total 30320	
Sign Banner Print Express	139.43	T&T Banner revs & Sum Spect signs	30424	5/30/2019
	139.43		Total 30424	
SiteOne Landscape Supply	72.59	Drain Supplies, Parks (w/ disc -1.38)	30322	5/9/2019
	72.59		Total 30322	
SiteOne Landscape Supply	96.33	Irrig Supplies -Rasm Park 05/07/19 (w/ disc 1.83)	30358	5/16/2019
	96.33		Total 30358	
Teresa Haverty	39.60	Inst. Art classes Mar/Apr	30262	5/2/2019
	39.60		Total 30262	
The Paint Spot, Inc.	27.82	Lagoon supplies 04/15/19	30323	5/9/2019
	27.82		Total 30323	
The Paint Spot, Inc.	97.37	Nitrle Gloves - Parks	30392	5/23/2019
	97.37		Total 30392	
The Sacramento Bee	197.98	FD89 Sac Bee 6 mth renewal 05/30-11/28/19	30324	5/9/2019
	197.98		Total 30324	
The UPS Store # 1726	22.84	FD Postage Receipts (Trans# 3330 & 4075)	30360	5/16/2019
	22.84		Total 30360	
Think, Inc.	5,956.36	Summer 2019 Act Guide, Pack & delivery	30393	5/23/2019
	5,956.36		Total 30393	
Timothy Dana Bowen	188.50	Inst. Stem Camp April	30245	5/2/2019
	188.50		Total 30245	
Tina Lynn Goins	100.00	May E-news & CalFIRE mtgs flyers	30374	5/23/2019
	100.00		Total 30374	
TPX Communications	879.81	CSD Phones/Internet May 2019	30325	5/9/2019

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 5/1/2019 Through 5/31/2019

Vendor Name	Check Amount	Description	Check Number	Check Date
	879.81		Total 30325	
TruGreen Commercial	1,048.00	Aeration Spring 2019 - Christa Park	30361	5/16/2019
	1,048.00		Total 30361	
Tumble Time Gymnastics, Inc.	178.80	Inst. Tumble Mar. Mini Feb. Girls April	30286	5/2/2019
	178.80		Total 30286	
U.S. Bank	14,361.45	Cal Cards 03/21-04/21/19	30287	5/2/2019
	14,361.45		Total 30287	
U.S. Bank	10,842.33	Cal Cards statement 04/25/19-05/21/19	30425	5/30/2019
	10,842.33		Total 30425	
Umpqua Bank	194.08	Maintenance Fee for April 2019	Maint Fee	5/21/2019
	194.08		Total Maint Fee	
Umpqua Bank	989.39	CC Merch Fees - Vantiv - April 2019	Merch Fees	5/9/2019
	989.39		Total Merch Fees	
Union Mine Music Boosters	600.00	Hall/Kitchen rental 04/13, deposit refund	30326	5/9/2019
	600.00		Total 30326	
Uptown Studios, Inc	350.00	Web Maint. April 2019	30327	5/9/2019
	350.00		Total 30327	
Vavrinek, Trine, Day & Co., LLP	8,897.50	Prof. Svcs CPA April 2019	30328	5/9/2019
Vavrinek, Trine, Day & Co., LLP	11,200.00	Prof. Svcs, CPA October 2018 (waited detail)		5/9/2019
	20,097.50		Total 30328	
Verizon Business	5.00	FD Phones Carrier Access April 2019	30362	5/16/2019
	5.00		Total 30362	
Verizon Wireless	25.17	FD Wireless 03/16-04/15/19	30288	5/2/2019
	25.17		Total 30288	



Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 5/1/2019 Through 5/31/2019

Vendor Name	Check Amount	Description	Check Number	Check Date
Verizon Wireless	117.24	FD Wireless 03/16-04/15/19	30289	5/2/2019
	117.24		Total 30289	
Verizon Wireless	1,355.25	Wireless & Ipads 04/11-05/10/19 Parks, CCR, Rec, CC	30394	5/23/2019
	1,355.25		Total 30394	
Verizon Wireless	268.92	Ipads wifi/hotspots 04/11-05/10/19	30395	5/23/2019
	268.92		Total 30395	
Verizon Wireless	456.46	FD Phones Wireless 04/16-05/15/19	30426	5/30/2019
	456.46		Total 30426	
Verizon Wireless	111.89	FD Phones Wireless 04/16-05/15/19	30427	5/30/2019
	111.89		Total 30427	
Vermont Systems, Inc	25.00	RecTrac user group training 04/04/19	30363	5/16/2019
	25.00		Total 30363	
Wayne's Locksmith	206.66	Baron Ct. Relock & Key Gate 2019	30329	5/9/2019
	206.66		Total 30329	
Wayne's Locksmith	9.00	pool room keys	30428	5/30/2019
	9.00		Total 30428	
When to Work, Inc.	132.00	Seasonal staff scheduling software	30429	5/30/2019
	132.00		Total 30429	
Wilkinson Portables, Inc.	135.13	Port a potty - Sports May/June 2019	30430	5/30/2019
	135.13		Total 30430	
Report Total	333,840.86			

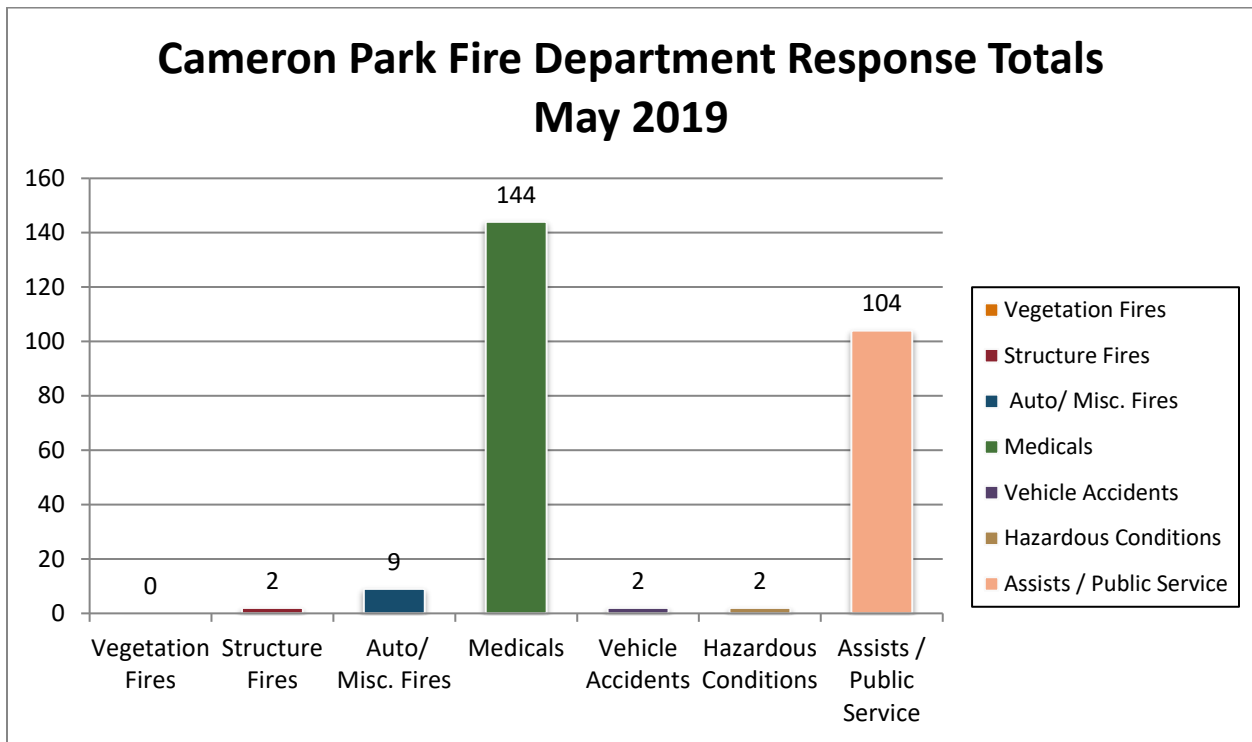


# CAMERON PARK FIRE DEPARTMENT STAFF REPORT

**To:** Board of Directors  
**From:** Jed Gaines, Battalion Chief  
**Regarding Item #7C:** Fire Department Report for June 19, 2019 - Board Meeting  
**Recommended Action:** Receive and File

---

## Incidents for the Month of May 2019

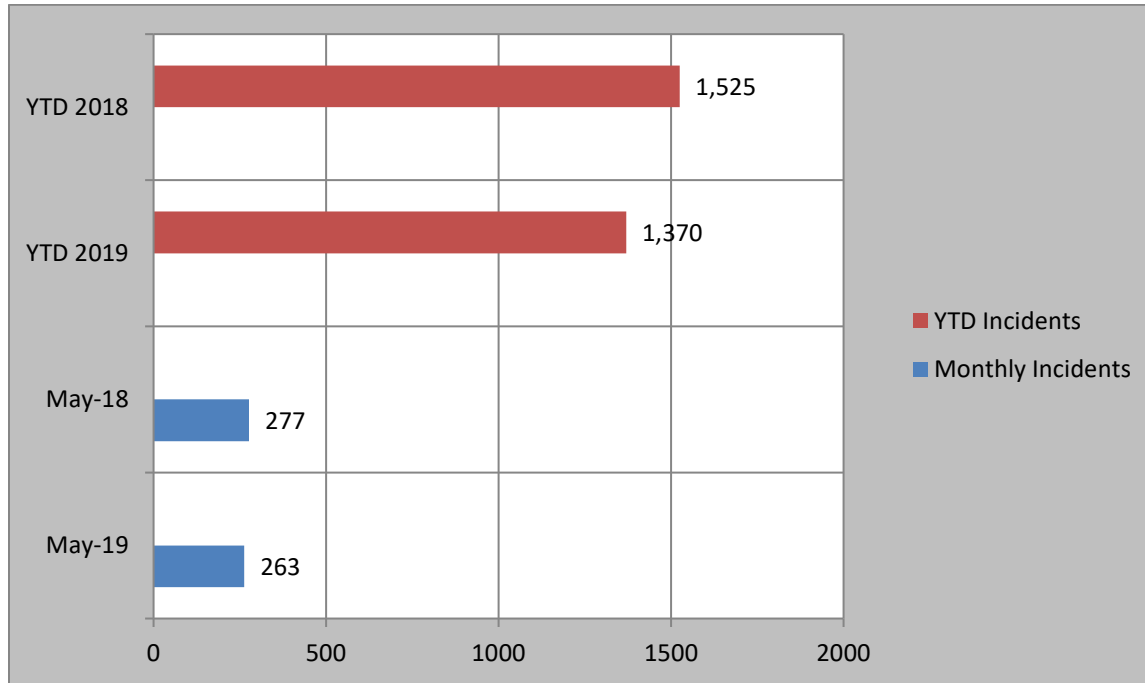


Incidents have decreased by 5% for the month of May compared to May of 2018.

Total incidents have decreased by 10% for the calendar year of 2019 compared to 2018.



# CAMERON PARK FIRE DEPARTMENT STAFF REPORT



## FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

### Significant Incidents

Engine 88 and Engine 89 responded to a structure fire in the Cameron Park Mobile Home Park for a oven fire that extended into a cabinet.

Engine 89 responded to a Chimney fire on Sudbury Road

### Fire Department update

We have hired and trained 12 new Resident Firefighters to replace the 10 that where recently hired with CAL FIRE.

## FIRE PREVENTION WEED ABATEMENT SUMMARY

Researched returned mail addresses and resent to the updated address.

Received approximately 45 phone calls from local residents regarding Weed Abatement issues and improved lot inspections.

Completed 1,592 improved lot inspections.



# CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Sent out courtesy letters to 9 property owners notifying them that we will begin the process of clearing their property. Most property owners have addressed most properties identified as high risk and out of compliance. Preparations are being made for June 26 Public Hearing regarding Weed Abatement Ordinance property liens.

Brian Boyd – improved property inspector’s last day was 5-31-19



## **Agenda Transmittal**

**DATE:** June 19, 2019

**FROM:** Tina Helm, Recreation Supervisor

**AGENDA ITEM #7D:** Recreation Department Report

**RECOMMENDED ACTION: RECEIVE AND FILE**

- Summer has begun, although the weather leading up to it was not summer-like. The Welcome to Summer Event was held on Saturday May 25<sup>th</sup> under cloudy skies and without many participants. Staff was on hand to promote summer programs, season passes, and Summer Spectacular wristbands. The rest of Memorial Day Weekend saw shorter hours at the pool due to the wet, cold weather. We are looking forward to warmer weather soon!
- The first session of Kidz Camp was held the last week of May. Campers spent time bowling at Folsom Lake Bowl, making crafts, playing games, and enjoying the first week of their summer vacation.
- Both Hannah Miller, the Aquatic Coordinator, and Caitlin Bandera, the Kidz Camp Leader, have been doing training with their staff. All Recreation Staff, day camp, aquatics, concessions and kiosk, participated in training on Tuesday, June 4<sup>th</sup>. Topics included heat illness prevention, emergency action plans and team building activities led by an outside (volunteer) trainer.
- The Senior Leadership Council hosted a luncheon to celebrate Older American's Day on May 21<sup>st</sup>. The response was great! The following is a brief overview of the lunch:
  - Approx. 54 Older Americans attended the Luncheon
  - The event was sponsored by: The Cameron Park Community Foundation, the Cameron Park CSD, and Senior Leadership Council.

- Lunch was provided by Joe's Coffee & Deli (**HUGE HIT!**)
  - Lasagna
  - Fresh Garden Salad
  - Garlic Bread
- Dessert donated by Visiting Angels
  - Sheet Cake
- Entertainment:
  - Music by - Down Home Country Band
  - Performance by - Juggler, Jim Hughes
- Staff continues to meet with the Senior Leadership Council. At the meeting in May, items discussed included, a debrief of the Older American's Lunch held the day before, the "Blast in the Past" event for the fall, the fall senior aquatic program, and recruiting of speakers for presentations.
- Staff attended the Trucks & Tunes event at Christa McAuliffe Park on May 1<sup>st</sup>. Music was by Out of the Blues Band.
- Upcoming events include Trucks & Tunes on June 12<sup>th</sup>, and the Summer Spectacular on June 29<sup>th</sup>.
- Summer Spectacular Update –
  - Staff has secured the following:
    - Fireworks
    - Porta Potty
    - Security
    - Stage, sound, and lights
    - Wristbands
    - Music
    - Vendors (currently applying)
    - Kids Carnival
    - Fence
    - Golf Carts
    - Delineators/A-Frames
    - CHP

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** June 19, 2019

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #7E:** Parks & Facilities Department Report

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

### **General Information**

Christa McAuliffe Park was closed an extra week due to the recent winter-like weather. Staff was unable to mow the park until Friday, May 31<sup>st</sup>. The Parks Department finished clearing the open space lots and park properties per the District Ordinance. There are a few things to touch up moving forward but the majority has been completed.

### **Cameron Park Lake**

- The Tribe has continued clearing the tule grass along the lake shoreline. They have also been removing willow behind the lake dam, and using the willow tule grass to build tule houses for their summer activities.
- The Lagoon is up and running. The District decided to delay opening the Lagoon until Tuesday May 27<sup>th</sup> due to the weather and cold water temperatures.
- Staff repaired the boat dock put it back in the water, along with the paddle boats.
- A 50 foot cotton wood tree fell into the Lake, along the shoreline. Staff and the Growlersburg crews have been working on removing the tree.
- Staff serviced and cleaned the concession stand and kiosk prior to opening them up for the summer, and also met with Environmental Health inspectors to be sure operations are in compliance.
- Staff installed a new channel drain along the exterior of the restrooms. This will allow staff to hose off the cement to keep the area clean.
- The department rented a large excavator to remove a stump from a cotton wood tree that fell this past winter.

## **Sports Fields**

- Christa McAuliffe Park has been closed for maintenance for the majority of the month. The turf grass was aerated, over seeded, and fertilized. The field is scheduled to open on Friday, May 31<sup>st</sup>.
- Staff will be repairing the decomposed granite pathway that borders Rasmussen Park. The path is in bad shape from all the rain we have seen this past winter and spring. Growlersburg is assisting with this work.

## **Parks and LLADs**

- Staff repaired the damaged decomposed granite pathway at Northview Park.
- Staff and Growlersburg crews finished cutting a 30' fire break along the west side of Royal Park. Growlersburg and Cal Fire assisted District staff in dealing with a home owner along Royal Park who disagreed with the District ordinance and the fire break that was being cut. The District appreciates their help and support.
- El Dorado Weed Control sprayed out the fire break at Royal Park on May 30<sup>th</sup>. This will help prevent re-growth and future growth along the property lines.

## **Community Center**

- Staff installed a new rubber floor in the life guard room. This will make treating injuries at the pool much safer, as well as being easier to sanitize the floor.
- Staff replaced all of the HVAC roof top filters. This is a practice that will be done every 6 months going forward.
- The District had the annual kitchen inspection by El Dorado County. Everything was in compliance.
- The State performed the annual water slide inspection on May 29<sup>th</sup>. Everything was in compliance and in good working order.
- Staff is seeking additional information about necessary HVAC maintenance and repair requirements. Additional information and costs will be coming forward between Preliminary and Final budgets.



## **Cal Fire / Growlersburg**

5/9/19 – Growlersburg removed the fallen trees at Hacienda Park and finished burning the rest of the debris that was cut earlier in the year.

5/16/19 – Growlersburg spent the day finishing up the 30' fire break at Royal Park. They finished the west side of the property.

5/23/19 – The District received 2 crews from Growlersburg. They were able to weed eat the open space lot at David West and start weed eating Bonanza Park prior to Summer Spectacular. They also removed a down tree on the island and began removing the fallen willow tree at Cameron Park Lake.

5/30/19 – Growlersburg finished removing the fallen willow tree at Cameron Park Lake and continued weed eating Bonanza Park prior to the Summer Spectacular.

6/6/19 – Growlersburg crews weed eaten the face of the dam and finished weed eating Bonanza Park.

6/10/19 – The District received 2 crews from Growlersburg. The first crew spent time cleaning the east side of the Lake shoreline. The second crew chipped all of the debris from the fallen willow trees. They also spent time clearing the Lake's emergency spill way. The District's emergency spill way is now compliant with the Department of Water Resources requirements.



## Agenda Transmittal

**DATE:** June 19, 2019

**FROM:** Kate Magoolaghan, CC&R Compliance Officer

**AGENDA ITEM #7F:** **CC&R COMPLIANCE DEPARTMENT REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

### Operations

- Staff has received a handful of comments regarding the recently Board approved priorities for CC&R enforcement which have generally been positive.
- As the weather is finally warming up, staff is expecting the next few months to be very busy. We would like to encourage residents to please continue to store their recreational vehicles and boats appropriately in accordance with their CC&Rs. This is typically the most common complaint submitted to the CC&R office during the summer months.
- The CC&R vehicle has been undergoing repairs and mechanical assessment to determine the short and long term cost to maintain the current vehicle, a 2004 Ford Taurus.

### Architectural Review Committee

- The Architectural Review Committee reviewed 29 Project Applications in May; 27 of which were approved, 1 was denied, and 1 was held over to June.
- Staff is developing a formalized job description for volunteer resident committee members. The document will outline roles, responsibilities, and expectations for committee members as well as detailing District authority and liability.

## CC&R Enforcement for May

Complaints Received	33 (estimated)
Initial Notice	12
Final Notice	7
Pre-Legal Notices	1
Pending	6



## Agenda Transmittal

**DATE:** June 19, 2019

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

**AGENDA ITEM #9:** **APPROVAL OF NECESSARY DOCUMENTS TO EXPAND MEMBERSHIP WITH THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY TO INCLUDE WORKERS' COMPENSATION**

**RECOMMENDED ACTION:** **APPROVE RESOLUTION NO. 2019-10, RESOLUTION 2019-11, JOINT POWERS AGREEMENT, AND STATE OF CALIFORNIA APPLICATION WITH CORRESPONDING RESOLUTION 2019-12**

The approval of the attached Resolutions, Joint Powers Agreement, and State of California application are necessary to move from our current Workers' Compensation carrier, Northern California Special Districts Insurance Authority to Special District Risk Management Association (SDRMA).

SDRMA is also the Cameron Park Community Services District's (District) Liability and Property insurer. The bundling of the Workers' Compensation Insurance and the Liability and Property insurance provides the District a 5% Multi-Program Discount, and other discount incentives for agencies whose staff and Board Members participate in training/workshops. These discounts and incentives were not available from our current Workers' Compensation insurer.

Attachments:

- 9A – Resolution 2019-10 Approving the Form of and Authorizing the Execution of a Sixth Amended and Restated JPA and Authorizing Participation in the SDRMA Workers' Compensation Program
- 9B – Resolution 2019-11 Declaring That Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing Their Services

- 9C – Sixth Amended Joint Powers Agreement Relating to the Special District Risk Management Authority
- 9D – State of California – Department of Industrial Relations Application for Certificate of Consent
- 9E – Resolution 2019-12 Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers’ Compensation Liabilities

RESOLUTION NO. 2019-10  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
June 19, 2019

**RESOLUTION APPROVING THE FORM OF AND AUTHORIZING THE  
EXECUTION OF A SIXTH AMENDED AND RESTATED JOINT POWERS  
AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL  
DISTRICT RISK MANAGEMENT AUTHORITY WORKERS' COMPENSATION  
PROGRAM**

*WHEREAS, Cameron Park Community Services District*, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the Workers' Compensation Program offered by the Special District Risk Management Authority (the "Authority"); and

*WHEREAS*, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

*WHEREAS*, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

*WHEREAS*, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

*WHEREAS*, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended and Restated Joint Powers Agreement (the "Amended and Restated JPA Agreement"); which states the purpose and powers of the Authority; and

*WHEREAS*, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in

connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:***

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.

Section 2. Sixth Amended and Restated JPA Agreement. The Amended JPA Agreement has previously been executed and entered into by and between the Agency and members of the Special District Risk Management Authority.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Workers' Compensation Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 19<sup>th</sup> day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

---

Monique Scobey, Vice President  
Board of Directors

---

Jill Ritzman, General Manager  
Secretary to the Board

RESOLUTION NO. 2019-11  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
June 19, 2019

**RESOLUTION DECLARING THAT GOVERNING BODY MEMBERS AND  
VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR  
THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR  
SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

---

*WHEREAS*, the Cameron Park Community Services District utilizes the services of Governing Body Members and Volunteers; and

*WHEREAS*, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

*WHEREAS*, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- ✓ All Members of the Governing Body of the Cameron Park Community Services District as presently or hereafter constituted and/or
- ✓ All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- ✓ Individuals on Work-study programs
- ✓ Interns
- ✓ Other Volunteers



**Attachment 9B**

*NOW, THEREFORE, BE IT RESOLVED*, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Cameron Park Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Cameron Park Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Cameron Park Community Services District.

PASSED AND ADOPTED this 19<sup>th</sup> day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

---

Monique Scobey, Vice President  
Board of Directors

---

Jill Ritzman, General Manager  
Secretary to the Board

**SIXTH AMENDED  
JOINT POWERS AGREEMENT**

**RELATING TO THE**

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

**Adopted August 1, 1986**  
**1<sup>st</sup> Amended February 5, 1988**  
**2<sup>nd</sup> Amended March 31, 1990**  
**3<sup>rd</sup> Amended July 1, 1993**  
**4<sup>th</sup> Amended February 9, 1998**  
**5<sup>th</sup> Amended and Restated**  
**- Approved March 24, 2003**  
**- Effective July 1, 2003**  
**6<sup>th</sup> Amended October 2, 2007**

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**SIXTH AMENDED JOINT POWERS AGREEMENT  
RELATING TO THE  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

**THIS SIXTH AMENDED JOINT POWERS AGREEMENT** (the “Agreement”) is made and entered into by and among the public agencies (the “Members”) organized and existing under the laws of the State of California, which are signatories to this Agreement.

**RECITALS**

**WHEREAS**, California Government Code Section 6500 *et seq.* (the “Act”) provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

**WHEREAS**, California Labor Code Section 3700(c) permits pooling by public agencies of self insurance for Workers’ Compensation liability; and

**WHEREAS**, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, purchase insurance through a surplus line broker, or any combination of these; and

**WHEREAS**, California Government Code Section 990.8 provides that two or more local entities may, by a joint powers agreement, provide insurance for any purpose by any one or more of the methods specified in Government Code Section 990.4; and

**WHEREAS**, the parties to this Agreement desire to join together for the purposes set forth in Article 2 hereof, including establishing pools for self-insured losses and purchasing Excess or Re-Insurance and administrative services in connection with joint protection programs (the “Programs”) for members of the California Special Districts Association (“CSDA”); and

**WHEREAS**, it appears economically feasible and practical for the parties to this Agreement to do so; and

**WHEREAS**, the Members have previously executed that certain Fifth Amended and Restated Joint Powers Agreement (the “Original JPA”), which Original JPA the Members desire to amend and restate by this Agreement; provided that such amendment and restatement shall not affect the existence of the Authority; and

**WHEREAS**, CSDA exists to assist and promote special districts, and has been responsible for the original creation of the Special District Risk Management Authority (“Authority”) and Special District Workers Compensation Authority (“SDWCA”), and determined the consolidation of SDWCA and the Authority on July 1, 2003 was in the best interests of special districts and other public agencies throughout the State.

**NOW THEREFORE**, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

**Article 1. Definitions.** The following definitions shall apply to the provisions of this agreement:

“Act” means Articles 1 through 4 (commencing with Section 6500) of Chapter 5, Division 7, Title 1 of the California Government Code, as amended or supplemented.

“Alliance Executive Council” means the council organized pursuant to the MOU.

“Assessment” means an additional amount, in addition to the Member’s or Former Member’s original contribution, which the Board of Directors determines in accordance herewith and/or with the Bylaws that a Member or Former Member owes on account of its participation in a Program for a given Program year.

“Authority” shall mean the Special District Risk Management Authority created by the original version of this Agreement.

“Board of Directors” or “Board” shall mean the governing body of the Authority.

“Bylaws” means the Bylaws of the Authority adopted by the Board of Directors, as they may be amended from time to time.

“Chief Executive Officer” shall mean that employee of the Authority who is so appointed by the Board of Directors.

“Claim” shall mean a demand made by or against a Member or Former Member which is or may be covered by one of the Programs approved by the Board of Directors.

“Contribution” means the amount determined by the Board of Directors to be the appropriate sum which a Member should pay at the commencement of or during the Program Year in exchange for the benefits provided by the Program.

“Coverage Documents” shall mean the Declarations, Memorandum of Coverages, Coverage Agreements, Endorsements, Policies of Insurance or any other documents that provide the terms, conditions, limits and exclusions of coverage afforded by a Program.

“CSDA” means the California Special Districts Association.

“District” shall mean a special district, public agency or public entity within the State of California which is both a Member of the CSDA and a signatory to this Agreement.

“Duly Constituted Board Meeting” shall mean any Board of Directors meeting noticed and held in the required manner and at which a Quorum was determined to be present at the beginning of the meeting.

“Estimated Contribution” means the amount which the Board of Directors estimates will be the appropriate contribution for a Member’s participation in a Program for a Program Year.

“Excess or Re-Insurance” shall mean that insurance which may be purchased on behalf of the Authority and/or the Members to protect the funds of the Members or Former Members against catastrophic losses or an unusual frequency of losses during a single year in excess of the self-insurance retention maintained by the Authority.

“Fiscal Year” shall mean that period of twelve months which is established as the fiscal year of the Authority.

“Former Member” shall mean a District which was a signatory to the Agreement but which has withdrawn from, or been involuntarily terminated from participating in, the Authority.

“Joint Protection Program” means a Program offered by the Authority, separate and distinct from other Programs, wherein Members will jointly pool their losses and claims, jointly purchase Excess or Re-Insurance and administrative and other services, including claims adjusting, data processing, risk management consulting, loss prevention, legal and related services.

“Member” shall mean a signatory to this Agreement, which is qualified as a Member under the provisions of this Agreement and the Bylaws.

“MOU” means the Memorandum of Understanding - Alliance Executive Council, dated as of September 20, 2001, among the Authority, CSDA, the CSDA Finance Corporation and SDWCA.

“Program” or “Programs” means the specific type of protection plan as set forth in the terms, conditions and exclusions of the Coverage Documents for self-insured losses, and the purchasing of Excess or Re-Insurance and administrative services.

“Program Year” shall mean a period of time, usually 12 months, determined by the Board of Directors, in which a Program is in effect.

“Retained Earnings,” as used herein, shall mean an equity account reflecting the accumulated earnings of a Joint Protection Program.

“SDWCA” means the Special Districts Workers Compensation Authority, and its successors or assigns.

**Article 2. Purposes.** This Agreement is entered into by the Members pursuant to the provisions of California Government Code section 990, 990.4, 990.8 and 6500 *et seq.* in order to provide, subject to the provisions of the Coverage Documents, economical public liability and workers’ compensation coverage, or coverage for other risks which the Board of Directors may determine.

Additional purposes are to reduce the amount and frequency of losses, and to decrease the cost incurred by Members in the handling and litigation of claims. These purposes shall be

accomplished through the exercise of the powers of such Members jointly in the creation of a separate entity, the Special District Risk Management Authority (the “Authority”), to establish and administer Programs as set forth herein and in the Bylaws.

It is also the purpose of this Agreement to provide, to the extent permitted by law, for the inclusion, at a subsequent date, and subject to approval by the Board of Directors, of such additional Members organized and existing under the laws of the State of California as may desire to become parties to the Agreement and Members of the Authority.

**Article 3. Parties to Agreement.** Each party to this Agreement certifies that it intends to and does contract with all other parties who are signatories to this Agreement and, in addition, with such other parties as may later be added as parties to and signatories of this Agreement pursuant to Article 18. Each party to this Agreement also certifies that the withdrawal from or cancellation of membership by any Member, pursuant to Articles 19 and 20 or otherwise, shall not affect this Agreement nor such party’s intent, as described above, to contract with the other remaining parties to the Agreement.

**Article 4. Term of Agreement.** This Agreement shall become effective as to existing Members of the Authority as set forth in Article 33 hereof. This Agreement shall continue thereafter until terminated as hereinafter provided. This Agreement shall become effective as to each new Member upon: (i) approval of its membership by the Board of Directors, (ii) the execution of this Agreement by the Member, and (iii) upon payment by the Member of its initial Contribution for a Program. Any subsequent amendments to the Agreement shall be in accordance with Article 27 of this Agreement.

**Article 5. Creation of Authority.** Pursuant to the Act, there is hereby created a public entity separate and apart from the parties hereto, to be known as the Special District Risk Management Authority. Pursuant to Section 6508.1 of the Act, the debts, liabilities and obligations of the Authority, including but not limited to, debts, liabilities and obligations of any of the Programs shall not constitute debts, liabilities or obligations of any party to this Agreement or to any Member or Former Member.

The Authority is not an insurer, and the coverage programs offered by the Authority do not provide insurance, but instead provide for pooled joint protection programs among the members of the Authority. The Joint Protection Programs offered by the Authority constitute negotiated agreements among the Members which are to be interpreted according to the principles of contract law, giving full effect to the intent of the Members, acting through the Board of Directors in establishing the Programs.

**Article 6. Powers of Authority.** (a) The Authority shall have all of the powers common to Members and is hereby authorized to do all acts necessary for the exercise of said common powers, including, but not limited to, any or all of the following:

- (1) to make and enter into contracts, including the power to accept the assignment of contracts or other obligations which relate to the purposes of the Authority, or which were entered into by a Member or Former

Member prior to joining the Authority, and to make claims, acquire assets and incur liabilities;

- (2) to accept an assignment from SDWCA of all its assets, obligations and liabilities prior to the dissolution of SDWCA (including claims and contracts in existence prior to such dissolution) in order to benefit the Members or Former Members participating in the SDWCA workers compensation program; provided, that except for the fair and equitable allocation of administrative and overhead expenses, funds from such assignment shall not be co-mingled and shall be separately accounted for as provided for in this Agreement and the Bylaws.
- (3) to incur debts, liabilities, or other obligations, including those which are not debts, liabilities or obligations of the Members or Former Members, or any of them;
- (4) to charge and collect Contributions and Assessments from Members or Former Members for participation in Programs;
- (5) to receive grants and donations of property, funds, services and other forms of assistance from persons, firms, corporations and governmental entities;
- (6) to acquire, hold, lease or dispose of property, contributions and donations of property and other forms of assistance from persons, firms, corporations and governmental entities
- (7) to acquire, hold or dispose of funds, services, donations and other forms of assistance from persons, firms, corporations and governmental entities;
- (8) to employ agents and employees, and/or to contract for such services;
- (9) to incur debts, liabilities or other obligations to finance the Programs and any other powers available to the Authority under Article 2 or Article 4 of the Act;
- (10) to enter into agreements for the creation of separate public entities and agencies pursuant to the Act;
- (11) to sue and be sued in its own name;
- (12) to exercise all powers necessary and proper to carry out the terms and provisions of this Agreement (including the provision of all other appropriate ancillary coverages for the benefit of the Members or Former Members), or otherwise authorized by law or the Act; and
- (13) to exercise all powers and perform all acts as otherwise provided for in the Bylaws.



(b) Said powers shall be exercised pursuant to the terms hereof, in the manner provided by law and in accordance with Section 6509 of the Act. The foregoing powers shall be subject to the restrictions upon the manner of exercising such powers pertaining to the Member or Former Member designated in the Bylaws.

**Article 7. Board of Directors.** Subject to the limitations of this Agreement and the laws of the State of California, the powers of this Authority shall be vested in and exercised by, and its property controlled and its affairs conducted by, the Board of the Authority, which is hereby established and designated as the agency to administer this Agreement pursuant to Section 6506 of the Act. The powers of the Authority shall be exercised through the Board of Directors, who may, from time to time, adopt and modify Bylaws and other rules and regulations for that purpose and for the conduct of its meetings as it may deem proper. The officers of the Board shall be as set forth in the Bylaws.

So long as the MOU has not been terminated or the Authority has not withdrawn from the MOU, the Board of Directors shall be composed of seven (7) directors elected by the Member entities who have executed the current operative Agreement and are participating in a Joint Protection Program. The terms of directors, procedures for election of directors, procedures for meetings and provisions for reimbursement of Director expenses shall be as set forth in the Bylaws. Each Member of the Board of Directors shall have one vote. Each Member of the Board shall serve as set forth in the Bylaws.

So long as the Authority is a participant in the MOU, the Board of Directors of the Authority shall appoint three (3) members of its board to serve as members of the Alliance Executive Council. No member of the Board of Directors of the Authority shall serve as a director on any other board of directors of an entity or organization that is a signatory to the MOU during the term of the MOU. In the event a director is elected to such a board, that director shall immediately resign from the Board of Directors of the Authority.

In the event SDRMA withdraws from the MOU, the Board of Directors of the Authority shall consist of those seven (7) Directors who hold seats on the Authority's Board of Directors at the time of the withdrawal and who were duly appointed by the Board, or elected or re-elected by the Member entities of SDRMA plus the additional directors appointed by CSDA as provided in Article 25.

**Article 8. Compliance with the Brown Act.** All meetings of the Board, including, without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 *et seq.*

**Article 9. Powers of the Board of Directors.** The Board of Directors shall have such powers and functions as provided for pursuant to this Agreement and the Bylaws and such additional powers as necessary or appropriate to fulfill the purposes of this Agreement and the Bylaws, including, but not limited to, the following:

- (a) to determine details of and select the Program or Programs to be offered, from time to time, by the Authority;

- (b) to determine and select all insurance, including Excess or Re-insurance, necessary to carry out the programs of the Authority;
- (c) to contract for, develop or provide through its own employees various services for the Authority;
- (d) to prepare or cause to be prepared the operating budget of the Authority for each fiscal year;
- (e) to receive and act upon reports of committees and from the Chief Executive Officer;
- (f) to appoint staff, including a Chief Executive Officer, and employ such persons as the Board of Directors deems necessary for the administration of this Authority;
- (g) to direct, subject to the terms and conditions of the Coverage Documents, the payment, adjustment, and defense of all claims involving a Member during their period of membership in and coverage under a Program;
- (h) to fix and collect Contributions and Assessments for participation in the Programs;
- (i) to expend funds of the Authority for the purpose of carrying out the provisions of the Agreement and the Bylaws as they now exist or may be hereafter amended;
- (j) to purchase excess insurance, liability insurance, stop loss insurance, officers and directors liability insurance, and such other insurance as the Authority may deem necessary or proper to protect the Program, employees of the Authority and employees of the Members;
- (k) to defend, pay, compromise, adjust and settle all claims as provided for in the Coverage Documents;
- (l) to obtain a fidelity bond in such amount as the Board of Directors may determine for any person or persons who have charge of or the authority to expend funds for the Authority;
- (m) to establish policies and procedures for the operation of the Authority and the Programs;
- (n) to engage, retain, and discharge agents, representatives, firms, or other organizations as the Board of Directors deems necessary for the administration of the Authority;
- (o) to enter into any and all contracts or agreements necessary or appropriate to carry out the purposes and functions of the Authority;

- (p) to acquire, hold, lease, manage and dispose of, as provided by law, any and all property necessary or appropriate to carry out the purposes and functions of the Authority;
- (q) to transact any other business which is within the powers of the Board of Directors;
- (r) to invest funds on hand in a manner authorized by law, the Agreement and the Bylaws;
- (s) to provide financial administration, claims management services, legal representations, safety engineering, actuarial services, and other services necessary or proper to carry out the purposes of the Authority either through its own employees or contracts with one or more third parties;
- (t) to exercise general supervisory and policy control over the Chief Executive Officer;
- (u) to establish committees and sub-committees as it deems necessary to best serve the interests of the Authority; and
- (v) to have such other powers and functions as are provided for pursuant to the Act, this Agreement or necessary or appropriate to fulfill the purpose of this Agreement and the Bylaws.

**Article 10. Officers of the Authority.** The officers of the Authority shall be as set forth in the Bylaws. The Board may elect or authorize the appointment of such other officers than those described in the Bylaws as the business of the Authority may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in this Agreement, or as the Board, from time to time, may authorize or determine.

Any officer may be removed, either with or without cause, by a majority of the directors of the Board at any regular or special meeting of the Board. Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the Board may delegate the powers and duties of such office to any officers or to any Members of the Board until such time as a successor for said office has been appointed.

**Article 11. Provision for Bylaws.** The Board shall promulgate Bylaws to govern the day-to-day operations of the Authority. The Board may amend the Bylaws from time to time as it deems necessary, and as provided in the Bylaws. Each Member shall receive a copy of any Bylaws and agrees to be bound by and to comply with all of the terms and conditions of the Bylaws as they exist or as they may be modified. The Bylaws shall be consistent with the terms of this Agreement. In the event any provision of the bylaws conflicts with a provision of this Agreement, the provision contained in this Agreement shall control.

**Article 12. [Reserved].**

**Article 13. Coverage Programs.**

(a) The Authority shall maintain such types and levels of coverage for Programs as determined by the Board of Directors. Such coverage may provide for binding arbitration before an independent arbitration panel of any disputes concerning coverage between the Authority and a Member.

(b) The coverage afforded under one or more Programs may include protection for general liability, auto liability, property, boiler and machinery, public officials errors and omissions, employment practices, employee benefits liability coverage, employee dishonesty coverage, public officials personal liability coverage and workers' compensation, as well as coverage for other risks which the Board of Directors may determine to be advisable. More than one type of coverage may be afforded under a single Program.

(c) The Board of Directors may arrange for group policies to be issued for Members, their board members and employees interested in obtaining additional coverage, at an appropriate additional cost to those participating Members.

(d) The Board of Directors may arrange for the purchase of Excess or Re-Insurance. The Authority shall not be liable to any Member or to any other person or organization if such excess or reinsurance policies are terminated, canceled or non-renewed without prior notice to one or more Members, or if there is a reduction in the type of coverage afforded under a program by reason of any change in coverage in a succeeding excess or reinsurance policy, even if such reduction occurs without prior notice to one or more Members.

**Article 14. Implementation of the Programs.** The Board of Directors shall establish the coverage afforded by each Program, the amount of Contributions and Assessments, the precise cost allocation plans and formulas, provide for the handling of claims, and specify the amounts and types of Excess or Re-Insurance to be procured. The Contributions and Assessments for each Program shall be determined by the Board of Directors as set forth herein, in the Bylaws or in the operating policies established for a Program.

**Article 15. Accounts And Records.**

(a) **Annual Budget.** The Authority shall, pursuant to the Bylaws, annually adopt an operating budget, including budgets for each Joint Protection Program.

(b) **Funds and Accounts.** The Authority shall establish and maintain such funds and accounts as required by the Board of Directors and as required by generally accepted accounting principles, including separate funds and accounts for each Program, including Joint Protection Programs. Books and records of the Authority shall be open to any inspection at all reasonable times by authorized representatives of Members, or as otherwise required by law.

(c) **Investments.** Subject to the applicable provisions of any indenture or resolution providing for the investment of moneys held thereunder, the Authority shall have the power to invest any money in the treasury that is not required for the immediate necessities of the Authority, as the Board determines is advisable, in the same manner as local agencies pursuant to

California Government Code Sections 53601 *et seq.* (as such provisions may be amended or supplemented).

(d) **No Commingling.** The funds, reserves and accounts of each Program shall not be commingled and shall be accounted for separately; provided, however, that administration and overhead expenses of the Authority not related to a specific Program or Programs may be fairly and equitably allocated among Programs as determined by the Board of Directors. Investments and cash accounts may be combined for administrative convenience, but a separate accounting shall be made for balances of individual funds and Program revenues and expenses.

(e) **Annual Audit.** The Board shall provide for a certified, annual audit of the accounts and records of the Authority, in the manner set forth in the Bylaws.

**Article 16. Services Provided by the Authority.** The Authority may provide, at the sole discretion of the Board of Directors, the following services in connection with this Agreement:

(a) to provide or procure coverage, including but not limited to self-insurance funds and commercial insurance, as well as excess coverage, re-insurance and umbrella insurance, by negotiation or bid, and purchase;

(b) to assist Members in obtaining insurance coverage for risks not included within the coverage of the Authority;

(c) to assist risk managers with the implementation of risk management functions as it relates to risks covered by the Programs in which the Member participates;

(d) to provide loss prevention and safety consulting services to Members;

(e) to provide claims adjusting and subrogation services for Claims covered by the Programs;

(f) to provide loss analysis and control by the use of statistical analysis, data processing, and record and file keeping services, in order to identify high exposure operations and to evaluate proper levels of self-retention and deductibles;

(g) to review Member contracts to determine sufficiency of indemnity and insurance provisions when requested;

(h) to conduct risk management audits relating to the participation of Members in the Programs; and

(i) to provide such other services as deemed appropriate by the Board of Directors.

**Article 17. Responsibilities of Members.** Members or Former Members shall have the following responsibilities, which shall survive the withdrawal from, or involuntary termination of participation in, this Agreement:

(a) Each Member shall designate a person to be responsible for the risk management function within that Member and to serve as a liaison between the Member and the Authority as to risk management.

(b) Each Member shall maintain an active safety officer and/or committee, and shall consider all recommendations of the Authority concerning unsafe practices and/or hazard mitigation.

(c) Each Member shall maintain its own set of records, including a loss log, in all categories of risk covered by each Program in which it participates to insure accuracy of the Authority's loss reporting system, unless it is no longer deemed necessary by the Board of Directors.

(d) Each Member shall pay its Contribution, and any adjustments thereto, and any Assessments within the specified period set forth in the invoice, or as otherwise may be set forth herein or in the Bylaws. After withdrawal or termination, each Former Member or its successor shall pay promptly to the Authority its share of any additional Contribution, adjustments or Assessments, if any, as required of it by the Board of Directors under Article 21 or 22 of this Agreement or the Bylaws.

(e) Each Member or Former Member shall provide the Authority with such other information or assistance as may be necessary for the Authority to carry out the Programs under this Agreement in which the Member or Former Member participates or has participated.

(f) Each Member or Former Member shall in any and all ways cooperate with and assist the Authority and any insurer of the Authority, in all matters relating to this Agreement and covered claims.

(g) Each Member or Former Member will comply with all Bylaws, rules and regulations adopted by the Board of Directors.

(h) Each Member shall remain a member in good standing of CSDA.

**Article 18. New Members.** The Authority shall allow entry into its Programs of new Members only upon approval of the Board, with any conditions or limitations as the Board deems appropriate. In order to become a Member and remain a Member, any District must be a member in good standing of CSDA, shall participate in at least one (1) Joint Protection Program and shall be authorized to exercise the common powers set forth in this Agreement.

**Article 19. Withdrawal.**

(A) Any Member may voluntarily withdraw from this Agreement only at the end of any applicable Program Year and only if:

- (i) The Member has been a signatory to this Agreement for not less than three (3) full Program Years as of the date of the proposed withdrawal;

- (ii) The Member submits a written withdrawal notification in accordance with the Bylaws;
  - (iii) In order to withdraw from the agreement the member must have completed the three (3) full program year participation requirement for each Joint Protection Program the member participated in at the time of withdrawal.
- (B) Any Member may voluntarily withdraw from any particular Joint Protection Program; and
- (i) It has participated in such Joint Protection Program for at least three (3) full Program Years;
  - (ii) it is a participant in another Joint Protection Program; and
  - (iii) the Member submits a written withdrawal notification in accordance with the Bylaws.
- (C) In the event that the three year participation requirement as required by (A)(i) or (B)(i) as to any such Joint Protection Program above has not been met, for each Program the withdrawing Member participated in at the time of its withdrawal, for less than three years such withdrawing member shall be obligated to pay all Contributions and Assessments as if that Member had remained in each such Program for the full three years from the inception of its membership in the Authority.
- (D) In the event that the notice is not provided as required by (A)(ii) or (B)(iii) above, any such withdrawing Member shall, with respect to each Program the Member participated in, be obligated to pay any and all Contributions and Assessments for the next full Program Year.
- (E) A Member may withdraw from any Program (other than a Joint Protection Program) as provided by the Coverage Documents relating to such Program.
- (F) Withdrawal of one or more Members shall not serve to terminate this Agreement.
- (G) A Member may not withdraw as a party to this Agreement until it has withdrawn, as provided in the Bylaws from all of the Programs of the Authority.

**Article 20. Involuntary Termination.**

- (a) Notwithstanding the provisions of Article 19, the Authority shall have the right to involuntarily terminate any Member's participation in any Program, or terminate membership in the Authority, as provided in the Bylaws.
- (b) Notwithstanding any other provisions of this Agreement, the participation of any Member of the Authority, including participation in any of the Authority's Programs, may be involuntarily terminated at the discretion of the Board of Directors whenever such Member is dissolved, consolidated, merged or annexed. A reasonable time shall be afforded, in the

discretion of the Board of Directors, to place coverage elsewhere. Any such involuntary termination shall not relieve the Member or Former Member of its responsibilities as provided for in Articles 17 or 21.

**Article 21. Effect of Withdrawal or Involuntary Termination.** The withdrawal from or involuntary termination of any Member from this Agreement shall not terminate this Agreement, and such Member, by withdrawing or being involuntarily terminated, shall not be entitled to payment, return or refund of any Contribution, Assessment, consideration, or other property paid, or donated by the Member to the Authority, or to any return of any loss reserve contribution, or to any distribution of assets (except payment of any Retained Earnings, as set forth in the following paragraph).

The withdrawal from or involuntary termination of any Member after the effective date of any Program shall not terminate its responsibility to pay its unpaid Contribution adjustments, or Assessments to such Program. The Board of Directors shall determine the final amount due from the Member or Former Member by way of contribution or assessments, if any, or any credit due on account thereof, to the Member or Former Member for the period of its participation. Such determination shall not be made by the Board of Directors until all Claims, or other unpaid liabilities, have been finally resolved. In connection with this determination, the Board of Directors may exercise similar powers to those provided for in Article 22(b) of this Agreement, or as otherwise set forth in the Bylaws. Upon such withdrawal from or cancellation of participation in any Program by any Member, said Member shall be entitled to receive its pro rata share of any Retained Earnings declared by the Board of Directors after the date of said Member withdraws or is involuntarily terminated.

**Article 22. Termination and Distribution; Assignment.**

(a) This Agreement may be terminated any time with the written consent of two-thirds of the voting Members; provided, however, that this Agreement and the Authority shall continue to exist for the purpose of disposing of all claims, distribution of net assets and all other functions necessary to wind up the affairs of the Authority.

(b) The Board of Directors is vested with all powers of the Authority for the purpose of winding up and dissolving the business affairs of the Authority. These powers shall include the power to require Members or Former Members, including those which were signatory hereto at the time the subject Claims arose or was/were incurred, to pay any Assessment in accordance with loss allocation formulas for final disposition of all Claims and losses covered by this Agreement or the Bylaws. A Member or Former Member's Assessment shall be determined as set forth in the Bylaws or the applicable Coverage Documents.

(c) Upon termination of a Program, all net assets of such Program other than Retained Earnings shall be distributed only among the Members that are participating in such Program at the time of termination, in accordance with and proportionate to their cash payments (including Contributions, adjustments, Assessments and other property at market value when received) made during the term of this Agreement for such Program. The Board of Directors shall determine such distribution within six (6) months after disposal of the last pending Claim or loss covered by such Program, or as otherwise set forth in the Bylaws.



(d) Upon termination of this Agreement all net assets of the Authority, other than of any Program distributed pursuant to (c) above, shall be distributed only among the Members in good standing at the time of such termination in accordance with and proportionate to their cash contributions and property at market value when received. The Board of Directors shall determine such distribution within six (6) months after disposal of the last pending Claim or loss covered by this Agreement, or as otherwise set forth in the Bylaws.

(e) In the event the Board of Directors is no longer able to assemble a quorum, the Chief Executive Officer shall exercise all powers and authority under this Article. The decision of the Board of Directors or Chief Executive Officer under this Article shall be final.

(f) In lieu of terminating this Agreement, the Board, with the written consent of two-thirds of the voting Members, may elect to assign and transfer all of the Authority's rights, assets, liabilities and obligations to a successor joint powers authority created under the Act.

**Article 23. Enforcement.** The Authority is hereby granted authority to enforce this Agreement. In the event action is instituted to enforce the terms of this Agreement, the Bylaws and/or any policies and/or procedures of the Board of Directors and the nondefaulting party(s) should employ attorneys or incur other expenses for the collection of moneys or the enforcement or performance or observance of any obligation or agreement on the part of the defaulting party(s) herein contained, the defaulting party agrees that it will on demand therefore pay to the nondefaulting party(s) the reasonable fees of such attorneys and such other expenses so incurred by the nondefaulting party(s).

**Article 24. Nonliability of Directors, Officers and Employees.** The Board of Directors, and the officers and employees of the Authority, including former directors, officers and employees, shall not be liable to the Authority, to any Member or Former Member, or to any other person, for actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder; for any action taken or omitted by any employee or independent contractor; for loss incurred through the investment or failure to invest funds; or for loss attributable to any failure or omission to procure or maintain insurance; except in the event of fraud, gross negligence, or intentional misconduct of such director, officer or employee. No director, officer or employee, including former directors, officers and employees, shall be liable for any action taken or omitted by any other director, officer or employee. The Authority shall defend and shall indemnify and hold harmless its directors, officers and employees, including former directors, officers and employees, from any and all claims, demands, causes of action, and damages arising out of their performance of their duties as such directors, officers or employees of the Authority except in the event of fraud, gross negligence, corruption, malice or intentional misconduct, and the funds of the Authority shall be used for such purpose. The Authority may purchase conventional insurance to protect the Authority, and its participating Members or Former Members, against any such acts or omissions by its directors, officers and employees, including former directors, officers and employees.

**Article 25. Provisions Relating to CSDA.** It is agreed and understood the mandatory membership in CSDA provision in Article 18 is in consideration of CSDA's exclusive endorsement of SDRMA's programs as they exist or may be modified. CSDA and the Authority

may from time to time exchange services or enter into separate service agreements pursuant to Section 6505 of the Act, including, but not limited to, services relating to educational programs, marketing, web-site graphics and conferences.

So long as the Authority is a participant in the MOU, the Board of the Authority shall appoint three members of the Board to serve as members of the Alliance Executive Council. In the event the MOU has been terminated or the Authority has withdrawn from the MOU, the composition of the Authority Board of Directors shall be increased by two (2) additional directors to be appointed by CSDA. CSDA appointees shall be a director serving on the CSDA Board of Directors and said director(s) shall be a member of an agency who is a signatory to the current SDRMA Joint Powers Agreement.

CSDA shall be a third party beneficiary to Sections 18, 25, 27 of this Agreement.

**Article 26. Notices.** Notices to Members or Former Members hereunder shall be sufficient if delivered to the principal office of the respective Member or Former Member.

**Article 27. Amendment.** This Agreement may be amended at any time by a two-thirds vote of the Members; provided, that any amendment to Article 18, Article 25, or Article 27 shall require the prior written consent of CSDA. The Bylaws may be amended as provided therein. Upon the effective date of any validly approved amendment to this Agreement, such amendment shall be binding on all Members.

**Article 28. Prohibition Against Assignment.** No person or organization shall be entitled to assert the rights, either direct or derivative, of any Member or Former Member under any coverage agreement or memorandum. No Member or Former Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member or Former Member shall have any right, claim or title or any part, share, interest, fund, contribution or asset of the Authority.

**Article 29. Agreement Complete.** The foregoing constitutes the full and complete Agreement of the parties. There are no oral understandings or agreements not set forth in writing herein. This Agreement supersedes and replaces the Fifth Amended Joint Powers Amendment.

**Article 30. Counterparts.** This Agreement may be executed in one or more counterparts and shall be as fully effective as though executed in one document.

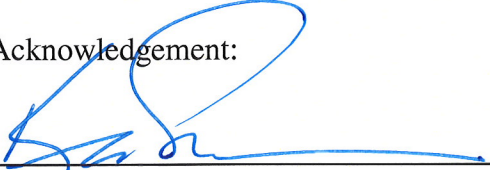
**Article 31. California Law.** This Agreement shall be governed by the laws of the State of California.

**Article 32. Severability.** Should any part, term or provisions of this Agreement be determined by any court of component jurisdiction to be illegal or in conflict with any law of the State of California or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

**Article 33. Effective Date.** This Agreement shall become effective as to existing Members of the Authority on the date on which the last of two-thirds of such Members have executed this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have first executed this Agreement by authorized officials thereof on the date indicated below:

Acknowledgement:



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Ken Sonksen, President  
Board of Directors  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Oct 2, 2007

Date

I hereby certify this Amended Joint Powers Agreement has also received the required approval of not less than two-thirds of the Member entities then parties to the Fifth Amended Joint Powers Agreement.



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James W. Towns, Chief Executive Officer  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Oct. 2, 2007

Date

**EXECUTION BY MEMBER**

The Amended and Restated Joint Powers Agreement of the Special District Risk Management Authority, has been approved by the Board of Directors of the Member listed below, on the date shown, and said Member agrees to be subject to all of the terms and conditions set forth in said Agreement.

Entity Name: Cameron Park Community Services District

By: \_\_\_\_\_ Vice President

By: \_\_\_\_\_ Clerk

Date: 6/19/19

**EXECUTION BY AUTHORITY**

The Special District Risk Management Authority (the "Authority"), operating and functioning pursuant to this Sixth Amended Joint Powers Agreement, hereby accepts the entity named above as a participating member in the Authority, subject to all of the terms and conditions set forth in this Sixth Amended Joint Powers Agreement and in the Bylaws, effective as of

\_\_\_\_\_.

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

By: \_\_\_\_\_  
Michael Scheafer, President  
Board of Directors

Date: \_\_\_\_\_



State of California
Department of Industrial Relations
OFFICE OF SELF-INSURANCE PLANS

APPLICATION FOR CERTIFICATE OF CONSENT
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER
All questions must be answered. If not applicable, enter "N/A".

To the Director of the Department of Industrial Relations: The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

LEGAL NAME OF APPLICANT (Show exactly as on Charter or other official documents):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID # of Group: \_\_\_\_\_

CONTACT - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

TYPE OF PUBLIC ENTITY (Check one):

City and/or County School District Police and/or Fire District Hospital District

Joint Powers Authority Other (describe): \_\_\_\_\_

TYPE OF APPLICATION (Check one):

New Application Reapplication (Merger/Unification) Reapplication (Name Change)

Other (describe): \_\_\_\_\_

Date Self-Insurance Program will begin: \_\_\_\_\_

**CURRENT WORKERS' COMPENSATION PROGRAM**

Currently Insured with State Fund Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Currently Self Insured, Certificate # \_\_\_\_\_

Other (describe): \_\_\_\_\_

**CLAIMS ADMINISTRATION**

Who will be administering your agency's workers' compensation claims? (Check one)

JPA will administer

Third Party Administrator, TPA Certificate # \_\_\_\_\_

Public entity will self-administer

Insurance Carrier will administer

Name of Third Party Administrator:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# of claims reporting locations to be used to handle Agency's claims: \_\_\_\_\_

Does applicant currently have a California Certificate of Consent to Self-Insure? Yes No

If yes, what is the current Certificate Number: \_\_\_\_\_

Total Number of Affiliate's California employees to be covered by Group: \_\_\_\_\_

**AGENCY EMPLOYER**

Current # of Agency Employees: \_\_\_\_\_ # of Public Safety Employees (police//fire): \_\_\_\_\_

If school District, # of certificated employees: \_\_\_\_\_

Will all Agency employees be covered by this self-insurance plan? Yes No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

\_\_\_\_\_

**JOINT POWERS AUTHORITY**

Will applicant be a member of a JPA for workers' compensation ?

Yes No (If 'yes', complete the following)

Effective date of JPA Membership: \_\_\_\_\_ JPA Certificate # \_\_\_\_\_

Name of JPA: \_\_\_\_\_

**AGENCY SAFETY PROGRAM**

Does the Agency have a written Injury and Illness Prevention Program (IIPP)? Yes No

Individual responsible for Agency workplace safety and IIPP program:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**SUPPLEMENTAL COVERAGE**

**1.)** Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

**2.)** Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_

**3.)** Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_

RESOLUTION FROM GOVERNING BOARD

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Authorized Official / Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name



RESOLUTION NO.: \_\_\_\_\_ DATED: \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPLICATION  
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA  
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE  
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the \_\_\_\_\_  
(Enter Name of the Board)

of the \_\_\_\_\_  
(Enter Name of Public Agency, District, Etc.)

a \_\_\_\_\_ organized and existing under the  
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

the following resolution was adopted:

**RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.**

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Board Secretary or Chair

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

**Affix Seal Here**

RESOLUTION NO. 2019-12  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
June 19, 2019

**A RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES**

*WHEREAS*, at a meeting of the Cameron Park Community Services District Board of Directors of the Cameron Park Community Services District, a Special District organized and existing under the laws of the State of California, held on the 19th day of June, 2019, the following resolution was adopted:

*NOW, THEREFORE, BE IT RESOLVED*, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

PASSED AND ADOPTED this 19<sup>th</sup> day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Monique Scobey, Vice President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



## Agenda Transmittal

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #10:** PUBLIC HEARING - FISCAL YEAR 2019-20 PRELIMINARY BUDGET

**RECOMMENDED ACTION:** DISCUSS AND APPROVE

### INTRODUCTION

Staff is presenting the Final Draft of the Preliminary Fiscal Year 2019-20 Budget (Preliminary Budget). The Board of Directors is obligated to approve a Preliminary Budget before June 30, 2019 to continue operations into the new Fiscal Year starting on July 1. In August, staff will return to the Board with a Final Budget for Fiscal Year 2019-20 for approval by August 30, 2019. Staff goals are to recommend service level reductions that will better align expected annual revenues with expenditures and to reduce the District's dependency on the Fund Balance for operations. In three years, the goal is to have a Reserve Fund established for Capital assets.

### FINANCIAL OVERVIEW

The Preliminary Budget has an operational deficit of (\$20,407) and in addition a Capital Outlay deficit of (\$223,500), which equals a total deficit of (\$243,907). The FY 2019-20 Preliminary Budget contains budgeted expenditures totaling \$6,927,345, of which \$463,771 are Capital Outlay expenditures. Budgeted revenues are \$6,683,438 of which \$240,271 are revenues (such as Park Development Fees) to offset Capital Outlay costs. Property tax revenues of \$4,134,387 are included, a projected 3.5% increase over FY 2018-19.

The District's FY 2018-19 Budgeted Ending Fund Balance is \$3,462,750. The proposed deficit in the Preliminary Budget will lower the Fund Balance further. Investment in the Capital asset needs of the District is important. The service level changes outlined below are proposed to align the District's annual revenues and expenditures. The goal in the near future is to have the costs related to Capital assets also funded by the District's annual revenues, to prevent depleting the Fund Balance further.

## **VIEW FROM 30,000 FEET**

The District is a Community Services District, delivering Parks, Recreation, Fire & Emergency Services, CC&R Enforcement and waste collection/recycling. Sustaining adequate fire and emergency services is critical. In addition, it is important to maintain the District's parks and facilities, and ensure acceptable administrative functions for a special district.

Special districts throughout California are struggling with budget shortfalls. In El Dorado County specifically, local fire districts are facing the same challenges. Costs to provide services escalate at a higher rate than is recovered by incremental increases in property taxes. For some costs, special districts have little control, such as utilities, public pension and insurance. State fees and mandates increase costs as well, such as fees for dam owners doubled in the past year and minimum wage increases annually. Maintaining, repairing and replacing aging infrastructure and assets, such as fire engines and Community Center repairs, also contributes to a district's financial burden. Cameron Park is not alone it is budgetary struggles.

## **BUDGET & ADMINISTRATION COMMITTEE ACTIONS**

Staff provided three draft Preliminary Budgets to the Budget and Administration Committee in May and June. The Draft 1 Preliminary FY 2019-20 Budget had a \$974,975 deficit and kept services the same as in past years. The second and third drafts provided proposed service reductions to reduce the operational deficit. At the Budget and Administration Committee meeting, the Committee provided feedback to staff but did not reach an agreement regarding Draft 3 Preliminary FY 2019-20 Budget.

## **DISCUSSION**

The following list summarizes the changes which occurred since Draft 1 Preliminary Budget. The reduction or additional revenues outlined below outlines the significant changes since Draft 1, and does not include incidental budget adjustments.

### Reductions for All Departments (reduction \$325,000)

All Departments reduced their staffing levels, service and supply accounts by approximately 5%. The impact of these reductions is that the District staff will have fewer resources to respond to resident requests, make facility repairs and to provide services. For example, less of an ability to address disrespectful behavior at the skate park, longer wait times at the Front Desk or for callers to the District Office, and general upkeep of facilities and parks such as sports fields, trails and courts will diminish. Travel for Fire Department personnel was eliminated and computer maintenance costs reduced.

The following positions are eliminated and/or reduced:

- A special projects employee was eliminated in Administration;
- One year-round and two seasonal part-time Parks employees;
- A full-time Recreation Coordinator will be eliminated and is currently backfilled with part-time, seasonal staff;
- Reduced hours for safety coordinator and back-up receptionist in Administration with possible risks from safety violations and employee injuries, and impacts to customer service;
- Under-fill the Parks Supervisor position through attrition.

Under-fill Parks Supervisor with Parks Foreman (reduction \$15,266)

Staff is recommending that the position, which may be vacated due to retirement, be filled *temporarily* with a Parks Foreman instead of a Parks Supervisor for FY 2019-20. A Parks Foreman serves as a lead worker for the crew, and does not have the same level of responsibility as a supervisor. This reduction would mean that the Parks Superintendent's presence would be required in the field more for supervision and training, leaving less time to work on long-term strategic projects such as converting facilities to solar power, implementing the Parks and Facilities Master Plan for park improvements, and community center repairs related to the construction warranty.

Suspend Summer Spectacular after 2019 Event (net reduction \$18,358)

Summer Spectacular revenues and expenditures are not included in the Preliminary Budget because the event does not recover enough revenues to fully support the event. In addition, depending upon additional staff reductions during the budget process, there may not be staff capacity to plan and implement the event. In future years, there may be an opportunity for a community 4<sup>th</sup> of July event of a smaller magnitude.

Close the Swimming Lagoon at Cameron Park Lake after 2019 Summer (net reduction \$30,614)

The Swimming Lagoon is twenty-five years old and holds a very large body of water (reportedly 1.5 million gallons). Maintenance and repair of an aging facility, chemical treatment of the water, and providing lifeguards is costly for the District. Revenues generated at the kiosk and with pass sales do not offset the costs of operating the Swimming Lagoon. Staff acknowledges that the Swimming Lagoon is unique to Cameron Park, compliments other amenities at Cameron Park Lake and is important to families with young children who can wade into the water. One idea would be to replace the Swimming Lagoon with a water playground using one-time grant funding, which would lower the costs of operating the facility (less water, lower chemical costs, no lifeguards and new mechanisms) and continue to meet the needs of families with young children.

Eliminated Human Resources Consultant (reduction \$12,000)

Administration staff included a Human Resources consultant to review and provide input into the District's organizational chart, salary schedule and job descriptions, all of which are policy documents approved by the Board of Directors. The Board updated the Organizational Chart and salary schedule, but has not approved job descriptions for a number of years. To ensure accurate job descriptions that conform to industry standards, staff recommended in Draft 1 Preliminary Budget to have a Human Resources consultant review staff's work on these documents. This recommendation has been eliminated, which may pose a risk to the District related to concerns from employees and labor union.

Eliminated Property Tax Allocation to Recreation Department (reduction \$100,000)

In past years, the Recreation Department was supported by a property tax allocation of \$100,000 to \$160,000. Staff is proposing to eliminate the property tax allocation to Recreation Department. All events and programs, including staff salaries, must be offset by user fees, sponsorships and grants. A portion of revenues generated with Recreation programs also supports the Community Center operations. Staff will report back to the Parks and Recreation Committee in the fall to discuss the Department's recommended level of programming under this scenario and anticipated outcomes.

CAL FIRE Contract Costs Budgeted to Projected Actuals (reduction \$250,000)

The Reimbursement Agreement between CAL FIRE and the district provides staffing for two fire stations. Since the Agreement is based upon salaries and benefits budgeted at the highest salary step, CAL FIRE costs have historically been under the contract by approximately 10%. CAL FIRE cautions the District against lowering this amount in case of an unexpected yet significant event. The CAL FIRE contract payment in the Preliminary Budget is based on projected actual expenditures.

Weed Abatement Ordinance Program - Reduce, Change and/or Secure Alternate Funding Source (reduction \$56,327)

In FY 2017-18, the Board allocated funding for the Fire Department to begin enforcing the District's Weed Abatement Ordinance as a means to make Cameron Park fire safe. In June 2018, staff arranged for properties out of compliance with the Ordinance and deemed unsafe in the community, to be abated. Property owners were billed; and if the bill remains unpaid, the cost is assessed with their property taxes along with a supporting lien. This program is proving effective; however, there is a delay in collecting abatement costs through direct billing and property liens, which is causing a budgeted deficit. To date, only a portion of the District's abatement costs have been recovered from direct billing and liens placed on property taxes. County staff reported that less than 1% of property owners are delinquent in their tax payments, and property owners must pay the lien within five years.

Staff is recommending the current program, which includes education as well as abatement, be funded in the Preliminary Budget with a mixture of property tax for the abatement portion and California Climate Investment Grant for the education portion. This level of funding is not enough to sustain the program in its current form, but is enough to continue the program into early next fiscal year while staff explore alternative funding sources or methods, such as grants, fines or debt financing for liens. Staff will work with the Fire Committee to outline the scope of the program and identify alternative funding sources or enforcement methods.

Station 89 Bay Doors Reduced (reduction \$20,000)

Fire Department reduced the costs and will replace only Station 88 bay doors in FY 2019-20. Station 89 doors will be delayed to FY 2020-21.

Parks Department Costs for Fire Fuel Reduction Funded in part with Grant (additional revenues \$15,000)

The District, supported by Fire Department/CAL FIRE, secured a \$336,000 grant for fire safe education efforts and fire fuel reduction within Cameron Park. A portion of this grant was added to the Parks Department to support fuels reduction on District properties.

Conditions, Covenants and Restrictions (CC&R) Fuel Payment to General Fund

CC&R Office is appropriately reimbursing the General Fund for fuel costs related to CC&R activities.

Close the Community Center 2 Days per Week (reduction \$40,000)

Staff estimates that the District could save up to \$40,000 in utilities and staff costs if the Community Center were to close two days a week, and if all programming could be shifted to five days a week instead of seven days a week. Staff is not proposing an office closure; only to close the Community Center rooms available for public use. In the fall, staff will develop a plan and report back to the Parks and Recreation Committee regarding the details of this closure and anticipated outcomes.

Increase Revenues from Fees by 5% (additional revenues \$39,157)

Staff will assess fees for services, and where capacity exists, increase fees. The Board of Directors can expect a report regarding fees in December. With the new software systems both Abila and Rec Trac, better reporting regarding fees will be available to assist in tracking, monitoring and totaling expected revenues from fees. A clearer picture regarding the success of increased fees in 2019 will be available at year-end close.

### Increase Revenues from Property Taxes (additional revenue \$20,167)

Property Taxes are adjusted upward by 3.5%, which is a reasonable estimate based on FY 2018-19 Budget for Property Taxes and actual Property Taxes received in recent years. If the economy changes or staff's estimate is not met, further budget reductions will be necessary. A clearer picture regarding Property Taxes will be available at year-end close.

### Addition of Grant Writer (reduction \$14,000)

A grant writer, contract position, was added to the Draft 1 Preliminary Budget to support the District's efforts in seeking and securing grants at a cost of \$26,000. The amount was reduced to \$12,000 in the Final Draft. The Parks and Recreation Committee is in a process now to identify and prioritize important park repair and improvement projects. The Fire Committee will be reviewing the Fire Department Master Plan with staff to identify possible grant funded projects. All grants must be authorized by the Board of Directors.

### **ON THE HORIZON**

There are items that will help the budget now and in future years, which is outlined below.

- Fire engine payments for one engine will end in Fiscal Year 2021/22, and staff will initiate a practice to have only one engine payment at a time;
- Staff and Board Members can take advantage of additional training/workshops for insurance fee discounts;
- Forensic accounting firm is no longer required on an ongoing basis; advisory only to keep Finance office performing at industry standards;
- Necessary computer hardware/software upgrades will be completed in Fiscal Year 2019-20 or 2020-21;
- 50+ new homes in Bell Woods add to property tax base, contributes park fees for improvements and development;
- ECO Green Solutions to reduce energy consumption;
- Solar Energy Development initiative;
- California Climate Investment Grant funding;
- Prop 68 Park Grants funding;
- Reduced Retiree Health Insurance costs through attrition in future years.

### **NEXT STEPS**

The Board of Directors is obligated to approve a Preliminary Budget by June 30, 2019 for operations to continue into next Fiscal Year starting on July 1, 2019. In August, staff will present a Draft Final Budget FY 2019-20 for consideration. Additional information will be available regarding actual expenditures and revenues after the year-end close.



In the Fall, staff will work with the Fire and Emergency Services Committee and Parks and Recreation Committee to develop plans for implementing closure of the Community Center two days a week, recreation programs based solely on program fees, and Weed Abatement Ordinance program options. Once through Committee, staff will provide a report back to the Board.

A FY 2019-20 Budget Action Plan is needed to continue efforts to align annual revenues with expenditures, and strategically position the District for the future. Long-term options include:

- Increase the District's tax base by capturing properties within the District's Sphere of Influence,
- Implement a solar project to reduce utility costs,
- Further reductions in service levels,
- Explore options for a special tax assessment,
- Seek grants to offset repair costs for assets.

Each of these initiatives will have one-time costs to the District, require an investment in staff time, and take time to implement. It's important that these strategic initiatives are prioritized and supported by the Board of Directors soon before the District's Fund Balance is reduced further. Working with the Budget and Administration Committee, staff will return to the Board with a recommended Budget Action Plan.

Attachments:

10A – Letter from community member

10B – FY 2019-20 Preliminary Budget Final Draft

## Attachment 10A

From: Julie Anthony  
Sent: Monday, June 10, 2019 10:16 PM  
To: Jill Ritzman <[jritzman@cameronpark.org](mailto:jritzman@cameronpark.org)>  
Subject: Re: Budget/Lagoon

So let's get some interesting entertainment to the lake that people will pay to go to; concerts, outdoor movies. One night a child movie one an adult type older movie (current) one week a old movie. Have a food truck dinner night once s month at the lake. Get a corn home club going, horseshoes a walking/exercise group. Outdoor painting groups.

Julie Anthony  
Anthony Family CEO

> -----Original Message-----

> From: Julie Anthony  
> Sent: Sunday, June 9, 2019 9:44 PM  
> To: Jill Ritzman <[jritzman@cameronpark.org](mailto:jritzman@cameronpark.org)>  
> Subject: Budget/Lagoon

>

> The one thing that Cameron Park has over El Dorado Hills and Folsom and other surrounding areas, is the whole Cameron Park Lake situation. You can come here and walk, you can swim and build Sandcastle's with your children you can rent a boat, you can play tennis or you can play pickle ball and you can also Grab food from the concession stand. How is it that Folsom can keep building parks that are huge and beautiful and we are still trying to keep the one area we have alive. The reason I moved here 20 years ago was because of the Cameron Park lake And the lagoon, because it was so different. I would hate to see the spectacular disappear but I understand why it would have to go I think maybe you can shop around for somebody a little bit cheaper to do a fireworks display and maybe not do the whole day thing because it seems like kind of a waste anyhow. You can't seem to get vendors to show up there it's getting smaller and It now seems geared just towards children. Maybe change it so it's children during the day events and then a little bit more adult during the night. But it's a shame that we can't get it together up here, we have a tiny cute community and everybody's making us look like idiots and the surrounding areas they are building like crazy and building beautiful parks.

>

> And I would agree to close part of the community center instead of the lagoon. If you want families to move up here you better keep the good things that we have that everyone can use. We're going to use a lagoon more than we are going to use an empty huge building

>

> Julie Anthony  
> Anthony Family CEO



**Cameron Park Community Services District**

**Fiscal Year 2019-20**

**Preliminary Budget**

**Final Draft**

*Presented to:*

**Cameron Park Community Services District**  
**Board of Directors**

June 19, 2019

Cameron Park Community Services District  
Final Draft Fiscal Year 2019-20 Preliminary Budget

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## Agenda Transmittal

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #10:** PUBLIC HEARING - FISCAL YEAR 2019-20 PRELIMINARY BUDGET

**RECOMMENDED ACTION:** DISCUSS AND APPROVE

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The following list summarizes the changes which occurred since Draft 1 Preliminary Budget. The reduction or additional revenues outlined below outlines the significant changes since Draft 1, and does not include incidental budget adjustments.

### Reductions for All Departments (reduction \$325,000)

All Departments reduced their staffing levels, service and supply accounts by approximately 5%. The impact of these reductions is that the District staff will have fewer resources to respond to resident requests, make facility repairs and to provide services. For example, less of an ability to address disrespectful behavior at the skate park, longer wait times at the Front Desk or for callers to the District Office, and general upkeep of facilities and parks such as sports fields, trails and courts will diminish. Travel for Fire Department personnel was eliminated and computer maintenance costs reduced.

The following positions are eliminated and/or reduced:

- A special projects employee was eliminated in Administration;
- One year-round and two seasonal part-time Parks employees;
- A full-time Recreation Coordinator will be eliminated and is currently backfilled with part-time, seasonal staff;
- Reduced hours for safety coordinator and back-up receptionist in Administration with possible risks from safety violations and employee injuries, and impacts to customer service;
- Under-fill the Parks Supervisor position through attrition.

Under-fill Parks Supervisor with Parks Foreman (reduction \$15,266)

Staff is recommending that the position, which may be vacated due to retirement, be filled *temporarily* with a Parks Foreman instead of a Parks Supervisor for FY 2019-20. A Parks Foreman serves as a lead worker for the crew, and does not have the same level of responsibility as a supervisor. This reduction would mean that the Parks Superintendent's presence would be required in the field more for supervision and training, leaving less time to work on long-term strategic projects such as converting facilities to solar power, implementing the Parks and Facilities Master Plan for park improvements, and community center repairs related to the construction warranty.

Suspend Summer Spectacular after 2019 Event (net reduction \$18,358)

Summer Spectacular revenues and expenditures are not included in the Preliminary Budget because the event does not recover enough revenues to fully support the event. In addition, depending upon additional staff reductions during the budget process, there may not be staff capacity to plan and implement the event. In future years, there may be an opportunity for a community 4<sup>th</sup> of July event of a smaller magnitude.

Close the Swimming Lagoon at Cameron Park Lake after 2019 Summer (net reduction \$30,614)

The Swimming Lagoon is twenty-five years old and holds a very large body of water (reportedly 1.5 million gallons). Maintenance and repair of an aging facility, chemical treatment of the water, and providing lifeguards is costly for the District. Revenues generated at the kiosk and with pass sales do not offset the costs of operating the Swimming Lagoon. Staff acknowledges that the Swimming Lagoon is unique to Cameron Park, compliments other amenities at Cameron Park Lake and is important to families with young children who can wade into the water. One idea would be to replace the Swimming Lagoon with a water playground using one-time grant funding, which would lower the costs of operating the facility (less water, lower chemical costs, no lifeguards and new mechanisms) and continue to meet the needs of families with young children.



Eliminated Human Resources Consultant (reduction \$12,000)

Administration staff included a Human Resources consultant to review and provide input into the District's organizational chart, salary schedule and job descriptions, all of which are policy documents approved by the Board of Directors. The Board updated the Organizational Chart and salary schedule, but has not approved job descriptions for a number of years. To ensure accurate job descriptions that conform to industry standards, staff recommended in Draft 1 Preliminary Budget to have a Human Resources consultant review staff's work on these documents. This recommendation has been eliminated, which may pose a risk to the District related to concerns from employees and labor union.

Eliminated Property Tax Allocation to Recreation Department (reduction \$100,000)

In past years, the Recreation Department was supported by a property tax allocation of \$100,000 to \$160,000. Staff is proposing to eliminate the property tax allocation to Recreation Department. All events and programs, including staff salaries, must be offset by user fees, sponsorships and grants. A portion of revenues generated with Recreation programs also supports the Community Center operations. Staff will report back to the Parks and Recreation Committee in the fall to discuss the Department's recommended level of programming under this scenario and anticipated outcomes.

CAL FIRE Contract Costs Budgeted to Projected Actuals (reduction \$250,000)

The Reimbursement Agreement between CAL FIRE and the district provides staffing for two fire stations. Since the Agreement is based upon salaries and benefits budgeted at the highest salary step, CAL FIRE costs have historically been under the contract by approximately 10%. CAL FIRE cautions the District against lowering this amount in case of an unexpected yet significant event. The CAL FIRE contract payment in the Preliminary Budget is based on projected actual expenditures.

Weed Abatement Ordinance Program - Reduce, Change and/or Secure Alternate Funding Source (reduction \$56,327)

In FY 2017-18, the Board allocated funding for the Fire Department to begin enforcing the District's Weed Abatement Ordinance as a means to make Cameron Park fire safe. In June 2018, staff arranged for properties out of compliance with the Ordinance and deemed unsafe in the community, to be abated. Property owners were billed; and if the bill remains unpaid, the cost is assessed with their property taxes along with a supporting lien. This program is proving effective; however, there is a delay in collecting abatement costs through direct billing and property liens, which is causing a budgeted deficit. To date, only a portion of the District's abatement costs have been recovered from direct billing and liens placed on property taxes. County staff reported that less than 1% of property owners are delinquent in their tax payments, and property owners must pay the lien within five years.

Staff is recommending the current program, which includes education as well as abatement, be funded in the Preliminary Budget with a mixture of property tax for the abatement portion and California Climate Investment Grant for the education portion. This level of funding is not enough to sustain the program in its current form, but is enough to continue the program into early next fiscal year while staff explore alternative funding sources or methods, such as grants, fines or debt financing for liens. Staff will work with the Fire Committee to outline the scope of the program and identify alternative funding sources or enforcement methods.

Station 89 Bay Doors Reduced (reduction \$20,000)

Fire Department reduced the costs and will replace only Station 88 bay doors in FY 2019-20. Station 89 doors will be delayed to FY 2020-21.

Parks Department Costs for Fire Fuel Reduction Funded in part with Grant (additional revenues \$15,000)

The District, supported by Fire Department/CAL FIRE, secured a \$336,000 grant for fire safe education efforts and fire fuel reduction within Cameron Park. A portion of this grant was added to the Parks Department to support fuels reduction on District properties.

Conditions, Covenants and Restrictions (CC&R) Fuel Payment to General Fund

CC&R Office is appropriately reimbursing the General Fund for fuel costs related to CC&R activities.

Close the Community Center 2 Days per Week (reduction \$40,000)

Staff estimates that the District could save up to \$40,000 in utilities and staff costs if the Community Center were to close two days a week, and if all programming could be shifted to five days a week instead of seven days a week. Staff is not proposing an office closure; only to close the Community Center rooms available for public use. In the fall, staff will develop a plan and report back to the Parks and Recreation Committee regarding the details of this closure and anticipated outcomes.

Increase Revenues from Fees by 5% (additional revenues \$39,157)

Staff will assess fees for services, and where capacity exists, increase fees. The Board of Directors can expect a report regarding fees in December. With the new software systems both Abila and Rec Trac, better reporting regarding fees will be available to assist in tracking, monitoring and totaling expected revenues from fees. A clearer picture regarding the success of increased fees in 2019 will be available at year-end close.

### Increase Revenues from Property Taxes (additional revenue \$20,167)

Property Taxes are adjusted upward by 3.5%, which is a reasonable estimate based on FY 2018-19 Budget for Property Taxes and actual Property Taxes received in recent years. If the economy changes or staff's estimate is not met, further budget reductions will be necessary. A clearer picture regarding Property Taxes will be available at year-end close.

### Addition of Grant Writer (reduction \$14,000)

A grant writer, contract position, was added to the Draft 1 Preliminary Budget to support the District's efforts in seeking and securing grants at a cost of \$26,000. The amount was reduced to \$12,000 in the Final Draft. The Parks and Recreation Committee is in a process now to identify and prioritize important park repair and improvement projects. The Fire Committee will be reviewing the Fire Department Master Plan with staff to identify possible grant funded projects. All grants must be authorized by the Board of Directors.

### **ON THE HORIZON**

There are items that will help the budget now and in future years, which is outlined below.

- Fire engine payments for one engine will end in Fiscal Year 2021/22, and staff will initiate a practice to have only one engine payment at a time;
- Staff and Board Members can take advantage of additional training/workshops for insurance fee discounts;
- Forensic accounting firm is no longer required on an ongoing basis; advisory only to keep Finance office performing at industry standards;
- Necessary computer hardware/software upgrades will be completed in Fiscal Year 2019-20 or 2020-21;
- 50+ new homes in Bell Woods add to property tax base, contributes park fees for improvements and development;
- ECO Green Solutions to reduce energy consumption;
- Solar Energy Development initiative;
- California Climate Investment Grant funding;
- Prop 68 Park Grants funding;
- Reduced Retiree Health Insurance costs through attrition in future years.

### **NEXT STEPS**

The Board of Directors is obligated to approve a Preliminary Budget by June 30, 2019 for operations to continue into next Fiscal Year starting on July 1, 2019. In August, staff will present a Draft Final Budget FY 2019-20 for consideration. Additional information will be available regarding actual expenditures and revenues after the year-end close.

In the Fall, staff will work with the Fire and Emergency Services Committee and Parks and Recreation Committee to develop plans for implementing closure of the Community Center two days a week, recreation programs based solely on program fees, and Weed Abatement Ordinance program options. Once through Committee, staff will provide a report back to the Board.

A FY 2019-20 Budget Action Plan is needed to continue efforts to align annual revenues with expenditures, and strategically position the District for the future. Long-term options include:

- Increase the District's tax base by capturing properties within the District's Sphere of Influence,
- Implement a solar project to reduce utility costs,
- Further reductions in service levels,
- Explore options for a special tax assessment,
- Seek grants to offset repair costs for assets.

Each of these initiatives will have one-time costs to the District, require an investment in staff time, and take time to implement. It's important that these strategic initiatives are prioritized and supported by the Board of Directors soon before the District's Fund Balance is reduced further. Working with the Budget and Administration Committee, staff will return to the Board with a recommended Budget Action Plan.

## Definitions

**General Fund:** The District's General Fund is the primary fund used for operations. All revenues and expenditures for administrative and operational tasks are recorded in the General Fund. The FY 2019-20 General Fund Budget is the plan for expenses and revenues for the upcoming fiscal year. Property taxes make up the largest portion of the General Fund revenues. Additional revenues in the General Fund include user fees, franchise fees, recreation program fees, sponsorships, and grants.

**Special or Benefit Tax Assessment:** Special or Benefit Assessment Taxes are an additional type of tax for property owners in addition to normal real estate taxes for a special purpose that benefits a specific area. For example, revenues for maintenance of LLAD is a special tax in certain neighborhoods in Cameron Park. Ambulance services in El Dorado County is another special tax that is paid by property owners in Cameron Park.

**Fund Balance:** A Fund Balance is the difference between revenues and expenditures in a governmental fund. A positive fund balance represents a financial resource available to finance expenditures of future fiscal periods. The Fund Balance in the District's General Fund is undesignated. At year-end closing, all the operational activities (revenues and expenditures) will close out to a Fund Balance, increasing or decreasing beginning Fund Balance as it rolls forward to the next year.



## Agenda Transmittal

**DATE:** May 7, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** STATUS – FISCAL YEAR 2018-19 BUDGET PLAN OF ACTION TO ADDRESS DEFICIT SPENDING

**RECOMMENDED ACTION:** RECEIVE AND FILE

### INTRODUCTION

On July 18, 2018, the Board of Directors reviewed a Budget Plan of Action, developed by staff and the Budget and Administration Committee, to address the deficit in the Fiscal Year 2018-19 Base Budget. The following is a progress report.

### DISCUSSION

#### Short-Term, Immediate Tasks

The Fiscal Year 2018-19 and Fiscal Year 2019-20 budget was predicated on these tasks being completed.

	<b>Action Step</b>	<b>Status</b>
√	Use junior umpire program instead of paid umpires for adult sports.	<i>Completed.</i>
√	Change/reduce banner program; consider electronic sign(s).	<i>Completed.</i>
√	Eliminate ornamental lawns and landscaping in low impact areas.	<i>Completed.</i>
	Investigate installation of solar power for all buildings.	<i>In process with Solar Committee. PG&amp;E total cost to the General Fund is \$126,368.</i>
	Install LED lighting in all buildings.	<i>In process; may be incorporated with Solar Committee. Staff exploring additional options.</i>
√	Weed abatement in Cameron Park Lake – investigate lower costs	<i>Completed; Tribe is assisting with weeds and debris at Lake.</i>

	Invest in irrigation system to save water, electricity	<i>Mostly completed; upgrades in 1-2 areas remaining.</i>
√	Pool & lagoon chemicals savings; heat less frequently	<i>Completed. Solar implemented this year.</i>
√	Banking fees, interest rates	<i>Completed annual review with Umpqua; fees lowered and interest increased.</i>
	Insurance costs, incentives, Workers Comp changes	<i>In process and expected completion spring 2019. Rates expected to increase due to CA wildfire costs.</i>
√	Eliminate paid storage	<i>Completed.</i>
√	Bid vehicle fuel costs	<i>Completed. State contract pricing (lowest tier) is in effect.</i>
√	Bid & update website; initiate, streamline social media initiatives	<i>Completed; seeking CSDA Transparency Certificate.</i>
	Seek and secure new community partnerships	<i>In process.</i>

### Long Term Projects

These projects are longer term and savings is not contained in the Fiscal Year 2019-20 Budget.

	<b>Action Step</b>	<b>Status</b>
√	Employee and retiree health care costs	<i>Initial analysis completed. Oral report provided to B-A Committee in February.</i>
√	Evaluate Costs for Swimming Lagoon	<i>Completed; estimated savings \$25,000 if eliminated.</i> <ul style="list-style-type: none"> <li>• 2019 reduction of evening hours due to lack of attendance – reduce lifeguard costs.</li> <li>• Staff investigating operational savings if replaced with a Spray Playground</li> </ul>
√	Evaluate Costs for Summer Spectacular	<i>Completed; estimated savings \$25,000 if event eliminated.</i>

### New Initiatives

Several cost saving ideas have been discussed amongst staff, community members and Board members, in the past or currently.

	<b>Action Step</b>	<b>Status</b>
	Long-term lease of community center and/or classrooms	<i>No progress</i>
	New cell towers or roadside electronic signs	<i>No progress</i>
√	Refinancing Community Center Bond	<i>Completed; financial environment not conducive to effective refinancing.</i>
√	Billboard along Hwy 50	<i>Completed; County Planning staff stated County Sign Ordinance prohibits any new billboards including digital on private or public property.</i>

### **CONCLUSION**

Most of the FY 2018-19 Budget Action Plan tasks have been addressed and completed. Staff is recommending the continuation of the following items into Fiscal Year 2019-20.

- Investigate installation of solar power for all buildings, currently being addressed by Solar Committee;
- Install LED lighting in all buildings, being investigated by staff and Solar Committee;
- Invest in irrigation system to save water, electricity which is being pursued by staff;
- Seek and secure new community partnerships and staff is continuing with this effort.

A separate memorandum outlines options for pursuing employee health care costs. Staff continues to be open to conversations about long-term lease of the Community Center or property for a cell tower.





## Agenda Transmittal

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM :** EMPLOYEE HEALTH CARE COSTS AND EMPLOYEE  
COMPENSATION

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**BUDGET IMPACT:** Employee Health Care Costs \$123,761, 1.7% of the total  
District budget

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### BACKGROUND

The District has thirteen full-time employees. In September 2018, the Board of Directors approved a Memorandum of Understanding (MOU) with Cameron Park Community Services District Employee Association, which provides for salary increases over the three year term, ending June 30, 2021. District salaries are now moving toward comparability to neighboring public agencies.

Employee benefits remained unchanged under the current MOU. When the MOU was approved, the Board requested staff to investigate opportunities that would reduce the District's health care costs for employees.

### DISCUSSION

Staff investigated options to lower costs, and provided the Budget and Administration Committee an oral update in February.

Option 1: to find a less expensive way to provide same level of health benefits.

Staff requested quotes from Special District Risk Management Association (SDRMA), the District's insurer; Paychex, the District's payroll service provider; and private broker. None could compete with cost and level of benefits provide by CalPERS. Health care costs through CalPERS has lowered in the past few years (Attachment A).

Option 2: lower the District's contribution towards health care.

a. Reducing the benefit,

b. Lowering the District's contribution.

If the District chooses to pursue Option 2, staff identified a couple of cost considerations. By lowering the District's contribution to health care, the overall compensation package, wages + benefits, for employees changes. Current negotiated salary changes outlined in the MOU brings District salaries closer to neighboring public agencies in El Dorado County, specifically City of Placerville and El Dorado County. By lowering the District's contribution to health care, the total employee compensation is lowered.

To pursue a change to the total employee compensation package, staff recommends a Human Resources consultant be hired to conduct a compensation study with comparable agencies in the surrounding area. Once completed and the results known, a labor consultant should be hired to assist in re-opening the MOU and negotiating employee compensation based upon the study. Consultant fees could be as much as \$20,000 or more. The study and subsequent negotiations could take up to a year with Board approvals along the way.

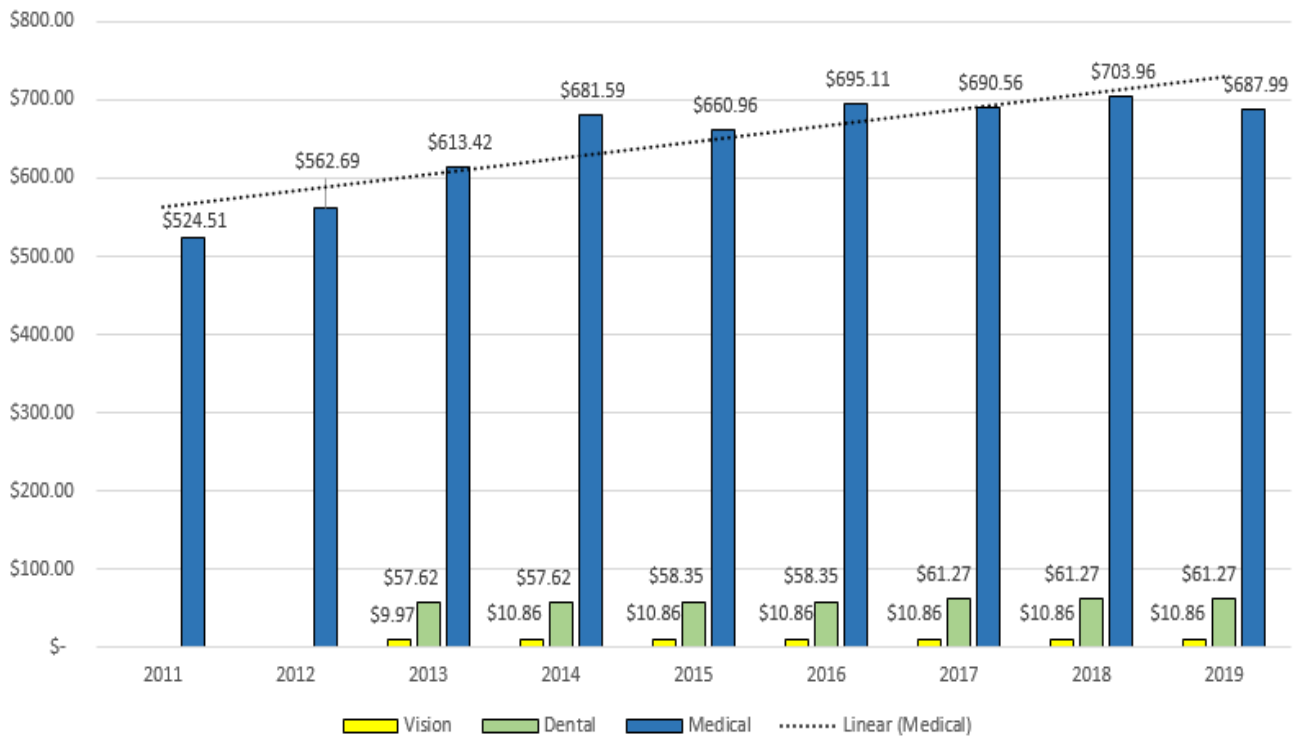
Depending upon the outcome of negotiations, there may also be an unintended consequence with the District's pension liability. As a CalPERS agency, the District contributes funding towards employees' pension. The District's contribution towards pension is based upon an employee's wages and items that influence that wage. For example, if the District chooses to provide pay increases related to certificates as an incentive for a more educated employee, that pay increase becomes "pension-able." In other words, the District's pension costs increase. Contribution to health care is not "pension-able," and there are agencies that have a long term strategy to provide benefits that do not negatively influence pension rates.

## **CONCLUSION**

Employee Health Care Costs totals \$123,761, 1.7% of the total District budget. A savings of 15% would be helpful to the District and consultant fees could be recovered in one to two years. Staff recommends a complete review of the District's employee compensation package before the end of the current MOU. There are many items of mutual benefit between the District and employees, and a creative solution to keep District costs manageable is in everyone's best interests.

Attachment A: History of Health Care Costs

### CPCSD Monthly Premium Cost per Benefitted Employee Analysis



*Budget Administration Committee -Increased Revenue Ideas*

<u>Project</u>	<u>Status</u>	<u>Additional Info</u>
<b>Park Development on Green Valley (and more area, if possible)</b>		to include with discussions about pursuit of annexation of areas within District's SOI
<b>Use of Impact Fees at the County</b>	investigated; pursuing alternate legislation	Talked with CSDA legislative staff and a change would require state legislation. Suggested support for alternative legislation ACA 1.
<b>Signage Revenue Generating Ideas</b>	status provided in FY18/19 Budget Action Plan	
<b>Solar Project/Sustainable Ideas</b>	status provided in FY18/19 Budget Action Plan	
<b>Capital Campaign for New Fire Engine</b>	investigated; pending	Talked with Cameron Park Community Foundation. Need to secure volunteer(s) to coordinate the campaign; investigate having 501c3 created or find one to partner with.
<b>Sale of Undeveloped Properties</b>	investigated; pending	pending outcome of solar committee work and pursuing annexation efforts within District's Sphere of Influence

## *Status of District Grants*

<u>Grant</u>		<u>Amount</u>	<u>Point Person(s)</u>	<u>Status</u>	<u>Additional Info</u>
California Climate Investments Fire Prevention Grant Program		\$300,000.00	Sherry Moranz & Jed Gaines	awarded	\$30,000 in grant funds included in FY2019-20 budget; remaining to be budgeted over next two years
Proposition 68 - Park & Water Bond of 2018		up to \$8,500,000	Jill	initial Per Capital interest form submitted	Parks & Recreation Committee selecting projects and priorities; report to the Board of Directors Summer 2019
Solar Energy Ad Hoc Committee		tbd	Glenn	research regarding options concluded	Recommendation to the Board of Directors Summer 2019
Recreation Program Grants	El Dorado County Air Quality	\$2,452 (for 2 years)	Jill	awarded	Summer Spectacular shuttle buses (\$490 CPCSD Match)
	Friends of Seniors	\$1,500.00	Jill	awarded	Older adult programming
	Shingle Springs Band of Miwok Indians	\$3,000.00	Jill	awarded	Recreation Program Participant Grant
	Cameron Park Community Foundation	\$3,000.00	Jill	awarded	
Grant Writer					To be considered in FY 2019-20 Budget

## FY 2019-20 Budget Timeline

<del>May 3</del>	<del>Budget &amp; Administration Committee Agenda posted</del>	<del>FY 2019-20 1<sup>st</sup> Draft Preliminary Budget Binder released</del>
<b>May 7</b>	<b>Budget &amp; Administration Committee Meeting</b>	Discuss and Provide Feedback to Staff
<del>May 31</del>	<del>Budget &amp; Administration Committee Agenda posted</del>	<del>FY 2019-20 2<sup>nd</sup> Draft Preliminary Budget Binder released</del>
<b>June 4</b>	<b>Budget &amp; Administration Committee Meeting</b>	Discuss and Provide Feedback to Staff; with support, move to Board of Directors
June 14	Board of Directors Agenda posted	FY 2019-20 Final Draft Preliminary Budget Binder
<b>June 19</b>	<b>Board of Directors Budget Hearings</b>	<b>Conduct Public Hearing and Consider Adoption of FY 2019-20 Final Draft Preliminary Budget</b>
August 2	Budget & Administration Committee Agenda posted	FY 2019-20 Draft Final Budget released
<b>August 6</b>	<b>Budget &amp; Administration Committee Meeting</b>	Discuss and Provide Feedback to Staff; with support, move to Board of Directors
August 16	Board of Directors Agenda posted	FY 2019-20 Proposed Final Budget released
<b>August 21</b>	<b>Board of Directors Budget Hearings</b>	<b>Conduct Public Hearing and Consider Adoption of FY 2019-20 Proposed Final Budget</b>

# Budget Methodology and Expectations

## Adopted March 21, 2018

- Goal is for budget accuracy, staff's best estimate for revenues and expenditures
- Budget is based upon past actuals and known, verified changes for upcoming year
- Budget built from ground up
- Budget by function for staff accountability; track expenditures by function and program for broader understanding of District's costs for services
- Provide descriptors for line item accounts
- New, eliminated or changed services and programs are highlighted, requested
- Establish a Personnel Budget Report to include wages and benefits for full and part-time employees
- Clearly track variances in District's beginning and ending Fund Balance
- Provide balances and descriptors for all the District Funds
- Identify one time vs. reoccurring expenditures, and expenditures that "invest" for future strategic benefits
- Allocate funds for investment in capital equipment and items identified in Browning Reserve Report
- Protocols for allocating property tax revenues and general fund revenues generated from District programs and services
- Streamline processes and capture savings

## 09 - MAR Cash at the County Recon

Cameron Park CSD

Cash at the County - Balance by Fund

Fiscal Year: 2018-19

Source: El Dorado County EDCAT Reports

County Fund #	District Fund #	Fund Name	Current Balance per County
8001001	01	General Fund	556,956.47
8001012	02	CC&R	168,757.93
8001104	03	Quimby	(48.86)
8001120	04	AB 1600 /Park Impact	652,400.45
8001155	05	Fire Training	-
8001121	06	Fire Development	1,362,588.00
8001125	07	Fire Equip Replacement	-
8001151	08	to be rolled to fund 9	-
8001101	09	Fire Prevention	69.28
8001106	30	Airpark LL&D	109,198.99
8001107	31	Unit 6 LL&D	59,585.42
8001108	32	Unit 7 LL&D	51,372.24
8001109	33	Unit 8 LL&D	60,947.58
8001110	34	Viewpoint LL&D	10,085.04
8001111	35	Golderado LL&D	6,331.60
8001112	36	Unit 11 LL&D	29,562.88
8001113	37	Unit 12 LL&D	47,676.37
8001114	38	Cameron Woods 1-4 LL&D	24,660.26
8001115	39	Bar J15A LL&D	70,821.00
8001116	40	Bar J15B LL&D	26,476.28
8001117	41	Creekside LL&D	5,365.29
8001118	42	Eastwood LL&D	259,280.08
8001150	43	David West LL&D (Crazy Horse)	63,985.94
8001122	44	Cambridge Oaks LL&D	10,996.25
8001123	45	Northview LL&D	18,939.09
8001124	46	Cameron Valley II&D	76,174.04
8001127	47	Cameron Woods 8 LL&D	41,785.11
8001126	48	Silver Springs LL&D	11,850.06
8001128	49	Bell Woods	49.90
8001130	50	BarJ a5ANo 2	81,568.79
8001103	70	Community Center	0.50
8001153	90	Go Bond	268,029.55
			4,075,465.53



# Obligations as Cal PERS Agency

## Retiree Health Care Benefits and Pension Funding

### Fiscal Year 2019-20

#### **Current Health Care Costs for Retired Individuals**

The District has ten former employees who receive retiree health care benefits for a total annual cost of \$84,654. This amount is spread to the various Departments based on the retiree.

- Five Fire Department employees,
- Three General Managers,
- One survivor,
- One Park Maintenance Worker.

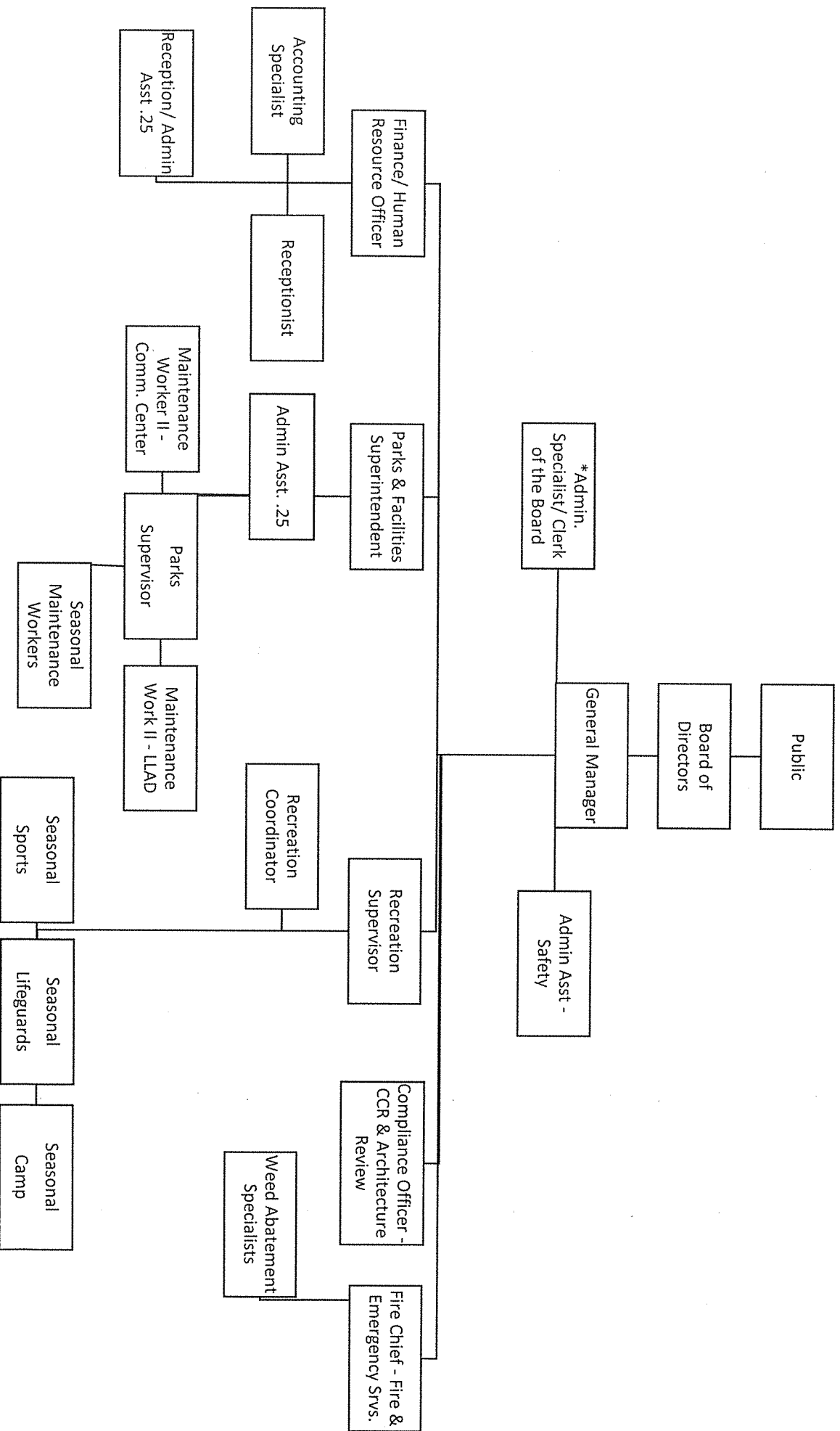
#### **Explaining the District's Unfunded Liabilities**

Retirement – 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 \$143,726 for fiscal year 2019-20 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 to gain the benefit and the number of District employees.

# Cameron Park Community Services District

Proposed Fiscal Year 2019-20



CAMERON PARK COMMUNITY SERVICES DISTRICT  
SALARY CHART  
FISCAL YEAR 2019-20  
Effective July 1, 2019 (MOU 9/19/18)

Current Entry	Current Top												
Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
	1	2	3	4	5	6	7	8	9	10	11	12	13
		0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025
			0.05		0.05		0.05		0.05		0.05		0.05
	4% COLA												

General Manager	NEGOTIATED = 110,000												
Parks Superintendent	56270.24	57677.00	59084.56	60561.68	62038.41	63589.37	65140.44	66768.95	68397.14	70107.07	74552.34	76416.15	78326.55
Finance/Human Resources Officer	56270.24	57677.00	59084.56	60561.68	62038.41	63589.37	65140.44	66768.95	68397.14	70107.07	74552.34	76416.15	78326.55
Accounting Specialist	34861.05	35732.58	36625.89	37541.54	38480.08	39442.08	40428.13	41438.83	42474.80	43536.67	44625.09	45740.72	46884.24
Receptionist	24834.62	25455.48	26091.87	26744.17	27412.77	28098.09	28800.54	29520.56	30258.57	31015.03	31790.41	32585.17	33399.80
Maintenance Worker II	30774.76	31544.13	32332.74	33141.06	33969.58	34818.82	35689.29	36581.52	37496.06	38433.46	39394.30	40379.16	41388.64
Aquatic Coordinator	34861.05	35732.58	36625.89	37541.54	38480.08	39442.08	40428.13	41438.83	42474.80	43536.67	44625.09	45740.72	46884.24
Recreation Coordinator	34861.05	35732.58	36625.89	37541.54	38480.08	39442.08	40428.13	41438.83	42474.80	43536.67	44625.09	45740.72	46884.24
Recreation Supervisor	44290.44	45397.70	46532.64	47695.96	48888.36	50110.57	51363.33	52647.41	53963.60	55312.69	56695.51	58112.89	59565.72
CC&R Enforcement Officer	47494.14	48681.49	49898.53	51145.99	52424.64	53735.26	55078.64	56455.60	57866.99	59313.67	60796.51	62316.42	63874.33
Parks Supervisor	47527.00	48715.18	49933.06	51181.38	52460.92	53772.44	55116.75	56494.67	57907.04	59354.71	60838.58	62359.54	63918.53

ANNUAL RATE

HOURLY RATE

General Manager	NEGOTIATED = 110,000												
Parks Superintendent	27.05	27.73	28.41	29.12	29.83	30.57	31.32	32.10	32.88	33.71	35.84	36.74	37.66
Finance/Human Resources Officer	27.05	27.73	28.41	29.12	29.83	30.57	31.32	32.10	32.88	33.71	35.84	36.74	37.66
Accounting Specialist	16.76	17.18	17.61	18.05	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54
Receptionist	11.94	12.24	12.54	12.86	13.18	13.51	13.85	14.19	14.55	14.91	15.28	15.67	16.06
Maintenance Worker II	14.80	15.17	15.54	15.93	16.33	16.74	17.16	17.59	18.03	18.48	18.94	19.41	19.90
Aquatics Coordinator	16.76	17.18	17.61	18.05	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54
Recreation Coordinator	16.76	17.18	17.61	18.05	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54
Recreation Supervisor	21.29	21.83	22.37	22.93	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64
CC&R Enforcement Officer	22.83	23.40	23.99	24.59	25.20	25.83	26.48	27.14	27.82	28.52	29.23	29.96	30.71
Parks Supervisor	22.85	23.42	24.01	24.61	25.22	25.85	26.50	27.16	27.84	28.54	29.25	29.98	30.73

Special Projects Coordinator	20.00
Administrative Assistant	15.00
Maintenance Worker 1	14.00
Board Clerk	19.00
Seasonal (lifeguards, Kids Camp)	min wage +

Cameron Park Community Services District  
Preliminary Budget Summary  
Fiscal Year 2019-2020  
June 19, 2019

	Operating Budget							Capital Improvement	Total Over/Under	
	*** Fixed Costs	Admin	Fire	Weed Ord	Parks	Comm Cntr	Recr			Subtotal
Revenues - fees & other sources	-	209,000	1,207,592	104,590	80,913	305,144	401,541	2,308,780	240,271	2,549,051
Property Tax allocation	431,354	417,722	2,841,217	12,000	432,094	-	-	4,134,387	-	4,134,387
Sub-total Revenues	431,354	626,722	4,048,809	116,590	513,007	305,144	401,541	6,443,167	240,271	6,683,438
Expenditures	431,354	626,722	4,048,809	116,590	533,414	305,144	401,541	6,463,574	463,771	6,927,345
(over) under	-	-	-	-	(20,407)	-	-	(20,407)	(223,500)	(243,907)
% of Total Property Tax	10%	10%	69%	0%	10%	0%	0%	100%	0%	100%

\*\*\* Fixed Costs: Cal PERS retiree health and unfunded liability, insurance, dam monitoring & permitting, LAFCO, audit services

Cameron Park Community Services District  
Proposed Programmatic District Budget - Final Preliminary  
Fiscal Year 2019-20

General Fund SUMMARY:

	Unaudited Actual 2016-17	Unaudited Final Budget 2017-18	Final Budget 2018-19	Proposed 2019-20
Beginning General Fund Balance 7/1	3,796,661	3,844,141	3,790,655	3,462,750
Revenues				
Property Taxes	3,675,065	3,917,948	3,994,388	4,134,387
Interest	5,590	9,381	9,000	9,000
Parks and Rec Revenues (Program Fees, Special Events and Facility Rentals)	704,630	492,425	780,907	879,152
Intergovernmental -JPA	1,011,556	1,325,110	1,150,000	1,150,000
Reimbursement (rebates), Grants, Accounting Fee, Quimby	21,780	1,042	0	0
Franchise Fees	158,876	166,934	176,000	200,000
Other Income	5,342	432	39,295	112,919
Fire Dept Revenues (Apparatus Equipment, Fire Marshall, Tuition, Weed Abatement Reimbursement)	880	162,665	279,664	197,980
Total revenues and other sources:	<u>5,583,719</u>	<u>6,075,937</u>	<u>6,429,254</u>	<u>6,683,438</u>
Expenditures				
Administration	540,805	580,848	815,093	626,722
Fire	3,492,281	4,045,900	4,496,143	4,048,809
Parks and Facilities*	580,889	652,965	1,051,824	838,558
Community Center*	574,989	527,781	0	0
Recreation*	347,276	321,929	394,099	401,541
Fixed Cost				431,354
Weed Abatement				116,590
Capital Outlay				463,771
Total Expenditures:	<u>5,536,239</u>	<u>6,129,423</u>	<u>6,757,159</u>	<u>6,927,345</u>
Net Surplus (Deficit)	<u>47,480</u>	<u>(53,486)</u>	<u>(327,905)</u>	<u>(243,907)</u>
Interfund Transfer	(47,480)	53,486	327,905	243,907
Net Change in General Fund Balance	<u>47,480</u>	<u>(53,486)</u>	<u>(327,905)</u>	<u>(243,907)</u>
Ending General Fund Balance Unreserved, undesignated	<u>3,844,141</u>	<u>3,790,655</u>	<u>3,462,750</u>	<u>3,218,843</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.

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2019 Through 6/30/2020

	<u>FY 18-19 Total Budget - Final</u>	<u>FY 19-20 Total Budget - Proposed</u>	
Operating Revenue			
4110	Property Taxes	3,994,388.00	4,134,387.00
4113	Franchise Fees	176,000.00	200,000.00
4115	Park Impact Fees	52,000.00	52,000.00
4120	Quimby Fees	31,000.00	28,554.00
4125	Fire Development	0.00	10,000.00
4132	Fire Marshall Plan Review	22,000.00	18,000.00
4142	Tuition Fees	26,160.00	0.00
4145	Youth Classes	35,000.00	38,000.00
4146	Adult Classes	25,000.00	36,727.00
4147	Youth Sports	100,000.00	100,000.00
4148	Adult Sports	10,000.00	18,800.00
4149	Camp Revenues	12,800.00	12,800.00
4153	Senior Programs	12,000.00	12,000.00
4170	Special Events	40,000.00	25,000.00
4180	Park Lake Kiosk Revenues	40,800.00	21,012.00
4181	Lake Season Pass	37,680.00	21,666.00
4182	Picnic Site Rentals	9,960.00	27,436.00
4183	Summer Kids Camp	40,800.00	42,000.00
4184	Cameron Park Lake Concessions	10,000.00	3,250.00
4185	CC Facility Rentals	10,000.00	127,296.00
4186	Gym Rentals	35,000.00	33,650.00
4187	Pool Use Fees	160,000.00	192,900.00
4190	Parks Facility Revenue	65,000.00	27,061.00
4220	Summer Spectacular	30,800.00	0.00
4250	Donations	1,000.00	1,000.00
4255	Sponsorships	22,067.00	30,000.00
4260	JPA Reimbursable	1,150,000.00	1,150,000.00
4262	Fire Apparatus Equip Replcmt	136,244.00	100,000.00
4400	Reimbursement	0.00	64,717.00
4410	Weed Abatement	94,260.00	33,263.00
4505	Interest Income	10,000.00	9,000.00
4600	Other Income	39,295.00	112,919.00
	<b>Total Operating Revenue</b>	<b>6,429,254.00</b>	<b>6,683,438.00</b>
Expenditures			
5000	Salaries - Permanent	505,000.00	687,532.00
5010	Salaries - Part-time	182,350.00	118,175.00
5020	Overtime	8,000.00	5,000.00
5130	Health Benefit	170,000.00	111,542.00

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2019 Through 6/30/2020

	FY 18-19 Total Budget - Final	FY 19-20 Total Budget - Proposed	
5135	Retiree Health Benefit	88,547.00	113,508.00
5140	Dental Insurance	3,500.00	10,716.00
5150	Vision Insurance	2,250.00	1,503.00
5160	CalPERS Employer Retirement	186,000.00	222,633.00
5170	Worker's Compensation	16,000.00	22,696.00
5180	FICA/Medicare Employer Contribut...	23,400.00	13,983.00
5190	UI/TT Contribution	21,700.00	37,513.00
5209	Advertising/Marketing	20,000.00	27,245.00
5210	Agency Administration Fee	96,668.00	0.00
5215	Agriculture	2,200.00	18,485.00
5220	Audit/Accounting	90,000.00	47,500.00
5221	Bank Charge	16,000.00	14,141.00
5230	Clothing/Uniforms	6,000.00	9,825.00
5231	Computer Software	30,000.00	24,380.00
5232	Computer Hardware	10,000.00	47,750.00
5235	Contractual Services	28,200.00	20,000.00
5236	Contractual - Provider Services	3,594,170.00	3,710,059.00
5240	Contract Services - Other	173,800.00	106,627.00
5250	Director Compensation	13,000.00	13,700.00
5260	EDC Department Agency	7,200.00	7,480.00
5265	Educational Materials	16,360.00	17,845.00
5270	Elections	18,000.00	0.00
5275	Equipment-Minor/Small Tools	8,000.00	9,500.00
5285	Fire & Safety Supplies	10,500.00	4,750.00
5290	Fire Prevention & Inspection	900.00	1,800.00
5295	Fire Turnout Gear	31,000.00	31,000.00
5296	Fire- Volunteer/Resident	42,000.00	29,200.00
5300	Food	5,000.00	4,600.00
5305	Fuel	75,700.00	71,000.00
5310	Government Fees/Permits	23,500.00	24,059.00
5315	Household Supplies	38,000.00	27,095.00
5316	Instructors	73,700.00	66,500.00
5320	Insurance	85,500.00	103,500.00
5335	Legal Services	21,500.00	14,250.00
5340	Maint. - Vehicle Supplies	500.00	1,000.00
5345	Maint. - Buildings	49,900.00	50,495.00
5350	Maint. - Equipment	55,293.00	47,540.00
5355	Maint. - Grounds	61,350.00	86,488.00
5360	Maint. - Radio/Phones	1,500.00	2,000.00
5365	Maint. - Tires & Tubes	14,000.00	16,100.00

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2019 Through 6/30/2020

	<u>FY 18-19 Total</u> Budget - Final	<u>FY 19-20 Total</u> Budget - Proposed	
5370	Maint. - Vehicle	21,000.00	21,000.00
5375	Medical Supplies	0.00	1,650.00
5380	Memberships/Subscriptions	10,900.00	9,445.00
5385	Mileage Reimbursement	3,200.00	1,475.00
5395	Miscellaneous	(2,000.00)	0.00
5400	Office Supplies/Expense	10,500.00	10,848.00
5405	Pool Chemicals	37,400.00	21,500.00
5410	Postage	2,900.00	8,400.00
5415	Printing	1,000.00	595.00
5420	Professional Services	110,000.00	90,800.00
5421	Program Supplies	15,000.00	15,000.00
5425	Publications & Legal Notices	600.00	595.00
5430	Radios	700.00	2,500.00
5431	Refund-Activity Pass	4,300.00	1,500.00
5435	Rent/Lease - Bldgs, Fields, etc.	700.00	8,300.00
5440	Rent/Lease - Equipment	2,000.00	4,180.00
5455	Staff Development	12,000.00	26,600.00
5465	Special Events	6,000.00	6,000.00
5466	Summer Spectacular	50,000.00	0.00
5470	Phones/internet	40,000.00	44,675.00
5480	Travel/Lodging	700.00	0.00
5490	Utilities - Water	60,000.00	42,500.00
5492	Utilities - Electric/Gas	160,000.00	168,350.00
5493	Utilities - Garbage	800.00	0.00
5500	Vandalism	1,000.00	2,000.00
5501	Cal Fire In Kind Purchases	16,000.00	13,500.00
5625	Capital Equipment Expense	266,271.00	425,217.00
	Total Expenditures	<u>6,757,159.00</u>	<u>6,927,345.00</u>
	Net Revenue Over Expenditures	<u>(327,905.00)</u>	<u>(243,907.00)</u>



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## Department of Administration and Finance

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

- 4 Full-time employees assigned including the General Manager, Finance/Human Resources Officer, Accounting Specialist and Receptionist;
- 3 Part-time employees including the Board Secretary, Receptionist Backup, and Safety Coordinator. Special Projects Coordinator was eliminated; the hours for the Receptionist Backup and Safety Coordinator were reduce to 20 hours per week or under.

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 audit, various State reporting, Year-end closing, General Ledger maintenance, cash and bank reconciliations.
- 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.
- Manage 24 District funds: General Fund, CC&R Fund, Community Center Bond and LLAD funds; responsible for financial transactions and various reporting 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.
- Coordinates the Community Center reservations for external customers, such as town hall meetings, family receptions and fund raisers.
- Secretarial duties to the Board such as agenda and minute preparation.
- Primary point of contact for Special District Risk Management Association, District's liability and workers compensation insurer. 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 as 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.

Cameron Park Community Services District  
Administration Budget - Final Preliminary Draft  
Fiscal Year 2019-20

			FY 2018-19 Total Budget - Final	FY 2019-20 Budget	Change from FY 18-19 to FY 19-20
<b>Operating Revenue</b>					
4110	1000	Property Taxes	316,342.00	417,722	101,380
4113	1000	Franchise Fees	176,000.00	200,000	24,000
4250	1000	Donations	1,000.00	0	(1,000)
4400	1000	Reimbursement	(20,000.00)	0	20,000
4505	1000	Interest Income	10,000.00	9,000	(1,000)
4600	1000	Other Income	0.00	0	0
<b>Total Operating</b>			<u>483,342.00</u>	<u>626,722</u>	<u>143,380</u>
<b>Expenditures</b>					
5000	1000	Salaries - Permanent	263,923	321,138	57,215
5010	1000	Salaries - Part-time	0	0	0
5020	1000	Overtime	3,500	2,000	(1,500)
5130	1000	Health Benefit	70,260	35,093	(35,167)
5135	1000	Retiree Health Benefit	19,821	0	(19,821)
5140	1000	Dental Insurance	3,500	5,006	1,506
5150	1000	Vision Insurance	425	393	(32)
5160	1000	CalPERS Employer Retirement	101,946	26,899	(75,047)
5170	1000	Worker's Compensation	6,188	10,124	3,936
5180	1000	FICA/Medicare Employer Contribution	22,994	4,893	(18,101)
5190	1000	UI/TT Contribution	7,680	16,057	8,377
5209	1000	Advertising/Marketing	3,000	285	(2,715)
5210	1000	Agency Administration Fee	6,767	0	(6,767)
5220	1000	Audit/Accounting	85,167	19,000	(66,167)
5221	1000	Bank Charge	7,000	4,750	(2,250)
5230	1000	Clothing/Uniforms	2,000	475	(1,525)
5231	1000	Computer Software	3,400	9,500	6,100
5232	1000	Computer Hardware	10,000	33,250	23,250
5235	1000	Contractual Services	68,915	0	(68,915)
5240	1000	Contract Services - Other	0		35,927
				35,927	
5250	1000	Director Compensation	9,400	13,700	4,300
5260	1000	EDC Department Agency	1,800	0	(1,800)
5265	1000	Educational Materials	0	95	95
5270	1000	Elections	18,000	0	(18,000)
5275	1000	Equipment-Minor/Small Tools	0	0	0
5300	1000	Food	1,400	500	(900)
5315	1000	Household Supplies	0	95	95
5317	1000	Interest	0	0	0
5320	1000	Insurance	3,800	0	(3,800)
5335	1000	Legal Services	21,500	14,250	(7,250)
5345	1000	Maint. - Buildings	0	95	95
5350	1000	Maint. - Equipment	1,400	3,040	1,640
5380	1000	Memberships/Subscriptions	8,290	7,885	(405)
5385	1000	Mileage Reimbursement	(1,100)	475	1,575
5395	1000	Miscellaneous	(2,000)	0	2,000

Cameron Park Community Services District  
Administration Budget - Final Preliminary Draft  
Fiscal Year 2019-20

			FY 2018-19		Change from
			Total Budget -	FY 2019-20	FY 18-19 to FY
			Final	Budget	19-20
5400	1000	Office Supplies/Expense	3,000	2,898	(103)
5410	1000	Postage	0	1,900	1,900
5415	1000	Printing	0	95	95
5420	1000	Professional Services	28,167	17,100	(11,067)
5425	1000	Publications & Legal Notices	100	95	(5)
5431	1000	Refund-Activity Pass	4,300	0	(4,300)
5435	1000	Rent/Lease - Bldgs	650	0	(650)
5440	1000	Rent/Lease - Equipment	0	380	380
5455	1000	Staff Development	1,000	2,850	1,850
5466	1000	Summer Spectacular	0	0	0
5470	1000	Phones/internet	14,600	5,130	(9,470)
5480	1000	Travel/Lodging	0	0	0
5492	1000	Utilities - Electric/Gas	13,500	31,350	17,850
5493	1000	Utilities - Garbage	800	0	(800)
5625	1000	Capital Equipment Expense	0	0	0
		Total	815,093	626,722	(188,371)
		Net Revenue Over	(331,751)	0	331,751
Expenditures					

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 1000- ADMINISTRATION - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
1000	Jill Ritzman	General Manager	>32					
1000	Vicky Neibauer	Finance/HR Officer	>32					
1000	Laura Sanders-Ito	Accounting Specialist	>32					
1000	Niki Garrison	Board Secretary	<19					
1000	Susan Settle	Front Desk/Recep	>32					
1000	Jennifer O'Neill 75%	Front Desk/Recep 75%	<19					
1000	Debbie Horton	Admin Assistant - Safety	<19					
	Retiree Benefits (see below)							
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							
	<u>Retiree</u>	<u>Benefit</u>						
	Larry McBride	7,200						
	Mary Cahill	3,885						
	Tammy Medford	<u>9,583</u>						
	Total	20,668						

# ADMINISTRATION DEPARTMENT BUDGET DETAIL

## ACCOUNT    DESCRIPTION

### 4110                    Property Tax

10% general property tax collections based on the El Dorado County Assessor's tax roll. FY 18/19 Year End Projection and FY 19/20 Proposed based on Auditor-Controller Letter dated 8/31/18, Property Tax Revenue Estimates for the FY 18/19 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. 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.

### interest

Interest for money held at County and Umpqua Bank.

### 5000                    Salaries – Permanent

Full-time salaries include General Manager, Finance/HR Officer, Accounting Specialist, Front Desk Receptionist. Part-time positions include Front Desk Receptionist back-up, Board clerk, and Safety Coordinator.

### 5020                    Overtime

Incidental overtime hours necessary for required tasks to meet specific deadlines.

### 5130                    Health Benefit

Health insurance for Admin Department current employees.

### 5135                    Retired: Health Benefit

Health insurance paid for District retirees.

### 5140                    Dental Insurance

Dental insurance paid for Admin Department employees.

### 5150                    Vision Insurance

Vision Insurance paid for Admin Department employees.

5160 CalPERS Employer Retirement

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.

This account also include employer share of current retirement costs for employees.

5170 Worker’s Compensation

Worker’s Compensation costs paid for employees.

5180 FICA MediCare

FICA MediCare costs paid for employees.

5190 UI/TT Contribution

UT/TT Contribution costs paid for employees.

5209 Advertising/Marketing

District newsletter, job postings, public notices, etc.

5220 Audit/Accounting

Audit, VTD assistance with the FY 18-19 year end close, audit and Auditor RFP and OPEB Actuary reporting required by GASB 75.

Staff will be preparing an RFP for a new Auditor in FY 19/20.

5221 Bank Charge

Merchant Fee \$300-\$500 (higher in spring/summer).

5230 Clothing/Uniforms

District logo shirts for staff.

5231 Computer Software

Software purchases, excluding financial software maintenance fees.

5232 Computer Hardware

Hardware purchases including Active Directory Server Upgrade (Server is 2008 and support ends January 2020), replace old Dell switches, renew Cloud Datto back-up system, and replacement of older computer and software which are no longer supported or under warranty. Staff is taking inventory and confirming the number of necessary computers in all Departments.

5240 Contract Services - Other

Annual/monthly Abila financial software maintenance fee,  
DSA Maintenance Fee,  
Datto annual Maintenance Fee,  
Uptown Studios Web Maintenance/Domain,  
Paycheck time clock fees/payroll/HR.

5250 Director Comp

4 Directors for 12 Regular meetings @ \$100  
4 Directors for 3 Special meetings @ \$100  
2 Directors for 12 Budget and Admin meetings @\$100  
2 Directors for 12 Parks and Recreation @\$100  
2 Directors for 12 Fire @\$100  
2 Director for 12 CCR @100

5260 EDC Department Agency

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

5265 Educational Materials

Books, Pamphlets, and other educational materials.

5270 Elections

Board of Director's election. Occurs every 2 years. No elections this year.

5300 Food

Cost of food for special public meetings, employee appreciation.

5315 Household Supplies

Cost of Household supplies.

5320 Insurance

SDMRA Property/Casualty, Property and Workers Compensation includes 11% and a 5% liability increase. This is due to the catastrophic fires in California, increasing liability court judgments, and an increase in SDRMA's excess carriers rate.

Staff continues to take measures to reduce this cost including participation in the Credit Incentive Program, Multi-Program Discount.

5335 Legal Services



Cost of legal advice regarding District operations.

5345                    Maint. – Building

Misc building maintenance supplies.

5350                    Maint. – Equipment

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

Allocation by meter. Admin, Recreation, CCR.

5380                    Memberships/Subscriptions

Cal Municipal Treasurers Association

El Dorado Chamber

Shingle Springs/Cameron Park Chamber

California Special District Association

Gold County CSDA

Government Finance Office Association

California Park and Recreation Society

5385                    Mileage Reimbursement

Employee mileage reimbursement for attending meetings on District business and training.

5395                    Miscellaneous

Stale check reversals.

5400                    Office Supplies

Paper, Envelopes, folders, etc.

5410                    Postage

Postage (\$.50/piece) for front desk, accounts payable, administration and postage meter rental (\$20/mo).

5415                    Printing

Printing for workshops, brochures, banners.

5420                    Professional Services

Consultant (Grant writer) \$12,000

Website ADA Compliance required by state law – Uptown Studios.

5425                    Publications & Legal Notices

Legal notices, public notices, maps.

5440 Rent/Lease-Equipment

Postage meter rental approximately \$81/mo.

5455 Staff Development

Training, workshops approximately 2-3/7 staff

5466 Summer Spectacular

Account will be deleted in lieu of Program accounting.

5470 Telephone/Internet

TPX, AT&T, AirSpring, Recreation cell 3, Jill cell \$100/mo.  
(Split)

5492 Utilities – Electric/Gas

PG&E (split).

Cameron Park Community Services District  
 Fixed Costs Budget - Final Preliminary  
 Fiscal Year 2019-20

FY 2019-20 Fixed Costs Budget
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	Operating		
4110		Property Taxes	431,354
	Total		431,354
	Expenditures		
5000		Salaries - Permenent	0
5010		Salaries - Part-time	
5130		Health Benefit	
5135		Retiree Health Benefit	113,508
5150		Vision Insurance	
5160		CalPERS Employer Retirement	161,807
5170		Worker's Compensation	
5180		FICA/Medicare Employer	
5190		UI/TT Contribution	
5209		Advertising/Marketing	
5210		Agency Administration Fee	
5220		Audit/Accounting	28,500
5230		Clothing/Uniforms	
5231		Computer Software	
5232		Computer Hardware	
5235		Contractual Services	
5236		Contractual - Provider Services	
5240		Contract Services - Other	
5250		Director Compensation	
5260		EDC Department Agency	7,480
5265		Educational Materials	
5275		Equipment-Minor/Small Tools	
5285		Fire & Safety Supplies	
5295		Fire Turnout Gear	
5296		Fire- Volunteer/Resident	
5300		Food	
5305		Fuel	
5310		Government Fees/Permits	16,559
5315		Household Supplies	
5320		Insurance	103,500
5335		Legal Services	
5345		Maint. - Buildings	
5350		Maint. - Equipment	
5355		Maint. - Grounds	
5360		Maint. - Radio/Phones	
5365		Maint. - Tires & Tubes	
5370		Maint. - Vehicle	
5380		Memberships/Subscriptions	
5400		Office Supplies/Expense	
5410		Postage	
5415		Printing	
5420		Professional Services	
5425		Publications & Legal Notices	

Cameron Park Community Services District  
Fixed Costs Budget - Final Preliminary

		Fiscal Year 2019-20
5430	Radios	
5455	Staff Development	
5465	Special Events	
5470	Phones/internet	
5480	Travel/Lodging	
5490	Utilities - Water	
5492	Utilities - Electric/Gas	
5625	Capital Equipment Expense	
	Total	431,354
	Net Revenue	0
	Over Expenditures	

Cameron Park Community Services District  
Weed Abatement Budget - 2nd Draft  
Fiscal Year 2019-20

FY 2019-20 Weed Abatement Budget
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Operating

	4110	Property Taxes	
	4132	Fire Marshall Plan Review	
	4142	Tuition Fees	
	4250	Donations	
	4260	JPA Reimbursable	
	4262	Fire Apparatus Equip Replcmt	0
	4410	Weed Abatement	33,263
	4600	Other Income (CCI Grant)	15,000
	Total		48,263

Expenditures

	5000	Salaries - Permenent	0
	5010	Salaries - Part-time	38,400
	5130	Health Benefit	0
	5135	Retiree Health Benefit	
	5150	Vision Insurance	0
	5160	CalPERS Employer Retirement	
	5170	Worker's Compensation	1,152
	5180	FICA/Medicare Employer	2,938
	5190	UI/TT Contribution	1,920
	5209	Advertising/Marketing	0
	5210	Agency Administration Fee	0
	5230	Clothing/Uniforms	500
	5231	Computer Software	3,680
	5232	Computer Hardware	2,500
	5235	Contractual Services	
	5236	Contractual - Provider Services	
	5240	Contract Services - Other	30,000
	5250	Director Compensation	0
	5260	EDC Department Agency	
	5265	Educational Materials	15,000
	5275	Equipment-Minor/Small Tools	
	5285	Fire & Safety Supplies	
	5295	Fire Turnout Gear	
	5296	Fire- Volunteer/Resident	
	5300	Food	
	5305	Fuel	
	5310	Government Fees/Permits	
	5315	Household Supplies	1,000
	5320	Insurance	
	5335	Legal Services	0
	5345	Maint. - Buildings	
	5350	Maint. - Equipment	
	5355	Maint. - Grounds	
	5360	Maint. - Radio/Phones	
	5365	Maint. - Tires & Tubes	
	5370	Maint. - Vehicle	

Cameron Park Community Services District  
Weed Abatement Budget - 2nd Draft

		Fiscal Year 2019-20
5380	Memberships/Subscriptions	
5400	Office Supplies/Expense	1,500
5410	Postage	6,000
5415	Printing	
5420	Professional Services	
5425	Publications & Legal Notices	
5430	Radios	
5455	Staff Development	
5465	Special Events	0
5470	Phones/internet	
5480	Travel/Lodging	
5490	Utilities - Water	
5492	Utilities - Electric/Gas	
5625	Capital Equipment Expense	
	Total	104,590
	Net Revenue	(56,327)
	Over Expenditures	

## FIXED COSTS BUDGET DETAIL

### ACCOUNT DESCRIPTION

#### 4110 Property Tax

10% general property tax collections based on the El Dorado County Assessor's tax roll. FY 18/19 Year End Projection and FY 19/20 Proposed based on Auditor-Controller Letter dated 8/31/18, Property Tax Revenue Estimates for the FY 18/19 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. 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.

#### 5135 Retired: Health Benefit

Health insurance paid for District retirees.

#### 5160 CalPERS Employer Retirement

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.

This account also include employer share of current retirement costs for employees.

#### 5220 Audit/Accounting

Audit, VTD assistance with the FY 18-19 year end close, audit and Auditor RFP and OPEB Actuary reporting required by GASB 75.

Staff will be preparing an RFP for a new Auditor in FY 19/20.

#### 5310 Governmental Fees/Permits

Costs related to required permitting for Cameron Park Lake Dam annual inspections and dam water diversion reports. Also covers our restricted materials permit with El Dorado County. Payments made to CA Department of Water Resources, Stratus Environmental and County Dept. of Agriculture.

#### 5320 Insurance

SDMRA Property/Casualty, Property and **Workers Compensation** includes 11% and a 5% liability increase. This is due to the catastrophic fires in California, increasing liability court judgments, and an increase in SDRMA's excess carriers rate.

Staff continues to take measures to reduce this cost including participation in the Credit Incentive Program, Multi-Program Discount.





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

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The Cameron Park Fire Department provides fire protection and emergency response services under contract with CAL FIRE. 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 Firefighters 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 Firefighter is 18 years of age, successfully completed an accredited Firefighter Academy, and must be an Emergency Medical Technician (EMT).

### **El Dorado County Emergency Services Joint Powers Authority (aka JPA)**

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 and equipment. The District has an annual contract with the JPA to provide one ambulance and six employees who provide 24/7 coverage. Payments to the contracted agencies is now a fixed rate of \$1,150,000.00.

### **Fire Marshal Services**

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

**Cameron Park Weed Abatement Ordinance Implementation**

Two to four 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. The scope of the program, revenues and expenditures will be discussed with the Fire Committee in response to decisions by the Board at the Preliminary FY 2019-20 Budget Hearing.

**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.

**CAL FIRE Emergency Command Center – Dispatch Services**

District contracts with the El Dorado County Emergency Services Joint Powers Authority (JPA) 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 to offset costs related to the rental of equipment and personnel.

Cameron Park Community Services District  
 Fire and Emergency Services Budget - Final Preliminary  
 Draft  
 Fiscal Year 2019-20

		FY 2018-19 Total Budget · Final	FY 2019-20 Fire Base Budget	Change from 2018-19 to 2019-20
<b>Operating Revenue</b>				
4110	Property Taxes	2,768,422	2,841,217	72,795
4132	Fire Marshall Plan Review	22,000	18,000	(4,000)
4142	Tuition Fees	26,160	0	(26,160)
4250	Donations	0	1,000	1,000
4260	JPA Reimbursable	1,150,000	1,150,000	0
4262	Fire Apparatus Equip Replcmt	136,244	0	(136,244)
4410	Weed Abatement	94,260	0	(94,260)
4600	Other Income (JPA/CSD Fuel Reimb)	<u>36,295</u>	38,592	2,297
	<b>Total Operating</b>	<u>4,233,381</u>	4,048,809	(184,572)
<b>Expenditures</b>				
5000	Salaries - Permenent	19,755	0	(19,755)
5010	Salaries - Part-time	30,582		(30,582)
5130	Health Benefit	0	0	0
5135	Retiree Health Benefit	60,278	0	(60,278)
5150	Vision Insurance	650	0	(650)
5160	CalPERS Employer Retirement	1,896	0	(1,896)
5170	Worker's Compensation	917		(917)
5180	FICA/Medicare Employer Contribution	(207)		207
5190	UI/TT Contribution	3,588		(3,588)
5209	Advertising/Marketing	250	0	(250)
5210	Agency Administration Fee	67,668	0	(67,668)
5230	Clothing/Uniforms	2,500	2,500	0
5231	Computer Software	7,500	5,000	(2,500)
5232	Computer Hardware	0	12,000	12,000
5235	Contractual Services	0	10,000	10,000
5236	Contractual - Provider Services (reduced)	3,594,170	3,710,059	115,889
5240	Contract Services - Other	130,032	25,000	(105,032)
5250	Director Compensation	2,400	0	(2,400)
5260	EDC Department Agency	1,800	0	(1,800)
5265	Educational Materials	15,610	2,500	(13,110)
5275	Equipment-Minor/Small Tools	2,000	2,000	0
5285	Fire & Safety Supplies	8,850	1,500	(7,350)
5295	Fire Turnout Gear	31,000	31,000	0
5296	Fire- Volunteer/Resident	42,000	29,200	(12,800)
5300	Food	1,500	1,500	0
5305	Fuel	66,700	62,000	(4,700)
5310	Government Fees/Permits	3,000	3,000	0
5315	Household Supplies	6,000	7,000	1,000
5320	Insurance	35,150	0	(35,150)
5335	Legal Services	0	0	0
5345	Maint. - Buildings	11,000	11,000	0
5350	Maint. - Equipment	15,000	20,000	5,000
5355	Maint. - Grounds	3,000	3,000	0
5360	Maint. - Radio/Phones	1,500	2,000	500
5365	Maint. - Tires & Tubes	12,000	12,000	0

Cameron Park Community Services District  
 Fire and Emergency Services Budget - Final Preliminary  
 Draft  
 Fiscal Year 2019-20

		FY 2018-19 Total Budget · Final	FY 2019-20 Fire Base Budget	Change from 2018-19 to 2019-20
5370	Maint. - Vehicle	17,000	16,000	(1,000)
5380	Memberships/Subscriptions	850	850	0
5400	Office Supplies/Expense	4,000	4,500	500
5410	Postage	2,500	500	(2,000)
5415	Printing	500	500	0
5420	Professional Services	4,200	4,200	0
5425	Publications & Legal Notices	500	500	0
5430	Radios	700	2,500	1,800
5455	Staff Development	5,250	18,000	12,750
5465	Special Events	0	0	0
5470	Phones/internet	15,000	15,000	0
5480	Travel/Lodging	1,000	0	(1,000)
5490	Utilities - Water	7,000	9,000	2,000
5492	Utilities - Electric/Gas	25,000	25,000	0
5625	Capital Equipment Expense	<u>234,554</u>	0	(234,554)
	Total	<u>4,496,143</u>	4,048,809	(447,334)
	Net Revenue Over Expenditures	<u>(262,762)</u>	0	262,762

# FIRE & JPA DEPARTMENT BUDGET DETAIL

## ACCOUNT DESCRIPTION

4110                    Revenue - Property Tax

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

4132                    Revenue - Plan Review

Fire Marshal 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                    Revenue - JPA Reimbursement

Reimbursement from El Dorado County Joint Powers Authority (JPA) for 1 paramedic ambulance unit and 6 personnel, consistent with agreement. This amount fully funds District costs related to the paramedic unit. This is a flat rate income of \$1,150,000.

4262                    Revenue - Fire Apparatus Equipment Reimbursement

Revenues related to renting fire equipment to CAL FIRE, and equipment and personnel to CA Office of Emergency Services.

4142                    Revenue - Tuition

Revenues generated by an agreement between CAL FIRE, District and Lake Tahoe Community College allowing CAL FIRE employees to enroll in classes at the college. All revenues and expenditures are associated with the CAL FIRE training bureau and not the Cameron Park Fire Department. District staff will use a dedicated account at the County to receive CAL FIRE tuition revenues. As expenditures occur in the Fire Department budget on behalf of CAL FIRE, reimbursement will be transferred from the County to the District. This program has no negative financial impact to the District, and the District receives an Administration fee of 10%.

4250                    Revenue – Donations

No expenditures at this time.

4410                    Revenue - Weed Abatement

Please see weed abatement detail

5010                    Salaries Seasonal

No expenditures at this time.

5130 Health Benefits

No expenditures at this time.

5135 Retiree Benefits

No expenditures at this time.

5160 CalPERS Employer Retirement

No expenditures at this time.

5170 Worker's Compensation

No expenditures at this time.

5180 FICA MediCare

No expenditures at this time.

5190 UI/TT Contribution

No expenditures at this time.

5209 Advertising/Marketing

No expenditures at this time.

5210 Agency Admin

No expenditures at this time.

5230 Clothing/Uniform

Cameron Park Fire Department is required to provide uniform clothing to Resident Firefighter's

5231 Computer Software

Miscellaneous computer software

Fire Operations and Administration software

Portion of District's DSA Charges for maintenance and server updates

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

FYI Telecommunication

5232 Computer Hardware

Fire Department computer's and tablets

5235 Contractual Services

Expenditures to Interwest Consulting for Fire Marshal plan review. All expenditures are reimbursed 120% from the customer based on the Fire Marshal fees and plan check.

5236 Contract Services

Expenditures for CAL FIRE contract for Fire and Paramedic services.

5240 Contract Services

Fire Department Dispatch Services: \$25,000 (Invoiced to the CSD from the JPA)

5250 Director Comp

No expenditures at this time.

5260 El Dorado County Department Agency

No expenditures at this time.

5265 Educational Material

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

5275 Equipment – Minor/Small Tools

Update and replacement of hand tools and mechanical tools for both fire stations and fire engines. Shovels, Rakes, Lawn mowers, edger's, etc....

5285 Fire and Safety Supplies

Supplies for fire investigations within the District, accountability tags, and safety vest.

5295 Firefighter Turnout Gear

To supply Structural / Wildland Firefighter Personal Protective Equipment (PPE) to both paid and resident staff. Helmets, Boots, Gloves, Ear and Eye protection, PPE repairs, etc. A complete set of gear for one firefighter cost \$5,000. All PPE purchased complies with CalOSHA and NFPA 1851 and 1854. We also maintain an adequate replacement cycle. All PPE has an expiration date and must be rotated out of service and replaced every 5-10 years.

5296 Resident Firefighter Stipend

This line item fully funds one Resident Firefighter at each fire station 365 days per year. Residents are paid a daily stipend of \$40 per 24 hour shift. Residents help the District attain a 3 person staffing model on both fire engines.

5300                    Food

Provide meals to firefighters while on and emergency incident, training, Extended Fire Rehab, Meetings, etc.

5305                    Fuel

To provide fuel to all CSD and JPA vehicles. JPA and parks vehicles do reimburse the district for the cost of fuel. Equipment from the fuel vault located at Fire Station 89.

5310                    Government Fees

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

5315                    Household Supplies

Fire Station 88 and 89 Cleaning and Bathroom supplies for 18 permanent firefighting personnel, Resident and Explorer Firefighters, and 4 part time weed abatement personnel. These supplies also serve the restrooms and office that are associated with the conference room that is utilized by the public. We recently lost \$3,600 from the JPA because of flat rate income.

5320                    Insurance

No expenditures at this time.

5335                    Legal Services

No expenditures at this time.

5345                    Building Maintenance

Station 88 and 89 Building maintenance, repairs, and replacement of HVAC systems, water heaters, dishwashers, washing machine, oven, bay doors, Etc....

5350                    Maintenance – Fire Equipment & Copy Machine

Fire Engine ladder replacement and annual testing per NFPA 1932, chainsaw replacement/repairs, thermal imaging camera, flashlights, Self-Contained Breathing Apparatus (SCBA) test/repair/replace, cardiac defibrillators, heart monitors, auto extrication equipment, fire extinguishers, gas detectors, portable equipment, fire sprinkler system station 89, fire extinguishing hood system for Fire Station 88 &89, station 89 generator, and copy machine contracts for fire station 88 &89.

5355                    Maintenance – Grounds

Station 88 and 89 Yard/Grounds Maintenance



5360                    Maintenance - Radio/Phones

Fire Station phones, intercoms, and base radios. Radio repairs for mics, chargers, antennas, software updates, maintenance, and replacement parts. Camron Park Fire Department currently has 18 hand held radios and 15 mobile radios. All radios must be sent out for repairs. An average cost for a repair is \$300-\$500.

5365                    Maintenance - Tires/Tubes

Repair and Replacement for Tires on 6 Fire Engines and 6 light trucks.

5370                    Maintenance - Vehicle

Repair and Maintenance of 6 Fire Engines and 6 light trucks.

5380                    Memberships/Subscriptions

El Dorado Chief Association, El Dorado County Training Association  
Prevention National Fire Protection Association Subscription / Memberships  
Station 88 and 89 Newspaper

5400                    Office Supplies

To provide office supplies to Fire Station 88/89, and the weed abatement program. We recently lost \$1,500 from the JPA because of the flat rate income.

5410                    Postage

Fire Station 88/89 mailings and certified letters.  
Weed abatement first and second letters mailed to approximately 13,200 addresses

5415                    Printing

Flyers, posters, business cards

5420                    Professional Services

Fire alarm Monitoring for Fire Station 88 and 89  
DOJ Background / Fingerprints / Resident Physicals / Pest Control

5425                    Publications & Legal Notices

Newspaper legal notices

5430                    Radio Accessories

Radio accessories: mics, batteries, chargers, antennas, and replacement parts. Camron Park Fire Department currently has 18 hand held radios and 15 mobile radios.

5455                    Staff Development

Fire Training Staff development funds allow for career enhancement and development through education of all staff and new recruits. This fund is to cover the 18 permanent fulltime staff for annual training and recertification on licenses such as EMT/Paramedic, Commercial driver's license, etc.

5465                    Special Events

No expenditures at this time

5470                    Telephone

Used for monthly service: Station 88 / 89 phones, cell phones, Fire Engine tablets, Weed Abatement tablets, T1 Line, MDC Air Cards, DSL, etc....

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

Equipment Replacement Expense:

Engine 88, Engine 89, and two BC truck payments for a total of \$195,000. A onetime payment for equipment to outfit the new Engine 88 for a total of \$130,000.

Capital Improvement Expense's:

This item should include projects for both Station 88 & 89 and expenses related to fire equipment that will be determined on an annual basis.

Replace two front Engine bay garage doors and openers at station 88. Both the doors and opener are close to 30 years old, panels are bent and have come off the rollers several times. Hinges and rollers are also worn out and need replaced. \$15,000

Cameron Park Community Services District  
Weed Abatement Budget - Final Preliminary Draft  
Fiscal Year 2019-20

FY 2019-20
Weed
Abatement
Budget

	Operating		
4110		Property Taxes	12,000
4132		Fire Marshall Plan Review	
4142		Tuition Fees	
4250		Donations	
4260		JPA Reimbursable	
4262		Fire Apparatus Equip Replcmt	0
4410		Weed Abatement	33,263
4600		Other Income (To Be	56,327
4605		Grants (CCI)	15,000
	Total		116,590

	Expenditures		
5000		Salaries - Permenent	
5010		Salaries - Part-time	48,400
5130		Health Benefit	0
5135		Retiree Health Benefit	
5150		Vision Insurance	0
5160		CalPERS Employer Retirement	
5170		Worker's Compensation	1,427
5180		FICA/Medicare Employer	3,703
5190		UI/TT Contribution	2,880
5209		Advertising/Marketing	0
5210		Agency Administration Fee	0
5230		Clothing/Uniforms	500
5231		Computer Software	3,680
5232		Computer Hardware	2,500
5235		Contractual Services	
5236		Contractual - Provider Services	
5240		Contract Services - Other	30,000
5250		Director Compensation	0
5260		EDC Department Agency	
5265		Educational Materials	15,000
5275		Equipment-Minor/Small Tools	
5285		Fire & Safety Supplies	
5295		Fire Turnout Gear	
5296		Fire- Volunteer/Resident	
5300		Food	
5305		Fuel	
5310		Government Fees/Permits	
5315		Household Supplies	1,000
5320		Insurance	
5335		Legal Services	0
5345		Maint. - Buildings	
5350		Maint. - Equipment	
5355		Maint. - Grounds	
5360		Maint. - Radio/Phones	
5365		Maint. - Tires & Tubes	

Cameron Park Community Services District  
Weed Abatement Budget - Final Preliminary Draft

		Fiscal Year 2019-20
5370	Maint. - Vehicle	
5380	Memberships/Subscriptions	
5400	Office Supplies/Expense	1,500
5410	Postage	6,000
5415	Printing	
5420	Professional Services	
5425	Publications & Legal Notices	
5430	Radios	
5455	Staff Development	
5465	Special Events	0
5470	Phones/internet	
5480	Travel/Lodging	
5490	Utilities - Water	
5492	Utilities - Electric/Gas	
5625	Capital Equipment Expense	
	Total	116,590
	Net Revenue	0
	Over Expenditures	

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 3000-FIRE-JPA PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
3000	Audrey Paye	Weed Abatement	<19					
		Weed Abatement	<19					
3000	Fire/JPA	<b>Subtotal</b>						
	Retiree Benefit (see below)							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							
	<u>Retirees</u>	<u>Benefit</u>						
	Daniel Carolan	24,105						
	Bruce Prender	6,993						
	Mark Roberts	7,785						
	Richard Samples	4,738						
	William Sanderson	4,325						
	Christi Ziegler	<u>7,785</u>						
	Total	55,730						

# WEED ABATEMENT BUDGET DETAIL

## ACCOUNT DESCRIPTION

### 4110 Property Tax

General property tax collections based on the El Dorado County Assessor's tax roll. FY 18/19 Year End Projection and FY 19/20 Proposed based on Auditor-Controller Letter dated 8/31/18, Property Tax Revenue Estimates for the FY 18/19 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. 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.

### 4410 Weed Abatement

Abatement fees representing the cost of abatement.

### 4600 Other Income

Alternative funding sources or methods, such as grants, fines or debt financing for liens to be determined.

### 4605 Grants

California Climate Investment Grant for education expenses.

### 5010 Salaries – Part time

Positions include 3 Weed Abatement Assistants.

### 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.

### 5230 Clothing/Uniforms

Clothing supplied to district employees. Includes; T-shirts, jackets and reimbursement for steel toed boots. District staff are required to wear district shirts and can only be reimbursed for the purchase of steel toe boots.

5231                    Computer Software

Software purchases.

5232                    Computer Hardware

Hardware purchases including computer replacements.

5240                    Contract Services - Other

Costs of weed abatement services.

5265                    Educational Materials

Books, Pamphlets, and other educational materials.

5315                    Household Supplies

Cost of Household supplies.

5400                    Office Supplies

Paper, Envelopes, folders, etc.

5410                    Postage

Postage for weed abatement notices.

## 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 (District) has 14 parks, unimproved open space and recreation facilities, totaling of 143 acres. Two-thirds of the acreage is improved for recreation use. The park sites are classified as community, neighborhood or natural areas. Department staff provide support for District special events, recreation activities, Eagle Scouts, volunteer groups 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					
	<b>TOTAL</b>	<b>143.1</b>	<b>93.1</b>	<b>49.8</b>	<b>3.85</b>	<b>22.50</b>



The Parks & Facilities Department has three budget units: Parks, Lighting and Landscape Districts, and Community Center.

### **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.

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 cleans the Community Center and Gym restrooms once a week. *Staff is developing a plan to close the Community Center two days a week to save costs. A portion of recreation revenues are allocated to the Community Center to offset operational costs (room set up, utilities, janitorial)*

### **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 necessary repairs and improvements for more efficient use of water, and continue to use a cloud based/wifi based system to remotely control irrigation systems in most areas. 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.

Staff maintains 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, 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.

### **Fire Fuel Reduction**

Parks staff implemented an extensive plan to ensure the District's properties were in conformance with the District's Weed Abatement Ordinance. In the past, this effort used primarily Growlersburg crews for weed abatement and not all areas were addressed. In addition to Growlersburg, staff is using contractors, chemical treatments pre-and post-emergent, District employees and flail mower to bring all the District's properties into compliance in 2019 and will continue this effort next fiscal year. The amount of work needed to accomplish this project will lessen in years to come with consistent chemical treatment.

### **Weed Abatement along Transportation Corridors**

As resources are available, 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. *In the future, this work may be funded by the California Climate Investment Grant which was awarded to the District.*

### **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 to be self-sustaining with the assessment district; *however, but staff identified five LLADs which are in a deficit or soon to be underfunded* (listed below). Staff plans to return to the Budget and Administration Committee in the fall to analyze further the underfunded Districts and discuss appropriate next steps.

**45 Northview** –Northview consists of a Playground with a shade canopy and a large decomposed walking path. Additional funding is included in this budget to assist the District with the maintenance of the open space. *(Has a deficit).*

**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 to help maintain the open space that surrounds the LLAD. Facility use revenues from Little League are received in this LLAD *(near a deficit).*

**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. Growlersberg is budgeted to assist the staff with maintain the LLAD.

**Bar J A 39 & 50** – Bar J A consists of landscaping along Country Club and Merrychase Drives, and along a walking a jogging paths. *(Near a deficit).*

**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 *(Near a deficit).*

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 (*has a deficit*)

Unit 8 33

Unit 7 32

Unit 6 31

Airpark 30

Goldorado 35 (*has a deficit*)

Unit 11

Creekside 41

Cameron Park Community Services District  
Parks Facilities Department Budget -Final Preliminary Draft  
Fiscal Year 2019-20

		FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change from FY 18-19 to FY 19-20
<b>Operating Revenue</b>				
4110	Property Taxes	711,880	432,094	(279,786)
4115	Park Impact Fees	52,000		(52,000)
4120	Quimby Fees	31,000	0	(31,000)
4181	Lake Season Pass	18,840	12,246	(6,594)
4182	Picnic Site Rentals	7,968	26,606	18,638
4190	Parks Facility Revenue	37,574	27,061	(10,513)
4255	Sponsorships	(7,933)		7,933
4400	Reimbursement	0	15,000	15,000
	<b>Total Operating</b>	<b>851,329</b>	<b>513,007</b>	<b>(338,322)</b>
<b>Expenditures</b>				
5000	Salaries - Permanent	123,924	153,091	29,167
5010	Salaries - Part-time	29,400		(29,400)
5020	Overtime	500	2,000	1,500
5130	Health Benefit	53,027	34,944	(18,083)
5135	Retiree Health Benefit	8,448	0	(8,448)
5140	Dental Insurance	0	2,451	2,451
5150	Vision Insurance	482	434	(48)
5160	CalPERS Employer Retirement	29,317	15,804	(13,513)
5170	Worker's Compensation	4,600	5,278	678
5180	FICA/Medicare Employer Contribution	0	2,551	2,551
5190	UI/TT Contribution	4,600	8,797	4,197
5209	Advertising/Marketing	1,000	0	(1,000)
5210	Agency Administration Fee	17,400	0	(17,400)
5215	Agriculture	2,200	17,285	15,085
5220	Audit/Accounting	0	0	0
5221	Bank Charge	2,500	0	(2,500)
5230	Clothing/Uniforms	(250)	3,600	3,850
5231	Computer Software	4,000	1,500	(2,500)
5235	Contractual Services	(40,715)	0	40,715
5240	Contract Services - Other	40,000	0	(40,000)
5250	Director Compensation	1,200	0	(1,200)
5260	EDC Department Agency	1,800	0	(1,800)
5265	Educational Materials	750	250	(500)
5275	Equipment-Minor/Small Tools	3,000	6,000	3,000
5285	Fire & Safety Supplies	1,250	2,500	1,250
5300	Food	0	500	500
5305	Fuel	9,000	9,000	0
5310	Government Fees/Permits	16,000	500	(15,500)
5315	Household Supplies	16,000	6,500	(9,500)
5320	Insurance	28,400	0	(28,400)
5335	Legal Services	0	0	0
5340	Maint. - Vehicle Supplies	2,000	1,000	(1,000)

Cameron Park Community Services District  
Parks Facilities Department Budget -Final Preliminary Draft  
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5345	Maint. - Buildings	20,500	10,223	(10,277)
5350	Maint. - Equipment	13,000	7,500	(5,500)
5355	Maint. - Grounds	50,350	55,211	4,861
5365	Maint. - Tires & Tubes	2,000	3,600	1,600
5370	Maint. - Vehicle	3,000	4,750	1,750
5375	Medical Supplies	500	500	0
5380	Memberships/Subscriptions	1,000	250	(750)
5385	Mileage Reimbursement	500	500	0
5400	Office Supplies/Expense	1,500	850	(650)
5405	Pool Chemicals	22,400	0	(22,400)
5420	Professional Services	41,500	54,000	12,500
5435	Rent/Lease - Bldgs	0	0	0
5440	Rent/Lease - Equipment	2,000	2,500	500
5455	Staff Development	4,500	4,500	0
5466	Summer Spectacular	0	0	0
5470	Phones/internet	4,700	13,545	8,845
5486	Tuition	0	0	0
5490	Utilities - Water	3,000	24,000	21,000
5492	Utilities - Electric/Gas	80,000	62,000	(18,000)
5495	Utilities - Water/Irrigation			
5500	Vandalism	1,000	2,000	1,000
5501	Cal Fire In Kind Purchases	16,000	13,500	(2,500)
5625	Capital Equipment Expense	31,717	0	(31,717)
	Total	659,000	533,414	(125,586)
	Net Revenue Over	192,329	(20,407)	(212,736)
Expenditures				

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 4000 - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
4000	Craig Shuler 70%	Parks Supervisor	>32					
4000	Mike Grassle 33%	Parks Superintendent	>32					
4000	Greg Dalbeck 90%	Maintenance Worker II	>32					
4000	Mike Merritt 90%	Maintenance Worker II	>32					
4000	Jennifer O'Neill 25%	Assistant 25%	<30					
4000	Marty Kramer 40%	Maintenance Worker II	>32					
4000	Jose Cortes 10%	Maintenance Worker I	>32					
4000	Brett Lanning 100%	Maintenance Worker I	<30					
4000	Shawn Baker 50%	Maintenance Worker	<19					
	Retiree Benefits (see below)							
		<b>Subtotal</b>						
		<b>rate</b>						
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							
	<u>Retiree</u>	<u>Benefit</u>						
	S Ryan (PRyan spouse)	8255.88						

**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

The District is expecting some Quimby fee's from the Bell Woods subdivision. These funds will be used to repair and repaint damaged parking lots throughout the department

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 25% of a part-time, year-round position

2.4 – Park Maintenance Worker IIs

1 – Year round Maintenance Worker 1

5010              Salaries – Seasonal

480 Seasonal Staff hours

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. Also includes monitor burn piles after schedule shifts are complete.



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

Agriculture products used to maintain the park and open space properties. Includes, herbicides, pesticides, fertilizers and turf grass seed. Items listed below;

Aquatic herbicides \$6,100

Turf grass seed \$3,500

Turf grass fertilizer \$4,725

Weed abatement chemicals - \$2,460

Gopher pesticide treatment - \$500

5230 Clothing/Uniforms

Clothing supplied to district employees. Includes; T-shirts, jackets and reimbursement for steel toed boots. District staff are required to wear district shirts and can only be reimbursed for the purchase of steel toe boots.

5231 Computer Software

Funds used to upgrade the lagoon control to be remotely accessed. Allowing remote communication would allow Parks Superintendent to monitor the lagoon controls remotely. Line item could be eliminated if the Lagoon closes for 2019/2020.

5265 Educational Material

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

5275 Equipment-Minor/Small

Equipment and tools used by staff to perform their day to day tasks. Also includes the tools used by Cal-Fire (Growlersberg) to help the district maintain park the open space properties.

5285 Fire & Safety Supplies

Safety continues to be a key function of the Parks Department. This account will be used for safety supplies such as life vests, safety vests, cones and fire extinguishers. Also includes PPE (Personal Protective Equipment) used by staff.

5300 Food

Food can be purchased for special events, staff training and for Growlersberg on special occasions. Also used for purchasing coffee and supplies for staff.

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 and dam water diversion reports. Also covers our restricted materials permit with El Dorado County. Payments made to CA Department of Water Resources, Stratus Environmental and County Dept. of Agriculture.

5315 Household Supplies

Funds for the department's toiletry and cleaning supplies. The bulk of the materials are supplied by Hillyard Janitorial Services.

5320 Insurance

Allocated amount of \$56,140

5340 Maint. – Vehicle Sup

This account is used for minor vehicle supplies and equipment. Equipment includes tool boxes, windshield wipers, floor mats, truck racks and other misc. items

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, boat shack, kiosk and concession stand. There is dry rot on the exterior of the parks shop which should be addressed.

5350 Maint. – Equipment

Maintenance of gas powered equipment such as lawn mowers, chain saws, weed eaters, tank sprayers, utility vehicles and the districts tractor and implements. Much of this equipment is used by Growlersberg crew (for example 12 weed eaters). The majority of the equipment is maintained in-house by skilled staff.

5355 Maint. – Grounds

This account provides general funding for grounds, field supplies, playground equipment, plumbing fixtures, irrigation supplies, picnic benches, barbecues, decomposed granite pathways and lighting. The District is responsible for thousands of trees throughout Cameron Park. The department will be looking at assessing the trees within the District during the 2019/2020 fiscal year.

5365 Maint. Tires & Tubes

This account covers new tires and the repair of damaged tires for District vehicles.

5370 Main. Vehicle

Four vehicles are allocated for maintenance to this account. Vehicles are 10-20 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. The Department is expecting 2 used vehicles that will handed down from Cal-Fire in 2019.

5375 Medical Supplies

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

5380 Memberships/Subscriptions

The Parks Superintendent holds the Districts Qualified Applicators Certificate and Irrigation Auditor License. This account pays for the subscription of those certifications and memberships.

5385                    Mileage Reimburse

Parks Superintendent uses his personal vehicle while working. The Superintendent will be utilizing one of the Cal-Fire truck once they receive their new vehicles.

5400                    Office Supplies

This account funds the various office supplies needs to operate.

5405                    Pool Chemicals

This account is used to operate the Lagoon. The chemicals include Cyanuric Acid, CO2 and liquid chlorine.

5410                    Postage

Used to send out letters to the community when work is being perform that impacts residents.

5420                    Professional Services

**On-The-Spot Janitorial** – Cleans the district park restrooms every Wednesday mornings. They also perform a deep cleaning the first Wednesday of every month. \$14,040

**El Dorado Weed Control** – Assists the District in applying pre and post emergent throughout the districts' open spaces properties. This is part of the department's weed abatement program. The money allocated to chemically treat the District's open space lots will be reimbursed with the grant that Cal-Fire obtained to perform fire fuel reduction work. An RFP will be submitted to perform this work.

**Sierra Security** – Performs security services for the department and is responsible for locking up all district parks in the evenings. Also opens parks on holidays and weekends.

**DSA** – Provides I.T. and technical support for the department.

5440                    Rent/Lease – Equipment

Equipment rental such as vibrating plate to repair decomposed granite walk; excavator for main line water repairs and tree root excavation and a trencher for irrigation repairs.

5455                    Staff Development

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

5470                    Telephone

This account covers the department's cell phones, landlines, hot spots and internet usage.

**Hot Spots** – The District utilizes 7 hotspot for our Central Irrigation System. They allow the Irrigation to be control via the internet.

**Cell Phones** – The department has 3 district cell phones. 2 of them are for the Park Maintenance 2 workers. The other is the afterhours and weekend phone. The Parks Supervisor and Superintendent use their personal cell phones and get reimbursed by the district.

**Internet and landlines** – The parks department has a land line phone number and internet access.

5486 Tuition

Tuition reimbursement for classes taken by employees.

5490 Utilities – Water

This account is for the Parks Department irrigation and restroom water. The District continues to upgrade their ageing irrigation system.

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.

5500 Vandalism

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

5625 Capital Equipment

The department is in need of a new utility vehicle. The department currently has an old gas powered gold cart that is in need of major repairs. \$13,500

\$12,000 was budget during the mid-year review in 2018-2019 to construct a T-Ball field at Christa McAuliffe Park. The district is waiting to hear back from El Dorado County on next steps for this project.

\$40,000 was budgeted during the mid-year review in 2018-2019 to update the Master Plan at Rasmussen Park. The district will be using Park Impact Fee's to complete this project.

The district is exploring the idea of constructing a Disc Golf course at Bonanza Park. The district is still in the early stages of this project. This project is setting up to a fully funded project. \$19,717

\$8,777 is being budgeted to replace dry rot and repaint the Parks Department shop and office.

\$16,777 is being budgeted to repair and repaint damaged parking lots throughout the District.

Cameron Park Community Services District  
Community Center Budget - Final Preliminary Draft  
Fiscal Year 2019-20

		FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change From FY 2018-19 to FY 2019- 20
<b>Operating Revenue</b>				
4145	Youth Classes	0	0	0
4146	Adult Classes	0	0	0
4147	Youth Sports	0	0	0
4148	Adult Sports	0	0	0
4152	Senior Nutrition Program	0	0	0
4153	Senior Programs	0	0	0
4154	Recreation Program Revenue	0	0	0
4183	Summer Kids Camp	0	0	0
4184	Cameron Park Lake Concessions	0	0	0
4185	CC Facility Rentals	78,000	97,750	19,750
4186	Gym Rentals	14,400	13,650	(750)
4187	Pool Use Fees	86,256	105,000	18,744
4190	Parks Facility Revenue	0	0	0
4400	Reimbursement (Rec Revenue Adj)	0	88,744	88,744
	<b>Total Operating</b>	<u>178,656</u>	<u>305,144</u>	<u>126,488</u>
<b>Expenditures</b>				
5000	Salaries - Permanent	61,217	102,331	41,114
5010	Salaries - Part-time	49,000	0	(49,000)
5020	Overtime	2,000	0	(2,000)
5130	Health Benefit	13,792	12,651	(1,141)
5140	Dental Insurance	0	1,051	1,051
5150	Vision Insurance	281	391	110
5160	CalPERS Employer Retirement	28,387	9,418	(18,969)
5170	Worker's Compensation	3,307	3,670	363
5180	FICA/Medicare Employer Contribution	613	1,774	1,161
5190	UI/TT Contribution	3,307	6,117	2,810
5209	Advertising/Marketing	0	0	0
5215	Agriculture	0	1,200	1,200
5220	Audit/Accounting	0	0	0
5221	Bank Charge	3,500	5,391	1,891
5230	Clothing/Uniforms	750	850	100
5231	Computer Software	2,500	1,200	(1,300)
5235	Contractual Services	0	0	0
5240	Contract Services - Other	0	12,200	12,200
5275	Equipment-Minor/Small Tools	3,000	1,500	(1,500)
5282	Refund - Deposit	0	0	0
5285	Fire & Safety Supplies	400	750	350
5290	Fire Prevention & Inspection	900	1,800	900
5300	Food	0	0	0
5310	Government Fees/Permits	4,500	4,000	(500)
5315	Household Supplies	16,000	12,500	(3,500)
5316	Instructors	0	0	0
5320	Insurance	10,200	0	(10,200)
5335	Legal Services	0	0	0
5340	Mait. - Vehicle supplies	(1,500)	0	1,500

Cameron Park Community Services District  
Community Center Budget - Final Preliminary Draft  
Fiscal Year 2019-20

		FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change From FY 2018-19 to FY 2019- 20
5345	Maint. - Buildings	18,400	20,400	2,000
5350	Maint. - Equipment	24,893	16,000	(8,893)
5355	Maint. - Grounds	8,000	8,500	500
5365	Maint. - Tires & Tubes	0	500	500
5370	Maint. - Vehicle	1,000	250	(750)
5375	Medical Supplies	150	150	0
5380	Memberships/Subscriptions	300	0	(300)
5385	Mileage Reimbursement	0	0	0
5400	Office Supplies/Expense	0	300	300
5405	Pool Chemicals	15,000	21,500	6,500
5420	Professional Services	26,293	9,800	(16,493)
5421	Program Supplies	0	0	0
5431	Refund-Activity Pass	0	1,500	1,500
5435	Rent/Lease - Bldgs	0	0	0
5440	Rent/Lease - Equipment	0	1,200	1,200
5455	Staff Development	750	750	0
5465	Special Events	0	0	0
5466	Summer Spectacular	0	0	0
5470	Phones/internet	2,000	6,000	4,000
5480	Travel/Lodging	9,000	0	(9,000)
5490	Utilities - Water	50,000	9,500	(40,500)
5492	Utilities - Electric/Gas	34,884	30,000	(4,884)
5625	Capital Equipment Expense	0	0	0
	Total	<u>392,824</u>	305,144	(87,680)
	Net Revenue Over Expenditures	<u>(214,168)</u>	0	214,168

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 7000 - COMMUNITY CENTER - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
7000	Mike Grassle 33%	Parks Superintendent	>32					
7000	Craig Shuler 10%	Parks Supervisor	>32					
7000	Ramon Soto 100%	Fac. Maint. Worker II	>32					
7000	Alex 100%	Maintenance Wkr	<19					
7000	Cody Terry-Beebe 100%	Maintenance Wkr	<19					
7000	Ashton 100%	Maintenance Wkr	<19					
7001	Susan Sheehan 100%	Maintenance Wkr	<19					
	Retiree Benefits							
		<b>Subtotal</b>						
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	<b>Salaries</b>	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							



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

**ACCOUNT      ACCOUNT DESCRIPTION**

4110              Property Tax

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, 1 full time Maintenance 2 Worker, up to 4 part-time workers. This account reflects closure of the Community Center 2 days a week.

5010              Salaries – Seasonal

.

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

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 reimbursement.

5231                    Computer Software

The department is budgeting to upgrade the pool controller so it can be accessed remotely.

5235                    Contractor Services

Portion of Sierra Security, portion of DSA computer maintenance.

5275                    Equipment-Minor/Small

Funding for the day to day tools and equipment for staff to maintain the Community Center

5285                    Fire and Safety Supplies

Any fire and safety related items including glasses, gloves, masks, extinguishers etc.

5290                    Fire prevention and inspection

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

5310                    Government Fees/Permits

Slide inspection, health department inspection, air quality management, industrial relations etc.

5315                    Household Supplies

Cintas is our services provider for all of our Janitorial supplies. This account covers there contract along with some other miscellaneous janitorial supplies

5320                    Insurance

This includes the allocated amount of District's insurance costs

5345                    Maint. – Buildings

This account is used to maintain and repair the Community Center, such as plumbing, electrical, 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. The District is increasing the amount of funding for this line item due to the increasing age of the 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. \$1,800 is being budgeted to repaint the parking lot stalls.

5370                    Main. Vehicle

The Community Center has a designated vehicle. This account would be used to make any necessary repairs to this vehicle. The department will be utilizing one of the two Cal Fire trucks that will be handed down to the District. The current facilities vehicle will be removed from the District fleet.

5375                    Medical Supplies

This account is used to restock the first aid kits.

5380                    Memberships/Subscriptions

None of the Facilities staff hold any membership that would require renewal

5400                    Office Supplies

This account is used for purchasing any office supplies needed.

5405                    Pool Chemicals

Cyanuric Acid will be introduced to the Community Pool this fiscal year which will help reduce our chlorine costs. The cost of maintaining the Community Center Pool will be evaluated and monitored closely.

5420                    Professional Services

On The Spot Janitorial provides a detailed cleaning of the hall and gym restrooms every Friday afternoon.

5455                    Staff Development

The department fully supports full time staff to seek additional training to maximize their skill set. Ramon Soto will have the opportunity to obtain his CPO pool certificate in 2019/2020

5470                    Telephone

The maintenance staff utilize 2 cell phones and 1 hot spot. The hot spot allows the irrigation system to be controlled remotely. The rest is the Community Center's portion of the landline phones and internet.

5490                    Utilities – Water

Community Center, swimming pool and irrigation water usage. The irrigation water is reclaimed water.

5492                    Utilities – Electric/Gas

This account is used for all the electrical and gas consumption for the Community Center including the pool. A large portion of this budget is used to heat the pool. The District fixed the solar heater for the Community Pool in September of 2018. This account will be monitored closely in 2019/2020. This account considers closure of the Community Center 2 days a week.

5625                    Capital Equipment Expense

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
<b>EXPENDITURES</b>																					
Total Salaries and Benefits	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$12,127	\$9,762	\$1,011	\$24,284	\$16,927	\$1,011	\$16,707	\$9,603	\$1,011	\$0	\$12,127	\$113,669
Agriculture																					\$0
Contractual Services - Temp Help										\$2,250										\$2,250	\$4,500
Legal Services																					\$0
Equipment/Maintenance										\$750			\$2,250	\$1,450		\$2,000	\$600			\$750	\$7,800
Professional Services													\$10,500	\$4,000		\$5,500	\$1,000				\$21,000
Material/Supplies										\$100	\$200		\$200	\$1,450		\$200	\$200			\$100	\$2,450
Staff Development										\$100	\$200		\$200	\$200		\$200	\$200			\$100	\$1,200
Telephone										\$50	\$150		\$400	\$200		\$150	\$100			\$50	\$1,100
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	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000.00	\$19,000
Electricity	\$0	\$0	\$0	\$0	\$0	\$2,755	\$5,152	\$0	\$7,250	\$4,325	\$1,300	\$1,740	\$3,441	\$1,100	\$1,305	\$500	\$1,325	\$1,160		\$4,325	\$35,678
Water	\$18,454	15127	\$11,077	\$14,113	\$4,322			\$10,729		\$4,500	\$1,250		\$3,531	\$3,500		\$2,200	\$1,500			\$4,500	\$94,803
Capital Improvement Fund <sup>1</sup>										\$0	\$0		\$0	\$0		\$0	\$0			\$0	\$0
<b>Subtotal</b>	<b>\$20,465</b>	<b>\$17,138</b>	<b>\$13,088</b>	<b>\$16,124</b>	<b>\$6,333</b>	<b>\$4,766</b>	<b>\$7,163</b>	<b>\$12,740</b>	<b>\$9,261</b>	<b>\$25,202</b>	<b>\$13,862</b>	<b>\$3,751</b>	<b>\$45,806</b>	<b>\$29,827</b>	<b>\$3,316</b>	<b>\$28,457</b>	<b>\$15,528</b>	<b>\$3,171</b>	<b>\$0</b>	<b>\$25,202</b>	<b>\$301,200</b>
<b>RESERVE FUNDING PLAN</b>																					
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
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>																					
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	\$10,996.56	\$2,505	\$46,608	\$24,580	\$1,752	\$31,188	\$13,512	\$5,999	\$0	\$23,334	\$289,302
Facility Use Revenue														\$5,700							
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	43	79	183	110	110	92	120	53	58	503	4,226
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										

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**PERSONNEL BUDGET REPORT SUMMARY**

August 15, 2018 - FINAL

Dept	Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hlth/Dtl	5135 Retired Benefits	5140 Vision	5150 Retirmt/SS Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL
1000															
1000															
1000															
1000															
1000															
1000															
		<b>Subtotal</b>					-	-	-	-	-	-	-	-	-
3000															
		<b>Subtotal</b>					0	0	0	0	0	0	0	0	0
4000															
4000															
4000															
4000															
4000															
		<b>Subtotal</b>					-	-	-	-	-	-	-	-	-

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**PERSONNEL BUDGET REPORT SUMMARY**

August 15, 2018 - FINAL

<b>Dept</b>	<b>Employee Name</b>	<b>Position</b>	<b>Hire Date</b>	<b>Status</b>	<b>Pay Rate Per Hour</b>	<b>Step</b>	<b>5000 Salaries</b>	<b>5130 Hlth/Dtl</b>	<b>5135 Retired Benefits</b>	<b>5140 Vision</b>	<b>5150 Retirmt/ SS Benefits</b>	<b>5160 Workers Comp</b>	<b>5180 FICA/Medi Employer</b>	<b>5170 UI/TT Contri</b>	<b>TOTAL</b>	
5000																
5000																
		<b>Subtotal</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
7000																
7000																
7000																
7000																
7000																
2																
2																
<b>FUND 02</b>																

## CAMERON PARK COMMUNITY SERVICES DISTRICT

### PERSONNEL BUDGET REPORT SUMMARY

August 15, 2018 - FINAL

Dept	Employee Name	Position	Hire Date	Status	Pay Rate Per Hour	Step	5000 Salaries	5130 Hlth/Dtl	5135 Retired Benefits	5140 Vision	5150 Retirmt/ SS Benefits	5160 Workers Comp	5180 FICA/Medi Employer	5170 UI/TT Contri	TOTAL	
	LLADs - August 18, 2018 FINAL															
	LLADs - August 18, 2018 FINAL															
	LLADs - August 18, 2018 FINAL															
	LLADs - August 18, 2018 FINAL															
	LLADs - August 18, 2018 FINAL															
		<b>Subtotal</b>					-	-	0	-	-	-	-	-	-	-
	<b>TOTAL LLAD'S</b>						-	-	0	-	-	-	-	-	-	-



# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 1000- ADMINISTRATION - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
1000	Jill Ritzman	General Manager	>32					
1000	Vicky Neibauer	Finance/HR Officer	>32					
1000	Laura Sanders-Ito	Accounting Specialist	>32					
1000	Niki Garrison	Board Secretary	<19					
1000	Susan Settle	Front Desk/Recep	>32					
1000	Jennifer O'Neill 75%	Front Desk/Recep 75%	<19					
1000	Debbie Horton	Admin Assistant - Safety	<19					
	Retiree Benefits (see below)							
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							
	<u>Retiree</u>	<u>Benefit</u>						
	Larry McBride	7,200						
	Mary Cahill	3,885						
	Tammy Medford	<u>9,583</u>						
	Total	20,668						

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 3000-FIRE-JPA PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
3000	Audrey Paye	Weed Abatement	<19					
		Weed Abatement	<19					
3000	Fire/JPA	<b>Subtotal</b>						
	Retiree Benefit (see below)							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							
	<u>Retirees</u>	<u>Benefit</u>						
	Daniel Carolan	24,105						
	Bruce Prender	6,993						
	Mark Roberts	7,785						
	Richard Samples	4,738						
	William Sanderson	4,325						
	Christi Ziegler	7,785						
	Total	55,730						

# PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 4000 - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status			
4000	Craig Shuler 70%	Parks Supervisor	>32			
4000	Mike Grassle 33%	Parks Superintendent	>32			
4000	Greg Dalbeck 90%	Maintenance Worker II	>32			
4000	Mike Merritt 90%	Maintenance Worker II	>32			
4000	Jennifer O'Neill 25%	Assistant 25%	<30			
4000	Marty Kramer 40%	Maintenance Worker II	>32			
4000	Jose Cortes 10%	Maintenance Worker I	>32			
4000	Brett Lanning 100%	Maintenance Worker I	<30			
4000	Shawn Baker 50%	Maintenance Worker	<19			
	Retiree Benefits (see below)					
		<b>Subtotal</b>				
		<b>rate</b>				
	*assumes a step increase in FY 19-20					
	<b>Full time position cost assumptions</b>					
	Salaries	2080 hours x hourly rate				
	Detailed costs reflected in the budget.					
	<u>Retiree</u>	<u>Benefit</u>				
	S Ryan (PRyan spouse)	8255.88				

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 5000 - RECREATION - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
5000	Hannah Miller	Recreation Coordinator	<30					
5000	Tina Helm	Recreation Supervisor	>32					
5000	Alyssa Kimball	Recreation Coordinator	<30					
	Retiree Benefits (see below)							
		<b>Subtotal</b>						
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							

<b>PARK COMMUNITY SERVICES DISTRICT</b>						
<b>PERSONNEL BUDGET REPORT</b>						
<b>02 - CC&amp;R - PRELIMINARY FY 19-20 BUDGET</b>						
<b>Dept</b>	<b>Employee Name</b>	<b>Position</b>	<b>Status</b>			
2	Kate Magoolaghan	CC&R Officer	>32			
	Retiree Benefits					
		<b>Subtotal</b>				
	FUND 02					
	*assumes a step increase in FY 19-20					
	<b>Full time position cost assumptions</b>					
	Salaries	2080 hours x hourly rate				
	Detailed costs reflected in the budget.					

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### LLAD - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
LLAD	Mike Grassle 33%	Parks Superintendent	>32					
LLAD	Craig Shuler 20%	Parks Supervisor	>32					
LLAD	Greg Dalbeck 10%	Maintenance Worker II	>32					
LLAD	Mike Merritt 10%	Maintenance Worker II	>32					
LLAD	Marty Krammer 60 %	Maintenance Worker II	>32					
LLAD	Shawn Baker 50%	Maintenance Worker	<19					
LLAD	Jose Cortes 90%	Maintenance II	>32					
		<b>Subtotal</b>						
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							

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## Department of Recreation

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The Recreation Department consists of a full-time Recreation Supervisor, 1-3 part-time Recreation Coordinators, and up to 75 seasonal employees who serve as lifeguards, Cameron Park Lake kiosk and concession workers, sports and summer camp staff.

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 Community Center Pool, senior activities and sports programs. Program registration is taken with Rec Trac.

*Proposed for FY 2019-20, the Recreation Department will be sustained exclusively with program fees, sponsorships and grants; and is no longer supported by Property Tax revenues. The specific programs to be offered is under review by staff working with the Parks and Recreation Committee. A portion of the revenues generated by program fees are allocated to the Community Center to offset operational costs such as room-set up, utilities and janitorial services. Staff anticipates that programming will be centered on the Community Center campus to raise revenues that could offset the cost of operating these amenities. Staff is not proposing to close the Community Center because the facility is considered a District and community asset. If the District does not operate or maintain the Community Center, the facility will fall into disrepair, become a liability and eyesore. A well-maintained Community Center, as well as parks, contributes to the economic vitality of Cameron Park.*

### Overview of Recreation Programs

**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.

**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. Aquasol swim team will be using the pool in the fall for practices, clinics and meets.

**Cameron Park Lake & Swim Lagoon** traditionally opens Memorial Day weekend and closes mid-August. *Activities and amenities include a swimming Lagoon, concession stand, boat and kayak rentals are under review; costs to operate the Lagoon are not included in the Draft Preliminary Budget.* Pooch Plunge and Laps at the Lake is scheduled for August 17<sup>th</sup>.

**Youth Day Camp**, ten themed sessions, starts after Memorial Day and continues until school starts. Youth from 1<sup>st</sup> through 7<sup>th</sup> grades enjoy drama, cooking, arts/crafts, games, sports, swimming, time at Cameron Park Lake and a special trip each week. Approximately 40 youth participate each week. Camp is Monday through Friday, 7:30 a.m. to 5:30 p.m.

**Sponsorships and Grants** from local organizations are solicited to offset the cost of events and activities. The District receives annual support from more than 20 businesses and community organizations. The Cameron Park Community Foundation and Shingle Springs Band of Miwok Indians gave funding to support a Recreation Program Participant Grant program to support families who need additional funding to enroll in Recreation programs.

**Marketing & Community Outreach.** Recreation staff promote programs in the Activity Guide, monthly E-Newsletter, website, Facebook, Twitter and articles in local papers. The Activity Guide, with a new designer, 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.

**Volunteers** support all aspects of the District's operations from senior activities, Senior Nutrition lunch, special events, and sports programs.

**Special Events.** *The number of events to be scheduled in FY 2019-20 is under review, and dependent on staffing levels. Summer Spectacular is not included in the Final Draft Preliminary Budget.* Historically, events include Movie Nights (partner: Library), Concert Series, Easter Egg Hunt, Community Clean-up Day and Yard Sale, Community Services Showcase, Trucks and Tunes, Welcome to Summer, Summer Spectacular, 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 1<sup>st</sup> to 8<sup>th</sup>. 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 2<sup>nd</sup> to 8<sup>th</sup>. 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.
- Challenger Soccer Camp - A brand new, innovative fully integrated soccer camp that will accelerate the learning process of young players.

Cameron Park Community Services District  
 Recreation Department Budget - Final Preliminary Draft  
 FY 2019-20

			FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change from 2018-19 to 2019-20
<b>Operating Revenue</b>					
4110	Property Taxes	197,744	0	(197,744)	
4140	Arc Review Fees	0	0	0	
4145	Youth Classes	35,000	38,000	3,000	
4146	Adult Classes	25,000	36,727	11,727	
4147	Youth Sports	100,000	100,000	0	
4148	Adult Sports	10,000	18,800	8,800	
4149	Camp Revenues	12,800	12,800	0	
4153	Senior Programs	12,000	12,000	0	
4154	Recreation Program Revenue	0	0	0	
4170	Special Events	40,000	25,000	(15,000)	
4180	Park Lake Kiosk Revenues	40,800	21,012	(19,788)	
4181	Lake Season Pass	18,840	9,420	(9,420)	
4182	Picnic Site Rentals	1,992	830	(1,162)	
4183	Summer Kids Camp	40,800	42,000	1,200	
4184	Cameron Park Lake Concessions	10,000	3,250	(6,750)	
4185	CC Facility Rentals	(68,000)	29,546	97,546	
4186	Gym Rentals	20,600	20,000	(600)	
4187	Pool Use Fees	73,744	87,900	14,156	
4190	Parks Facility Revenue	27,426	0	(27,426)	
4209	Brochure Ads	0	0	0	
4220	Summer Spectacular	30,800	0	(30,800)	
4255	Sponsorships	30,000	30,000	0	
4400	Reimbursement (Adj to CC)	20,000	(88,744)	(108,744)	
4600	Other Income	3,000	3,000	0	
<b>Total Operating</b>		<b>682,546</b>	<b>401,541</b>	<b>(281,005)</b>	
<b>Expenditures</b>					
5000	Salaries - Permanent	36,181	110,973	74,792	
5010	Salaries - Part-time	73,368	69,775	(3,593)	
5020	Overtime	2,000	1,000	(1,000)	
5130	Health Benefit	32,921	28,854	(4,067)	
5140	Dental Insurance	0	2,208	2,208	
5150	Vision Insurance	412	285	(127)	
5160	CalPERS Employer Retirement	24,454	8,705	(15,749)	
5170	Worker's Compensation	988	2,197	1,209	
5180	FICA/Medicare Employer Contribution	0	1,062	1,062	
5190	UI/TT Contribution	2,525	3,662	1,137	
5209	Advertising/Marketing	15,750	26,960	11,210	
5210	Agency Administration Fee	4,833	0	(4,833)	
5220	Audit/Accounting	4,833	0	(4,833)	
5221	Bank Charge	3,000	4,000	1,000	
5230	Clothing/Uniforms	1,000	1,900	900	
5231	Computer Software	12,600	3,500	(9,100)	
5232	Computer Hardware	0	0	0	
5235	Contractual Services	0	0	0	

Cameron Park Community Services District  
 Recreation Department Budget - Final Preliminary Draft  
 FY 2019-20

		FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change from 2018-19 to 2019-20
	5240	3,768	3,500	(268)
	5260	1,800	0	(1,800)
	5275	0	0	0
	5282	0	0	0
	5285	0	0	0
5290		0	0	0
	5300	2,100	2,100	0
	5310	0	0	0
	5316	73,700	66,500	(7,200)
	5320	7,950	0	(7,950)
	5335	0	0	0
	5345	0	0	0
	5350	1,000	1,000	0
	5375	(650)	1,000	1,650
	5380	460	460	0
	5385	3,800	500	(3,300)
	5395	0	0	0
	5400	2,000	800	(1,200)
	5410	400	0	(400)
5415		500	0	(500)
	5420	9,840	5,700	(4,140)
	5421	15,000	15,000	0
	5431	0	0	0
	5435	50	8,300	8,250
	5440	0	100	100
	5455	500	500	0
	5465	6,000	6,000	0
	5466	50,000	0	(50,000)
	5470	3,700	5,000	1,300
	5480	(9,300)	0	9,300
	5492	6,616	20,000	13,384
	Total	<u>394,099</u>	401,541	7,442
	Net Revenue Over	<u>288,447</u>	(0)	(288,447)

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 5000 - RECREATION - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status					
5000	Hannah Miller	Recreation Coordinator	<30					
5000	Tina Helm	Recreation Supervisor	>32					
5000	Alyssa Kimball	Recreation Coordinator	<30					
	Retiree Benefits (see below)							
		<b>Subtotal</b>						
	*assumes a step increase in FY 19-20							
	<b>Full time position cost assumptions</b>							
	Salaries	2080 hours x hourly rate						
	Detailed costs reflected in the budget.							

**RECREATION DEPARTMENT  
BUDGET DETAIL**

**ACCOUNT      ACCOUNT DESC.**

4110              Property Tax

None.

4145              Youth Programs/ Classes

Youth Programs includes programs for ages 6 month to teens

4146              Adult Enrichment Classes

Adult Programs include programs for ages 14 and up

4147              Youth Sports

Revenues for all youth sports programs, such as basketball, futsal, volleyball, baseball, flag football, T-Ball and tennis. This includes the sports camp program as well – Volleyball, Skyhawks, UK Soccer and Challenger Soccer

4148              Adult Sports

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

4153              Senior Programs

Fitness programs:

- Modified Zumba
- Tai Chi for Better Balance

Bingo

Medicare 101

Arts & Craft Corner

Guest Speaker Series

Smart Phone Workshop

4170              Special Events

Events are offered throughout the year including. The number and types of events for FY 2019-20 is under review.

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 receives copies of group reservations and collects entrance fees for these reservations. Revenues were decreased in light of the proposed Lagoon closure.

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. Revenues were decreased in light of the proposed Lagoon closure.

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. 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 5 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

Program under review.

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 Department 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 Department 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

None.

4255                    Sponsorships –

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

5000                    Salaries – Permanent

1 full time benefited district employee, Recreation Supervisor. One Recreation Coordinator part-time, year-round and two seasonal Recreation Coordinators.

5010                    Salaries – Seasonal

Six part-time employees during the winter months for sports and special events, and up to 75 in the summer months 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.

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

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 publishing the guide from designer, printing and distribution .

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



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

5210 Agency Admin

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.

5240 Contract Services

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

5260 EDC Department Agency

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

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

5385                    Mileage Reimburse

Busses used for Kids Kamp Transportation – this has been moved to program supplies.

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

Sherriff Department – fingerprinting, DOJ, Drug Testing.

5421 – Program Supplies

Supplies purchased for programs – arts & craft supplies (kids Kamp), jerseys, medals – sports programs, shirts for winning adult sports teams, fees assessed for bus transportation for kids kamp, etc.

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

5465                    Special Events

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

5466                    Summer Spectacular

5470                    Telephone

Percentage of office phones and District phone allowance to staff.

5492                    Utilities – Electric/Gas

Percentage of office utilities.

Cameron Park Community Services District  
 Capital Outlay - Final Preliminary Draft  
 Fiscal Year 2019-20

Fire and Emergency Services Capital Outlay	Parks and Facilities Capital Outlay	FY 2019-20 Capital Outlay Budget
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Operating Revenue

4110 Property Taxes		0
4115 Park Impact Fees	52,000	52,000
4120 Quimby Fees	28,554	28,554
4125 Fire Development Impact Fees	10,000	10,000
4181 Lake Season Pass		0
4182 Picnic Site Rentals		0
4190 Parks Facility Revenue		0
4255 Sponsorships		0
4262 Fire Apparatus Equip Replcmt		0
	100,000	100,000
4400 Reimbursement	30,000	49,717
Total Operating Revenue	<u>140,000</u>	<u>240,271</u>

Expenditures

		0
5000 Salaries - Permanent		0
5010 Salaries - Part-time		0
5020 Overtime		0
5130 Health Benefit		0
5135 Retiree Health Benefit		0
5140 Dental Insurance		0
5150 Vision Insurance		0
5160 CalPERS Employer Retirement		0
5170 Worker's Compensation		0
5180 FICA/Medicare Employer Contribution		0
5190 UI/TT Contribution		0
5209 Advertising/Marketing		0
5210 Agency Administration Fee		0
5215 Agriculture		0
5220 Audit/Accounting		0
5221 Bank Charge		0
5230 Clothing/Uniforms		0
5231 Computer Software		0
5235 Contractual Services	10,000	10,000
5240 Contract Services - Other		0
5250 Director Compensation		0

Cameron Park Community Services District  
 Capital Outlay - Final Preliminary Draft  
 Fiscal Year 2019-20

5260 EDC Department Agency			0
5265 Educational Materials			0
5275 Equipment-Minor/Small Tools			0
5285 Fire & Safety Supplies			0
5300 Food			0
5305 Fuel			0
5310 Government Fees/Permits			0
5315 Household Supplies			0
5320 Insurance			0
5335 Legal Services			0
5340 Maint. - Vehicle Supplies			0
5345 Maint. - Buildings		8,777	8,777
5350 Maint. - Equipment			0
5355 Maint. - Grounds		19,777	19,777
5365 Maint. - Tires & Tubes			0
5370 Maint. - Vehicle			0
5375 Medical Supplies			0
5380 Memberships/Subscriptions			0
5385 Mileage Reimbursement			0
5400 Office Supplies/Expense			0
5405 Pool Chemicals			0
5420 Professional Services			0
5435 Rent/Lease - Bldgs			0
5440 Rent/Lease - Equipment			0
5455 Staff Development			0
5466 Summer Spectacular			0
5470 Phones/internet			0
5486 Tuition			0
5490 Utilities - Water			0
5492 Utilities - Electric/Gas			0
5,495 Utilities - Water/Irrigation			0
5500 Vandalism			0
5501 Cal Fire In Kind Purchases	0	0	0
5625 Capital Equipment Expense	<u>340,000</u>	<u>85,217</u>	<u>425,217</u>
Total Expenditures	<u>350,000</u>	<u>113,771</u>	<u>463,771</u>
Net Revenue Over Expenditures	<u>(210,000)</u>	<u>(13,500)</u>	<u>(223,500)</u>

**CAPITAL IMPROVEMENTS  
BUDGET DETAIL**

**ACCOUNT      ACCOUNT DESCRIPTION**

4115              Park Impact Fees

Developer fees to be used for additional park facilities.

4120              Quimby Fees

Quimby fees from developers.

4125              Fire Development Fees

Developer fees to be used for additional fire facilities.

4262              Fire Apparatus Equipment Replacement

Revenues related to renting fire equipment to CAL FIRE, and equipment and personnel to CA Office of Emergency Services.

Expenditures Please See Attached Capital Improvements Summary

Cameron Park Community Services District  
Capital Improvements Summary  
Final Preliminary Draft  
Fiscal Year 2019-20

## 2019-20 Fire and Emergency Services CIP

- **\$185,000** is budgeted for 2 Engine Payments (Current and New Engine 88)
- **\$130,000** is budgeted for new Engine 88 equipment
- **\$20,000** is budgeted for Station 88 Bay Doors
- **\$10,000** is budgeted for Station 88 design
- **\$10,000** is budgeted for 2 utility vehicles; vehicles will be financed

## 2019-2020 Parks and Facilities CIP

- **\$8,777** is being budgeted to repair the dry rot and re-paint the Parks Maintenance Shop
- **\$16,777** is being budgeted to repair the parking lots throughout the District. The funds will be utilized to re-paint the parking stalls at Cameron Park Lake, Christa McAuliffe and Rasmussen Park. It will also address the sections at Rasmussen Park where the asphalt is destroyed.
- **\$3,000** is being budgeted for to replace the block retaining wall that holds the playground mulch in place at Rasmussen Park. Currently the wall is falling apart. The plan is to utilize Growlersberg to demo the existing wall and replace it with 2X12 redwood boards that will be secured to the existing fence.
- **\$12,000** was approved during the 2018-2019 mid-year budget review to construct a T-Ball field at Christa McAuliffe Park. The project is currently held up with the county. The District is expecting to start this project in the fall of 2019. This project will be funded using Park Impact Fees
- **\$40,000** was approved during the 2018-2019 mid-year budget review to update the master plan at Rasmussen Park. Staff have not had time to address the master plan and will be addressing this item in the near future. This project will be funded using Park Impact Fees
- **\$13,500** is being budgeted to replace the damaged utility vehicle the District currently utilizes. It will also help the District maintain the open space properties per the CPCSD ordinance. The utility vehicle will be 4 wheel drive and have equipment set up to spray out the open space lots.
- **\$19,717** is budgeted to construct a disc golf course at Bonanza Park. This project is being presented by the El Dorado Disc Golf Association. It is expected to be a fully funded project with little to no cost to the District.

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## Department of Covenants, Conditions and Restrictions

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The Covenants, Conditions and Restrictions (CC&R) Committee and the Architectural Review Committee (ARC) are interrelated components to the CC&R Department. The Cameron Park Community Services District (CPCSD), with one 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 90 distinct neighborhood CC&Rs covering approximately 7000 properties.

The ARC reviews residential property improvement plans within the CPCSD jurisdiction. CC&R Staff responds to applicant questions, compiles documentation and inspects properties prior to presenting the project information to the ARC for approval or denial. Additionally, staff prepares ARC agendas, processes and disseminates decision notices and maintains ARC records. Architectural Review fees range from \$35 to \$600.

In addition to CC&R enforcement activities, staff is responsible for;

- Providing support between District Board of Directors, CC&R Committee, Architectural Reviews Committee and the public, including, but not limited to, providing staffing for meetings of the CC&R and Architectural Review Committees
- Perform administrative functions associated with CC&Rs including preparing agendas, Board and Committee reports, budget, creating department forms, developing processes and procedures and record retention.

This Department is funded by Architectural Review fees and through a special tax assessment up to \$12 per parcel approved by Cameron Park voters on November 5, 1985 and adopted by the Board of Directors of the CPCSD on July 16, 1986.

Collection of special assessment tax funds is facilitated by the El Dorado County Auditor. The data provided to the county for the assessment is compiled by a contract service at a fee.

### **Software**

The implementation of the Comcate software program purchased in December of 2018 will improve operations by:

- Increasing staff efficiency through automation, the ability to work from the field and the centralization of information.
- Providing a system for improved cloud based record keeping which will save staff time and ensure greater transparency.
- Decreasing office supply expenses since the system is primarily paperless.

The \$5,200 implementation fee for the program was negotiated to be amortized over two years. The first was paid in fiscal year 2018/19 with the second to be paid in 2019/20. The annual license fee of \$3,300 is subject to a 3% annual COLA adjustment which was negotiated down from 5%. The cost of the annual license fee will be offset by \$1,980 with the cancellation of the previous property data lookup system (Corelogic).

The Comcate contract includes one annual update to GIS (property information) data. The cost for additional updates is \$400. The budget reflects one additional update which may be needed depending on the volume of property transfers during the year.

### **Legal Services**

Legal Services include fees associated with operational functions such as legal opinions, legal review and consultation for regular CC&R enforcement and ARC administration. Legal fees that would be incurred as a result of legal proceedings involving individual violations will be brought forward to the Board of Directors for approval including appropriate budget adjustment.

### **Vehicle Maintenance**

Budget includes an increase for car maintenance/repairs due to the age of the vehicle (2004).

### **Printing**

Budget includes an increase for printing expenses. Staff is developing informational materials to promote increased community awareness of CC&Rs and Architectural Review.

Current Fund Balance held at the County as of 12/31/2018 totals \$165,898.02





Cameron Park Community Services District  
 Covenants, Conditions Restrictions Department Final Preliminary Draft  
 Fiscal Year 2019-20

			FY 2018-19 Total Budget Final	FY 2019-20 Budget	Change From FY 2018-19 to FY 2019- 20
Operating Revenue					
4135	Special Assessments		81,600.00	81,600	0
4140	ARC Review Fees		19,800.00	19,500	(300)
4505	Interest Income		0.00	2,500	2,500
	Total Operating		<u>101,400.00</u>	103,600	2,200
Expenditures					
5000	Salaries - Permanent		46,120.00	55,035	8,915
5020	Overtime		0.00	0	0
5130	Health Benefit		9,192.00	8,400	(792)
5140	Dental Insurance		0.00	735	735
5150	Vision Insurance		132.00	131	(1)
5160	CalPERS Employer Retirement		17,601.00	4,481	(13,120)
5170	Worker's Compensation		1,384.00	1,651	267
5180	FICA/Medicare Employer Contribution		0.00	798	798
5190	UI/TT Contribution		1,384.00	2,752	1,368
5209	Advertising/Marketing		500.00	0	(500)
5210	Agency Administration Fee		2,000.00	2,000	0
5221	Bank Charge		200.00	200	0
5230	Clothing/Uniforms		250.00	150	(100)
5231	Computer Software		7,980.00	6,799	(1,181)
5232	Computer Hardware		0.00	0	0
5240	Contract Services - Other		3,768.00	3,000	(768)
5260	EDC Department Agency		1,500.00	0	(1,500)
5300	Food		100.00	200	100
5305	Fuel		950.00	950	0
5320	Insurance		2,850.00	3,018	168
5335	Legal Services		20,000.00	7,000	(13,000)
5345	Maint. - Buildings		0.00	0	0
5350	Maint. - Equipment		200.00	200	0
5370	Maint. - Vehicle		1,100.00	1,500	400
5380	Memberships/Subscriptions		30.00	30	0
5400	Office Supplies/Expense		1,000.00	600	(400)
5410	Postage		300.00	300	0
5415	Printing		0.00	700	700
5420	Professional Services		0.00	0	0
5425	Publications & Legal Notices		0.00	200	200
5455	Staff Development		0.00	450	450
5470	Phones/internet		2,000.00	4,500	2,500
	Total		<u>120,541.00</u>	105,780	(14,761)
	Net Revenue Over		<u>(19,141.00)</u>	(2,180)	16,961
Expenditures					

# CAMERON PARK COMMUNITY SERVICES DISTRICT

## PERSONNEL BUDGET REPORT

### 02 - CC&R - PRELIMINARY FY 19-20 BUDGET

Dept	Employee Name	Position	Status				
2	Kate Magoolaghan	CC&R Officer	>32				
	Retiree Benefits						
		<b>Subtotal</b>					
	FUND 02						
	*assumes a step increase in FY 19-20						
	<b>Full time position cost assumptions</b>						
	Salaries	2080 hours x hourly rate					

**CC&Rs  
BUDGET DETAIL**

**ACCOUNT      ACCOUNT DESC.**

4135              Property Tax/Special Assessment

\$12 per parcel assessment for approximately 6800 parcels.

4140              Architectural Review Fees

Annual revenue based on past experience and adjusted for fee increase effective 1/1/2019. Individual project fees determined by fee schedule.

4505              Interest Income

Interest for fund account money.

5000              Salaries – Permanent

1.0 Full time employee- CC&R Compliance Officer.

5020              Overtime

Incidental overtime paid at 1.5% employee hourly rate. No overtime pay anticipated for FY 2019/20.

5130              Health Benefit

Employer's contribution to health insurance paid for current CC&R enforcement employee.

5140              Dental Insurance

Employer's contribution to dental insurance paid for current CC&R enforcement employee.

5150              Vision Insurance

Employer's contribution to vision Insurance paid for current CC&R enforcement employee.

5160              CalPERS Employer Retirement

This account includes employer's share of current retirement costs.

5170              Worker's Compensation

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

5180                    FICA/Medicare

Employer's contribution to employee's FICA/MediCare.

5190                    UI/TT Contribution

Employer's contribution to employee's Unemployment Insurance.

5209                    Advertising/Marketing

Advertising for CC&R and ARC Committee community volunteers if needed. None anticipated for FY 2019/20.

5210                    Agency Administration Fee

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 fees, merchant service fee charges.

5230                    Clothing/Uniform

District logo shirts/jacket/hat for staff.

5231                    Computer Software

Implementation and annual contract fees to Comcate for software used in CC&R enforcement.

5232                    Computer Hardware

Computer components, cables, monitor, etc. None anticipated for FY 2019/20.

5240                    Contract Services

DSA Technologies and Uptown Studios. An allocated cost for computer and website maintenance/tech support.

5260                    EDC Department Agency

El Dorado County fee for facilitating special property tax collection. Fee is deducted by the County prior to property tax allocation.

5300                    Food



Legal notices and public notices. CC&R copies obtained from El Dorado County Recorder's Office.

5455                      Staff Development

Staff training and development. Participation in Leadership El Dorado.

5470                      Telephone

Allocated cost of landline telephone usage and internet.

Cell phone for CC&R enforcement staff.

Cameron Park Community Services District  
 Community Services Center Bond Budget  
 Final Preliminary Draft  
 Fiscal Year 2019-20

			FY 2018-19	2019-20	Change From
			Total Budget - Final	Proposed Budget	FY 2018-19 to FY 2019-20
Operating Revenue					
4110		Property Taxes	577,380.00	577,980.00	146,006.21
4505		Interest Income	<u>3,000.00</u>	3,000.00	186.53
		Total Operating	<u>580,380.00</u>	580,980.00	146,192.75
Expenditures					
7300		Bond Payment - Principal	371,000.00	475,190.00	0.00
7350		Bond Payment - Interest	208,380.00	104,190.00	0.00
7370		Bond Payment Administration Fees	<u>1,000.00</u>	1,600.00	1,600.00
		Total	<u>580,380.00</u>	580,980.00	1,600.00
		Net Revenue Over Expenditures	<u>0.00</u>	0.00	144,592.75





## Agenda Transmittal

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #11:** **RESOLUTION NO. 2019-13**

- DECLARE INTENTION TO CONTINUE LIGHTING AND LANDSCAPE ASSESSMENT DISTRICT ASSESSMENTS FOR FISCAL YEAR 2019-2020,
- APPROVE PRELIMINARY ENGINEER'S REPORT, AND
- PROVIDE FOR NOTICE OF HEARING ON FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS.

**RECOMMENDED ACTION:** **APPROVE RESOLUTION NO. 2018-13; SCHEDULE A PUBLIC HEARING TO APPROVE THE FINAL LLAD ENGINEER'S REPORT AT THE BOARD MEETING ON JULY 17, 2019**

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**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. 2019-13 that:

- Declares Board of Director's intention to levy the continued assessments for Fiscal Year 2019-2020,
- 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 17, 2019 regarding levying the continued assessments for Fiscal Year 2019-2020 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 2019-2020; and will preliminarily approve the Engineer's Report, including the proposed rates included in the Engineer's Report for the 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 District 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 17, 2019 for the continued levy of the assessments.

## **BACKGROUND**

On March 20, 2019 the Board adopted Resolution No. 2019-05 directing SCI Consulting Group, the District's assessment engineer and assessment administration firm, to prepare an Engineer's Report for the continuation of the District's LLAD assessments for fiscal year 2019-2020. SCI Consulting Group has prepared the Engineer's Report for fiscal year 2019-2020 (Attachment A).

## **PROPOSED FY 2018-2019 RATES**

The following table details the proposed assessment rates for fiscal year 2019-2020 and the rates from the previous fiscal year 2018-2019. The rates will remain unchanged at this time. A budget for each LLAD is Attachment 11B in the Engineers Report. Staff identified five LLADs which are in a deficit or soon to be underfunded because of reconciliation of Fund Balances held at the County. The LLADs include: #43 David West Park, # 39 & 50 Bar J A, #40 Bar J B, #34 Viewpoint, and #35 Goldorado. Staff will work with residents within these LLAD to determine a strategy to address the deficit spending, which may include a reduction of maintenance or lighting services, changes landscape areas to require less maintenance and utility costs, or changing lights to LEDs (if not already completed) or higher fees or assessments. Once a strategy is determined with residents, a report will be provided to the Budget and Administration Committee and to the Board of Directors regarding outcomes.

Unit	LLAD	2018-19 Rate	2019-20 Rate
#30	AIRPARK LLAD	\$112.00	\$60.14
#31	UNIT 6 LLAD	\$92.00	\$54.50
#32	UNIT 7 LLAD	\$67.00	\$36.18
#33	UNIT 8 LLAD	\$81.00	\$36.20
#34	VIEWPOINTE LLAD	\$15.00	\$45.06
#35	GOLDORADO LLAD	varies by size of parcel	varies by size of parcel
#36	UNIT 11 LLAD	\$31.00	\$22.42
#37	UNIT 12 LLAD	\$74.00	\$37.28
#38	CAMERON WOODS 1-5 LLAD	\$50.00	\$47.50
#39	BAR J 15A COUNTRY CLUB LLAD	\$105.00	\$48.24
#40	BAR J 15B MERRYCHASE LLAD	\$11.00	\$190.04
#41	CREEKSIDE LLAD	\$12.00	\$31.00
#42	EASTWOOD LLAD	\$10.00	\$223.54
#43	DAVID WEST LLAD	\$0.00	\$165.00
#44	CAMBRIDGE OAKS LLAD	\$9.00	\$14.88
#45	NORTHVIEW LLAD	\$11.00	\$324.00
#46	CAMERON VALLEY LLAD	\$6.00	\$106.52
#47	CAMERON WOODS 8 LLAD	\$8.00	\$113.18
#48	SILVER SPRINGS	\$0.00	\$0.00
#50	BAR J 15A No. 2	\$0.00	\$45.66

## **CONCLUSION**

It is recommended that the Board approve the Resolution No. 2019-13 Intention to Continue Assessments for Fiscal Year 2019-2020, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing on July 17, 2019 for the LLADs.

## **Attachments:**

11A - Preliminary LLAD Engineer's Report for Fiscal Year 2019-20

11B - Resolution No. 2019-13



**CAMERON PARK COMMUNITY SERVICES  
DISTRICT**

**LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS**

**ENGINEER'S REPORT**

JUNE 2019

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND  
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

**SCIConsultingGroup**

4745 MANGLES BOULEVARD

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**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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**NAME OF GOVERNING BOARD**

unfilled, President  
Monique Scobey, Vice President  
Felicity Carlson, Director  
Holly Morrison, Director  
Ellie Wooten, Director

**CAMERON PARK CSD MANAGER**

Jill Ritzman, General Manager

**ENGINEER OF WORK**

SCI Consulting Group

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## EXECUTIVE SUMMARY

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### INTRODUCTION

The Cameron Park Community Services District was formed as the result of a 1961 voter-approved ballot measure and duly established by El Dorado County Board of Supervisor's Resolution 97-61. The Cameron Park CSD provides community residents and visitors with fire protection and emergency response services, access to variety of parks, lakes, streams, reserves, and open spaces, including their maintenance, and a broad range of recreation programs, organized sports and activities suited to community interests for all ages and abilities. The District is authorized to manage street lighting and landscape buffer districts along certain surface streets and assures compliance with property owner approved Covenants, Conditions and Restrictions for affected residential properties.

The Cameron Park Community Services District ("CPCSD") has formed a number of Landscaping and Lighting Assessment Districts ("Assessment District(s)") in order to provide funding to maintain and improve landscaping and lighting facilities within each of the Assessment Districts. The boundary of each Assessment District is shown in this Engineer's Report ("Report") and includes all assessable parcels within each Assessment District.

### FORMATION OF ASSESSMENT DISTRICTS

#### PRE-PROPOSITION 218 LIGHTING DISTRICTS:

The following Assessment Districts were formed prior to the passage of Proposition 218 and provide improvement and maintenance of street lighting facilities only: Airpark, Unit 6, Unit 7, Unit 8, Viewpointe, Goldorado, Unit 11, Unit 12, Cameron Woods 1-4, Creekside and Cambridge Oaks. These Assessment Districts were initially formed for the purpose of funding the operation, maintenance, repair and replacement of street lighting facilities.

#### PRE-PROPOSITION 218 PARKS AND LIGHTING DISTRICTS:

The following Assessment Districts were formed prior to the passage of Proposition 218 and were formed for the purpose of funding the maintenance, repair and replacement of street lighting as well as park and recreational improvements: Bar J 15A Country Club, Bar J 15B Merrychase, Eastwood, Crestview and Cameron Valley Landscaping and Lighting Assessment Districts. These Assessment Districts were also formed for the purpose of paying the costs of servicing such improvements including the costs of water, gas, and other utilities, as well as funding the costs of construction and maintenance of additional street lighting and park and recreational capital improvement projects.

#### PRE-PROPOSITION 218 PARKS DISTRICT:

The David West Landscaping and Lighting Assessment District was also formed prior to the passage of Proposition 218 for the purpose of funding the maintenance, repair and replacement of park and recreational improvements to fund the costs of water, gas and other utilities servicing such improvements, and the costs of construction and maintenance of additional park and recreational capital improvement projects.

With respect to all of these Assessment Districts formed prior to the passage of Proposition 218, the District adopted Resolutions of Formation for each of the above enumerated Assessment Districts based upon the filing with the District of Written Consents to the proposed formation of each of the above enumerated Assessment Districts by all of the owners of the affected properties within each of such Assessment Districts. The Resolutions of Formation for each of these Assessment Districts was adopted after a public hearing during which members of the public were offered the opportunity to protest against the formation of each of these Assessment Districts.

#### **POST-PROPOSITION 218 PARKS AND LIGHTING DISTRICTS**

The following Assessment Districts were formed after the passage of Proposition 218: Cameron Woods 8 was formed for the purpose of funding the maintenance, repair and replacement of street lighting improvements in that Assessment District. The Silver Springs Assessment District was formed for the purpose of funding the maintenance, repair and replacement of street lighting improvements and park and recreational improvements; to fund the costs of servicing such improvements including the costs of water, gas and other utilities; and to fund the costs of construction and the maintenance of additional street lighting and park and recreational capital improvement projects. However, the property within this assessment district remains undeveloped and no assessments are currently being assessed or collected. The Bar J 15A No. 2 Landscaping and Lighting Assessment District was formed to fund the maintenance, repair and replacement of park and recreational improvements, and to pay the costs of servicing such improvements including the costs of water, gas and other utilities. These Assessment Districts formed after the passage of Proposition 218 were formed pursuant to Written Consents filed with the District by all of the property owners within each proposed Assessment District consenting to formation of each of the above enumerated Assessment Districts and consenting to the levying and collection of assessments therein.

#### **EXEMPTIONS FROM PROPOSITION 218**

Those Assessment Districts described above formed prior to the passage of Proposition 218 on November 5, 1996 which adopted Article XIID of the California Constitution, were existing as of the effective date of Proposition 218 and fall within two of the four exceptions identified in Article XIID section 5 as existing assessments exempt from the procedural and approval process for assessments detailed in Proposition 218.

The two exceptions delineated in Proposition 218 that are applicable to those Assessment Districts described above existing as of the passage of Proposition 218 are as follows:

- (1) Any assessment imposed exclusively to finance the capital cost or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control (Cal. Const., art. XIID, § 5, subd. (a)); and
- (2) Any Assessment imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment is initially imposed (Cal. Const., art. XIID, § 5, subd. (b)).

Both of these exceptions from the provisions of Proposition 218 apply to those Assessment Districts formed prior to the passage of Proposition 218. First, these Assessment Districts were formed pursuant to a petition signed by all of the current owners of the real property subject to the assessment in each of these Assessment Districts at the time the assessment was initially imposed, which meets the requirements of California Constitution Article XIII D, section 5(b).

The second exemption available is for capital and maintenance costs associated with sidewalks and streets. This exemption is supported by case law decided under the provisions of California Constitution Article XIII D, section 5(a). The Board of Directors of the District has adopted the position that street and sidewalk lighting is an integral part of "streets" and "sidewalks" and therefore an existing assessment for the maintenance of such street lighting is exempt under Proposition 218. In the case of *Howard Jarvis Taxpayers Association v. City of Riverside* (1999) 73 Cal.App.4th 679, the Court of Appeal concluded that street lights fall within the definition of "streets" for purposes of Article XIII D, section 5(a), which exempts an assessment pre-existing the adoption of Proposition 218 and opposed solely for "street" purposes.

Therefore, those assessments within the Assessment Districts specified above which were formed prior to the passage of Proposition 218 are exempt under both of these exceptions articulated in California Constitution Article XIII B, sections 5(a) and (b).

Those procedures and approval processes with respect to which these Assessment Districts are exempt are as follows:

(1) Procedural requirements regarding the imposition of assessments including (a) identification of all parcels which will have special benefit conferred upon them by the improvements or services funded by the assessment; and (b) differentiation between "special benefit" and "general benefit" conferred on properties from the improvement and/or services funded with assessment proceeds; and (c) allocation of assessments per parcel dependent upon the proportion of special benefit to each property in relationship to the entirety of the costs of acquiring or constructing an improvement or of maintaining and operating such an improvement among the parcels to be assessed; and (d) the assessment on a parcel may not exceed the reasonable cost of the "proportional special benefit" conferred on that parcel by the improvements or services funded with assessment proceeds; and (e) procedural requirements including the 45-day mailed notice to property owners of the proposed assessment; an opportunity for property owners to protest by ballot against the proposed assessment at a public hearing; and prohibition of any assessment if a majority protest exists. A "majority protest" is defined as ballots from property owners submitted in opposition to the assessments amounting to more than 50% of the total ballots submitted by property owners, with ballots submitted weighted according to the proportional financial obligation for paying assessments for each affected parcel.

In light of the fact that the Assessment Districts specified above formed prior to the adoption of Proposition 218 on November 5, 1996 comply with the definitions of two of the exemptions in Proposition 218 as specified above, the assessments levied within each of those

Assessment Districts are exempt from the substantive and procedural requirements outlined above.

Those Assessment Districts enumerated above formed after the adoption of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 K No. 2) were each formed pursuant to the unanimous consent of each of the property owners owning property within each such Assessment Districts at the time of formation of the Assessment Districts, and such property owners requested that such Assessment Districts be formed. The Engineer's Report demonstrates that these three Assessment Districts formed after the adoption of Proposition 218 comply with the procedural and substantive requirements of Proposition 218.

#### **ASSESSMENT CONTINUATION PROCEDURES**

This Engineer's Report ("Report") was prepared to establish the budget for the capital improvements, maintenance and services expenditures that are proposed to be funded in each of the Assessment Districts by the proposed 2019-20 assessments, to determine the special benefits received from the street lighting and landscaping maintenance and capital improvements to real property within each of the Assessment Districts, and to specify the method of assessment apportionment to lots and parcels within each Assessment District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").

This Report describes each of the Assessment Districts and the proposed assessments for each Assessment District for fiscal year 2019-20. The proposed assessments are based on the estimated cost to operate, maintain and service the improvements in each Assessment District that provide a direct and special benefit to the properties within each such Assessment District.

In each subsequent year for which the assessments will be continued, the CPCSD Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for each of the Assessment Districts for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on March 20, 2019.

If the Board preliminarily approves this Engineer's Report and the continuation of the assessments by resolution, a notice of assessment levies must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for July 17, 2019.

Following consideration of public comments at a public hearing, and review of the Final Annual Engineer's Report, the Board of Directors ("the Board") of the CPCSD may order amendments to the Report or confirm the Report as submitted.

At this hearing, the Board will consider approval of a resolution confirming the assessments for fiscal year 2019-20 in each of the Assessment Districts. If so confirmed and approved, the assessments will be submitted to the County Auditor/Controller for inclusion on the property tax rolls for Fiscal Year 2019-20.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Assessor's Office. The El Dorado County Auditor/Controller uses Assessment Numbers and specific Fund Numbers to identify on the tax roll properties assessed for special district benefit assessments. These numbers are shown by District in detail in the Report.

## LEGAL ANALYSIS

### DISCUSSION OF BENEFIT REQUIRED BY PROPOSITION 218

Assessments can only be levied based on the special benefit to property conferred by the improvements or services funded with the assessment revenue. This special benefit to assessed real property must be demonstrated to be over and above any general benefits. Proposition 218 has clarified that the assessments levied by the CPCSD must comply with the following two criteria: (1) assessments must be demonstrated to provide "special benefit" to the parcels of real property upon which the assessment is levied, and not for general benefit to the public and society at large, including non-property owners such as tenants and visitors to district facilities; and (2) no assessment may be imposed on any parcel of real property which exceeds the reasonable costs of the proportional special benefit conferred on that particular parcel.

The legislative history behind Proposition 218, the adoption by the Legislature of the Proposition 218 Omnibus Implementation Act and appellate case law interpreting the provisions of Proposition 218 demonstrate the analysis that the Board of Directors of the CPCSD must undertake in order to determine the amount of special benefit to assessed real property from the identified street lighting, park, recreational, landscaping and maintenance funded by assessment revenues, and the limitation that such assessments should not exceed the costs of the proportional special benefit to each such parcel as required by Proposition 218.

The State of California Legislative Analyst's impartial analysis of Proposition 218 states that first, local governments must estimate the amount of "special benefit" landowners receive, or would receive, from the improvements or services. If such improvements or services provide both special benefits to that parcel of real property and general benefits to members of the public and non-property owners such as tenants and visitors, then the CPCSD may charge landowners only for the cost of providing the special benefit. The CPCSD must use general revenue such as property taxes and user fees to pay the remaining portion of the costs of improvements or services. Second, the District must ensure that no property

owner's assessment is greater than the cost to the CPCSD to provide those improvements or maintenance services to benefit that particular owner's property.

The CPCSD, by means of this Engineer's Report, must estimate the amount of "special benefit" landowners receive from the identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services funded with assessment revenues. If these identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services provide both special benefits to property owners within the Assessment Districts and general benefits to non-property owners such as tenants and visitors, then the CPCSD must quantify the special benefit to properties received from those identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services, and also quantify the amount of general benefit received by non-property owners such as tenants and visitors from such improvements and maintenance services.

In addition, Section 22573 of the Landscaping and Lighting Act of 1972 provides as follows:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

Five recent court cases construing the assessment provisions of Proposition 218 demonstrate the process that the District must utilize to satisfy Proposition 218's special benefit and proportionality requirements.

#### **SILICON VALLEY TAXPAYERS ASSOCIATION, INC. v SANTA CLARA COUNTY OPEN SPACE AUTHORITY**

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA"). This ruling is the most significant court case in further legally clarifying the substantive assessment requirements of Proposition 218.

This case dealt with an open space assessment. The Court emphasized that the Engineer's Report must demonstrate distinct benefits to particular properties above and beyond those which the general public using and enjoying the open space receives. The Court also noted that such special benefits would likely result from factors such as proximity, improved access, and views.

Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly defined



- Special benefits are directly received by and provide a direct advantage to property in the assessment district

#### **DAHMS V. DOWNTOWN POMONA PROPERTY**

A similar holding can be found in the Court of Appeals 2009 decision upholding the business improvement district assessment to fund supplemental municipal services in the case of *Dahms v. Downtown Pomona Property and Business Improvement District* (2009) 174 Cal.App.4th 708. In that case, the Court held that services provided to assessed property including security, street maintenance, and marketing, promotion and special events for property owners within the Assessment District were all special benefits conferred on parcels within the Assessment District because they “affected the assessed property in a way that is particular and distinct from their effect on other parcels and that real property in general and the public at large do not share.” The Court further held that under Proposition 218, the cap on the total assessment is the entirety of the reasonable cost of the special benefit conferred on all parcels by the improvements and services funded by assessment revenue. The Court also noted that if special benefits themselves produce certain general benefits to the public at large, the value of those general benefits need not be deducted before the caps on the special benefits which the assessments provide are calculated. Therefore, the Court concluded that security, maintenance, and special event services specially benefit property within an Assessment District and may be apportioned according to the cost of providing those services.

#### **BEUTZ V. COUNTY OF RIVERSIDE**

The case of *Beutz v. County of Riverside* (2010) 194 Cal.App.4th 1516 dealt with an assessment under the Landscaping and Lighting Act of 1972 and concluded that Proposition 218 permits assessments to fund maintenance, repair and replacement of park and recreational facilities when supported by an adequate Engineer’s Report. The Court concluded that park and recreational improvements, maintenance, and park and recreational services confer special benefit on property. However, the Court noted that the Engineer’s Report in that case did not separate and quantify the degree of special benefit to properties being assessed for such services, as opposed to the general benefit conferred on members of the public such as nonproperty owners, tenants and visitors from such park improvements and services. The Court noted that the nature and extent of general and special benefits from the park improvements and maintenance services must be quantified in relationship to each other based on credible solid evidence.

#### **GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO**

In the recent Court of Appeal case of *Golden Hill Neighborhood Association v. City of San Diego* (2011) 199 Cal.App.4th 416, the city levied an assessment under the Landscaping and Lighting Act for maintenance services consisting of trash removal, sidewalk sweeping and washing, landscaping, graffiti abatement and trail and canyon beautification. The Court implicitly found that such services do provide special benefit to the property being assessed from those services pursuant to the requirements of Proposition 218. However, the Court found that the Engineer’s Report did not appropriately analyze how much of the benefit of a public facility or service accrues to assessed properties (special benefit) and how much accrues to the general public who do not own property within the Assessment District

(general benefit). The Court found that all benefits, both special benefits and general benefits, must be identified, separated and quantified. The Court even mentioned a hypothetical example of apportioning of general benefit and special benefit with respect to the benefit of street lighting based on vehicle trips generated by assessed properties as a fraction of total vehicle trips; in other words, in terms of usage of assessment funded facilities and services by owners of assessed properties as opposed to members of the general public.

#### **BONANDER V. TOWN OF TIBURON**

The town of Tiburon formed an assessment district to fund the cost of moving overhead utility lines underground. The engineer identified special benefits of improved aesthetics, increased safety, and improved service reliability. The degree of benefit to an individual property was dependent on proximity to existing overhead utility lines. The assessment district was divided into three zones. The Court found that it did constitute a special benefit conferred on real property and it is a proper subject for assessment. The Court also found that it is permissible to conclude that all properties in a district benefit equally from a certain type of special benefit, and therefore assess all such properties an equal assessment amount. The Court concluded that just because a particular benefit is conferred equally upon all properties in an assessment district does not compel the conclusion that it is not tied to particular parcels of property. Finally, the Court found that the town impermissibly used a "cost based" approach in determining the amount of assessment on any given parcel. The Court noted that Proposition 218 requires that the proportional special benefit derived by each parcel shall be determined depending on the entirety of the capital cost of a public improvement, or its maintenance and operation expenses, and not just as costs incurred in each zone. The Court noted that Proposition 218 requires the amount of the assessment to be proportional to the benefits conferred on the property, not the costs incurred.

#### **COMPLIANCE WITH CURRENT LAW**

This Engineer's Report and the process used to establish these proposed assessments for 2019-20 in the three assessment districts subject to the requirements of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 A No.2) are consistent with the case law described above and with the requirements of Articles XIIC and XIID of the California Constitution based on the following factors:

1. Those Assessment Districts formed prior to the passage of Proposition 218 and with the unanimous approval of property owners within each such Assessment District are exempt from the provisions of Proposition 218 pursuant to the provisions of Article XIID, sections 5(a) and 5(b).
2. All of the Assessment Districts are narrowly drawn to include only small neighborhoods in which all parcels receive special benefits from the street lighting and park and recreation improvements constructed within that particular Assessment District. Such small neighborhood Assessment Districts ensure that all street lighting and park and recreation improvements constructed and maintained with assessment proceeds are located in close proximity to all parcels of real property subject to the assessment in each Assessment District and therefore



provide direct special benefit to each of such parcels in each Assessment District pursuant to the case law specified above.

The fact that the street lighting, park and recreational improvements and maintenance, repair and replacement services for those improvements have some limited general benefit to the public at large including non-property owners, tenants and visitors, does not mean that they do not also have a special benefit to property owners whose parcels are assessed. The Engineer's Report is consistent with case law cited above because the assessments have been apportioned based on the entirety of the capital cost of the Improvements and maintenance thereof and based on proportional special benefit to each parcel of real property within each Assessment District.

While such improvements and maintenance may provide some benefits to the general public despite the neighborhood character of such improvements, when special benefits can be identified they may be separated from general public benefits and their costs imposed as assessments on the properties to which those special benefits accrue. This Engineer's Report is consistent with the decisions mentioned above in *Beutz, Dahms, and Golden Hill* because the street lighting and park and recreation improvements and maintenance will directly and specially benefit property in the Assessment District and whatever limited general benefits exist have been explicitly calculated, quantified, and excluded from the assessments.

The assessments paid by each parcel within each Assessment District are proportional to the special benefit that each parcel within each Assessment District receives from such improvements and maintenance because:

The assessment imposed on each parcel within each Assessment District does not exceed the costs incurred by CPCSD in providing such street lighting and park and recreation improvements and maintenance to each such parcel as specified in this Engineer's Report.

- a. The use of a variety of small neighborhood Assessment Districts ensures that the street lighting, park, landscaping and recreational improvements constructed and maintained with assessment proceeds are located in close proximity to all parcels of real property subject to the assessment, thereby ensuring that such improvements provide special benefit to each of the parcels in each Assessment District paying such assessments.
- b. Due to the proximity of the parcels of real property in each Assessment District to the street lighting and park and recreation capital improvements and maintenance funded with assessment proceeds, such properties receive a special benefit from such improvements and maintenance distinct from the benefit of other parcels of real property outside of each Assessment District. The nature of the neighborhood street lighting and park and recreational improvements within each Assessment District ensures that the special benefit from such improvements accrue to the residents of the parcels comprising each such Assessment District. The

street lighting and neighborhood park and recreational facilities located within such Assessment Districts are not extensively used by non-property owners such as visitors and guests due to their neighborhood character. The extent to which such neighborhood facilities within each Assessment District are utilized by non-property owners such as visitors and guests, such use constitutes a general benefit which is calculated in the section of this Engineer's Report which follows entitled "Calculating General Benefit."

## PLANS AND SPECIFICATIONS

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The work and improvements proposed to be undertaken by the Assessment Districts and the cost thereof paid from the levy of the continued assessments provide special benefit to Assessor Parcels within the Assessment Districts as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements (the "Improvements") are generally described as follows:

Installation, maintenance and servicing of public facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, street lighting, public lighting facilities, fencing, entry signs and associated appurtenances and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Cameron Park Community Services District. Any plans and specifications for these improvements will be filed with the General Manager of the Cameron Park Community Services District and are incorporated herein by reference.

As applied herein, "Installation" means the design and construction of public improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, and lights.

"Maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

## DESCRIPTIONS OF THE DISTRICTS

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### SERVICES FOR INDIVIDUAL DISTRICTS

Each of the Assessment Districts within CPCSD provide for the installation, maintenance and servicing of street lighting and/or park and recreational improvements located within each such Assessment District. The following table provides further detail regarding the public improvements funded in the individual Assessment Districts.

**TABLE 1 – SERVICES FOR INDIVIDUAL DISTRICTS**

<b>District</b>	<b>Services Provided</b>	
<b>30. Airpark</b>	Street Lights (112) LS 70 Watt	
<b>31. Unit 6</b>	Street Lights (92) LS-1A 70 Watt	
<b>32. Unit 7</b>	Street Lights (72) LS-1A 70 Watt	
<b>33. Unit 8</b>	Street Lights (70) LS-1 70 Watt	
<b>34. Viewpointe</b>	Street Lights (15) LS-1 70 Watt	
<b>35. Goldorado</b>	Street Lights (18) LS-1 70 Watt	
<b>36. Unit 11</b>	Street Lights (33) LS-1 70 Watt	
<b>37. Unit 12</b>	Street Lights (74) LS-1 70 Watt	
<b>38. Cameron Woods 1-4</b>	Street Lights (42) LS-1 70 Watt	
<b>39. Bar J 15A Country Club</b>	Street Lights (103) LS-1 70 Watt	Landscaping, etc.
<b>40. Bar J 15B Merrychase</b>	Street Lights (8) LS-1E-HPS Watt	Landscaping, etc.
<b>41. Creekside</b>	Street Lights (12)(HPSVL), LS-1D, 70 W	
<b>42. Eastwood</b>	Street Lights (8) LS-1 70 Watt	Landscaping, etc
<b>43. David West</b>	No lights	Landscaping, etc
<b>44. Cambridge Oaks</b>	Street Lights (9) (HPSVL), LS-1D, 70 W	
<b>45. Northview</b>	Street Lights (10) LS1-D 70 W	Landscaping, etc
<b>46. Cameron Valley</b>	Street Lights (9) LS-1 70 Watt	Landscaping, etc
<b>47. Cameron Woods 8</b>	Street Lights (8) LS-1 70 Watt	
<b>48. Silver Springs</b>	No lights	Landscaping, etc
<b>50. Bar J 15A No 2</b>	No lights	Landscaping, etc

**DISTRICT BOUNDARIES AND SPECIFIC AREAS MAINTAINED**

A description of the boundaries, areas maintained and improvements are described in detail below for each district.

Airpark (LLAD #30)

BOUNDARIES: El Dorado County Map Book, 083, pages 14 through 24, pages 47, 48, and pages 51 through 54, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 112 LS 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 2, below:

**TABLE 2 – AIRPARK STREET LIGHTS**

114	124	134	144	154	164	174	184	194	204	214	224
115	125	135	145	155	165	175	185	195	205	215	225
116	126	136	146	156	166	176	186	196	206	216	
117	127	137	147	157	167	177	187	197	207	217	
118	128	138	148	158	168	178	188	198	208	218	
119	129	139	149	159	169	179	189	199	209	219	
120	130	140	150	160	170	180	190	200	210	220	
121	131	141	151	161	171	181	191	201	211	221	
122	132	142	152	162	172	182	192	202	212	222	
123	133	143	153	163	173	183	193	203	213	223	

Unit 6 (LLAD #31)

BOUNDARIES: El Dorado County Map Book, 083, pages 25 through 33, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 92 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 3, below:

TABLE 3 – UNIT 6 STREET LIGHTS

1	13	23	33	46	57	73	84	96	109
2	14	24	34	48	58	74	85	98	111
4	15	25	35	49	59	75	86	99	
5	16	26	36	50	60	76	87	101	
6	17	27	37	51	64	77	88	103	
7	18	28	38	52	67	78	89	104	
8	19	29	39	53	68	79	90	105	
10	20	30	40	54	69	80	93	106	
11	21	31	44	55	70	81	94	106	
12	22	32	45	56	71	83	95	107	

## Unit 7 (LLAD #32)

BOUNDARIES: El Dorado County Map Book, 083, pages 04 through 13, and pages 42 and 55, inclusive; Map Book 102, page 39; Map Book 116, page 01 parcel 1.

## Improvements:

## New:

- No Planned Projects.

## Existing:

- 72 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 4, below:

TABLE 4 – UNIT 7 STREET LIGHTS

226	233	240	247	255	263	270	277	285	292	299
227	234	241	249	256	264	271	278	286	293	300
228	235	242	250	257	265	272	279	287	294	
229	236	243	251	259	266	273	280	288	295	
230	237	244	252	260	267	274	281	289	296	
231	238	245	253	261	268	275	282	290	297	
232	239	246	254	262	269	276	284	291	298	

## Unit 8 (LLAD #33)

Boundaries: El Dorado County Map Book, 082, pages 52 through 60, page 62 through 64, pages 66 through 68, pages 70, 71, 73, 76, 77, 79, and 82 through 84, inclusive.

## Improvements:

## New:

- No Planned Projects.

## Existing:

- 70 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 5, below:

TABLE 5 – UNIT 8 STREET LIGHTS

305	315	322	333	340	347	355	364	372	380
306	316	326	334	341	348	356	365	373	381
308	317	327	335	342	349	357	366	374	382
311	318	328	336	343	350	359	367	375	383
312	319	330	337	344	351	360	369	376	525
313	320	331	338	345	352	362	370	377	527
314	321	332	339	346	353	363	371	379	528

## Viewpointe (LLAD #34)

BOUNDARIES: El Dorado County Map Book 116, pages 39, 40 and 42, inclusive.

## Improvements:

## New:

- No Planned Projects.

## Existing:

- 15 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 6, below:

TABLE 6 – VIEWPOINTE STREET LIGHTS

289	294	297	300	653
290	295	298	301	654
291	296	299	648	655

## Goldorado (LLAD #35)

BOUNDARIES: El Dorado County Map Book 083, pages 34, 45 and 50, 61 inclusive.

## Planned Projects for 2019-20

- Expected outreach for possible Rate Increase and other funding mechanisms to address assessment shortfalls that jeopardize the ability of the LLD’s to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 18 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 7, below:

**TABLE 7 – GOLDORADO STREET LIGHTS**

656	659	661	666	667	670	672	674	677
658	660	662	666	669	671	673	676	680

Unit 11 (LLAD #36)

BOUNDARIES: El Dorado County Map Book 116, pages 8 through 27, pages 41, 45 56, and 62, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 33 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 8, below:

**TABLE 8 – UNIT 11 STREET LIGHTS**

470	474	478	484	488	492	496	500	506
471	475	480	485	489	493	497	502	
472	476	482	486	490	494	498	503	
473	477	483	487	491	495	499	504	

Note: PG&E service number 1177, 1178, 1179, 1253, 1254, 12255, 1256 are lights within the common area of the HOA and are not maintained by the Unit 11 LLAD.

Unit 12 (LLAD #37)



BOUNDARIES: El Dorado County Map Book, 116, pages 28 through 37 and pages 44, 57 and 61, inclusive

Improvements:

New:

- No Planned Projects.

Existing:

- 74 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 9, below:

**TABLE 9 – UNIT 12 STREET LIGHTS**

533	540	554	561	568	575	582	589	596	604	611
534	541	555	562	569	576	583	590	597	605	612
535	542	556	563	570	577	584	591	599	606	613
536	548	557	564	571	578	585	592	600	607	656
537	549	558	565	572	579	586	593	601	608	
538	552	559	566	573	580	587	594	602	609	
539	553	560	567	574	581	588	595	603	610	

Cameron Woods 1-4 (LLAD #38)

Boundaries: El Dorado County Map Book, 083, pages 46 and 49, and Map Book, 070, pages 37, 42, and 46, and 070-011-33, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 42 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 10, below:

**TABLE 10 – CAMERON WOODS 1-4 STREET LIGHTS**

530	534	538	542	721	725	1172	1297	1301	1305	1359
531	535	539	543	722	1169	1173	1298	1302	1306	1360
532	536	540	544	723	1170	1174	1299	1303	1307	
533	537	541	720	724	1171	1175	1300	1304	1358	

Bar J 15A Country Club (LLAD #39)

Note: Bar J15-A Landscaping and Lighting District has a deficit. Bar J15-A No. 2 was formed to cover costs and services that would otherwise be reduced or eliminated. During fiscal year 2014-15, a major fencing project was completed in Bar J-15A and Bar J15-A No 2 – the funding for this project came from non\_assessment revenue and contributed to the general fund offset.

BOUNDARIES: El Dorado County Map Book, 119, pages 05 through 07, 13 through 18, and 20 through 26, inclusive. (Formally Map Book, 108, pages 08 through 10, 16 through 21, 29 through 32, and 35 through 37, inclusive.)

Improvements:

New:

- No Planned Projects.

Existing:

- 103 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 11, below:

**TABLE 11 – BAR J 15A COUNTRY CLUB STREET LIGHTS**

684	693	702	711	728	737	746	755	790	799	808	817
685	694	703	712	729	738	747	756	791	800	809	818
686	695	704	713	730	739	748	783	792	801	810	819
687	696	705	714	731	740	749	784	793	802	811	820
688	697	706	715	732	741	750	785	794	803	812	
689	698	707	716	733	742	751	786	795	804	813	
690	699	708	718	734	743	752	787	796	805	814	
691	700	709	726	735	744	753	788	797	806	815	
692	701	710	727	736	745	754	789	798	807	816	

- Irrigated landscape area of 56,378 s.f., 6,746 linear feet of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 104 trees
- 16,740 s.f. of walk area (asphalt)

Bar J 15B Merrychase (LLAD #40)

BOUNDARIES: El Dorado County Map Book 119, pages 27 and 28 inclusive, and 119-190-12. (Formally Map Book, 108, pages 40 and 41, inclusive. Except 108-404-1.)

The improvements to be maintained include landscaping within the landscape corridors on the South side of Country Club Drive between Trinidad Drive and Merrychase Drive, the West side of Merrychase Drive between Country Club Drive and Lot B; both sides of Casa Largo Way; and the South side of Trinidad Drive between Country Club Drive and Lot B.

Planned Projects for 2019-20

- No planned projects

Improvements:

New:

- No Planned Projects.

Existing:

- 8 LS-1E HPS 70-watt street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 12, below:

**TABLE 12 – BAR J 15B MERRYCHASE STREET LIGHTS**

1083	1084	1085	1086	1087	1088	1089	1090
------	------	------	------	------	------	------	------

- Irrigated landscape area of 45,928 s.f., 6,746 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 133 trees
- 1,135 l.f. of concrete masonry wall with 16 plaster pilasters
- 16,920 s.f. of walk area (concrete)

The improvements to be serviced include 8 existing street lights, with a cost of \$13.94 per light, per month. Schedule LS-1E HPS 70 W, PG&E owned Street and Highway Lighting. Maintenance to be performed by PG&E; energy costs to be paid by the district. Energy costs also include the irrigation controller service.

Energy costs for 8 LS-1E-HPS 70 W, located at the following streets or intersections.

Trinidad Drive	3 each
Gailey Circle	3 each
Gailey Court	1 each
Casa Largo Way and Merrychase Drive	1 each

Creekside (LLAD #41)

BOUNDARIES: El Dorado County Map Book, 116, pages 53 and 55, inclusive.

Planned Projects for 2019-20

- Expected outreach for possible Rate Increase and other funding mechanisms to address assessment shortfalls that jeopardize the ability of the LLD’s to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 12 (HPSVL), LS-1D, 70 W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 13, below:

**TABLE 13 – CREEKSIDE STREET LIGHTS**

758	759	760	761	762	763	764	765	1120	1121	1122	1123
-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------

Eastwood (LLAD #42 – Park and Landscape Corridor)

BOUNDARIES: El Dorado County Map Book, 70, pages 32 through 36, 38 and 41, inclusive.

The improvements to be maintained include two elements:

The established park, identified as Lot A, formed by the boundaries of Culver Lane, Veld Way, and Canoga Lane within the Eastwood Park Development Area.

The landscape corridor on the north side of Meder road between Lots 137 and 148 and on the south side of Meder Road between Lots 3 and 17 (refer to pages 6 and 7), as well as the setback landscape areas adjacent to Lots 6 and 7 at Veld Way.

Improvements:

New:

- Eastwood LLAD will continue to set aside \$10,000 annually for replacement costs for both the sound wall and iron fences.

Existing:

- Tree wells
- Irrigation upgrade (spray irrigation/drip irrigation systems)
- Shrubs
- Bark landscape to Meder Rd.
- 8 (HPSVL), LS-1D, 70 W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 14, below:

**TABLE 14 – EASTWOOD STREET LIGHTS**

1140	1142	1143	1146	1147	1182	1183	1257
------	------	------	------	------	------	------	------

- Irrigated landscape area of 122,330 s.f., 10,804 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)

- 1,970 l.f. of concrete masonry wall with 8 brick pilasters
- Four picnic tables, trash receptacles, dog waste stations, dog waste pick-up signs and drinking fountain
- 47 existing trees and 428 miscellaneous shrubs
- Irrigation controllers: 3 each
- Energy costs for 9 LS1-D 70W and 1 spot light

#### David West Park (LLAD #43)

Note: In 2011 the Cameron Park CSD conducted several outreach meetings and a balloting. The Community was not supportive of the proposed measure. Cameron Park CSD will determine the next steps.

BOUNDARIES: El Dorado County Map Book, 119, pages 29 and 30 inclusive (formally Map Book 108, pages 44 and 45, inclusive.)

The improvements to be maintained include the landscaping within the landscape corridor on the north side of Crazy Horse Road between Lot B to the east and Lots D and 8 to the west (refer to book: 108 page 44). The park, Lot C, generally formed by the boundaries of Highway 50 and Crazy Horse Road, and Lots B, D & 8 in the Cambridge Oaks Development Area. This is a multi-use facility adaptable to baseball, soccer, or general recreation purposes.

#### Improvements:

##### New:

- No Planned Projects.

##### Existing:

- Irrigated landscape area of 98,400 s.f., 5,960 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 66 trees, plants, shrubs, ground cover
- 2,760 s.f. of concrete walkways, 1,200 l.f. of wood header, 125 l.f. of temporary (retractable) fencing, and 1,560 l.f. of permanent chain-link fence
- Three-foot monument dedicating park to David West
- ADA accessibility
- 2,400 sq. foot asphalt parking lot (space for approx. 15 cars)
- Two picnic tables and free-standing water fountains
- Full, chain-link backstop, two sets of bleachers, snack shack/scorers building

#### Cambridge Oaks (LLAD #44)

BOUNDARIES: El Dorado County Map Book, 119, pages 29 and 30 inclusive (formally Map Book 108, pages 44 and 45, inclusive.)

Planned Projects for 2019-20

- No planned projects

Improvements:

New:

- No Planned Projects.

Existing:

- 9 (HPSVL), LS-1D, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 15, below:

**TABLE 15 – CAMBRIDGE OAKS STREET LIGHTS**

C1023	C1024	C1025	C1026	C1027	C1028	C1033	C1034	C1035
-------	-------	-------	-------	-------	-------	-------	-------	-------

Northview (LLAD #45)

BOUNDARIES: El Dorado County Map Book, 083, page 57 and 58, inclusive.

The improvements to be maintained include the landscaping within the landscape improvements along the northerly side of Meder Road and the west side of Auburn Hills Drive adjacent to the Northview (Cameron Ridge) development. This includes such items as plant material, irrigation, and masonry walls with pilasters and entry signage. Also included are landscape improvements in the open space area between Ashland Drive and the northerly boundary of the development. The improvements, which are further described in Part A of the report, are being furnished and installed by and at the developer’s expense with the exception of planned park improvements and the sidewalk running along the west side of Auburn Hills Drive between lots 1 and 51, also described in Part A of this report. These park improvements and the sidewalk are being installed by the CPCSD at the expense of Assessment District No. 45 through the establishment of a capital fund. Maintenance of all the described facilities, including a replacement fund, is being funded by the assessment district.

Improvements:

New:

- No Planned Projects.

Existing:

- ADA compliant pathway
- Park entrance signage at Auburn Hills

- Security lighting
- Signage throughout park
- 10 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 16, below:

**TABLE 16 – NORTHVIEW STREET LIGHTS**

1258	1259	1260	1261	1262	1271	1272	1273	1274	1275
------	------	------	------	------	------	------	------	------	------

- Irrigated landscape area of 14,080 s.f., 7,755 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 72 trees and 465 shrubs
- Playground structure, drinking fountain, picnic table, shaded structure, playground fiber and trash receptacle
- 5,640 s.f. of concrete walkways and one wooden gate
- 1,227 l.f. of masonry wall with 16 brick pilasters
- 472 l.f. of concrete header (mowstrip)
- Energy costs for 10 LS1-D 70W and 1 spot light

Cameron Valley Estates (LLAD #46)

BOUNDARIES: El Dorado County Map Book, 070, page 39, 44 and 45, inclusive.

The improvements to be maintained include the landscaping within the landscape improvements along the east and west side of Carousel Lane between Meder Road and Braemer Drive and the northerly side of Drummond Way and Auburn Hills Drive. This includes such items as plant material, irrigation, and masonry walls with pilasters and entry signage. Also included are the four corners around the detention pond between Sinclair and Connery Drive. The improvements, which are further described in Part A of the report, are being furnished and installed by and at the developer's expense. Maintenance of all the described facilities is being funded by the assessment district.

Improvements:

New:

- No Planned Projects.

Existing:

- 9 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 17, below:

**TABLE 17 – CAMERON VALLEY ESTATES STREET LIGHTS**

1341	1342	1343	1344	1346	1347	1347	1348	1349
------	------	------	------	------	------	------	------	------

- Irrigated landscape area of 45,840 s.f., 9,870 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 233 trees and 1,755 shrubs
- 11,580 s.f. of concrete walkways
- 2,910 l.f. of redwood fencing, and
- 1,640 l.f. of concrete header (mow strip)
- 28,000 s.f. of bard
- Energy costs for 9 LS1-D 70W and 1 spot light

Cameron Woods 8 (LLAD #47)

BOUNDARIES: Assessor Parcel Numbers: 070-470-01 through 34 and 070-480-01 through 25.

Planned Projects for 2019-20

- No planned projects

Improvements:

New:

- No Planned Projects.

Existing:

- 8 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 18, below:

**TABLE 18 – CAMERON WOODS 8**

1392	1393	1394	1395	1396	1397	1398	1399
------	------	------	------	------	------	------	------

Silver Springs (LLAD #48)

BOUNDARIES: Assessor Parcel Numbers: 115-370-01 through 03 and 115-370-07 and 115-370-11 and 115-430-01 through 53.

Improvements:

New:

- None.

Existing:



- None

No charges for Silver Springs LLAD shall be levied until the improvements have commenced.

Bar J15-A No. 2 (LLAD #50)

Note: Bar J15-A No. 2 Landscaping and Lighting District was formed to cover costs and services that would otherwise have been reduced or eliminated.

BOUNDARIES: El Dorado County Map Book, 119, pages 05 through 07, 13 through 18, and 20 through 26, inclusive.

Improvements:

New:

- None.

Existing:

- Irrigated landscape area of 56,378 s.f., 6,746 linear feet of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 104 trees
- 16,740 s.f. of walk area (asphalt)

## Levy Summary by District

TABLE 19 – FY 2019-20 ASSESSMENT REVENUES

DISTRICT LEVY SUMMARY								
District Designation	District Name	FY 2019-20 Total			Levy Per Unit			
		Assessment Levy	Assessable Parcels	Lights	Rate	Method	Eligible for Increase	
		30	Airpark	\$19,305	321	112	\$60.14	Per Parcel
31	Unit 6	\$16,568	304	92	\$54.50	Per Parcel	No	
32	Unit 7	\$12,554	347	67	\$36.18	Per Parcel	No	
33	Unit 9	\$15,494	428	81	\$36.20	Per Parcel	No	
34	Viewpoint	\$6,218	138	15	\$45.06	Per Parcel	No	
35	Goldorado	\$2,935	32	19	*	varies by size	No	
36	Unit 11	\$6,883	307	31	\$22.42	Per Parcel	No	
37	Unit 12	\$12,340	331	74	\$37.28	Per Parcel	No	
38	Cameron Woods 1-5	\$7,790	164	50	\$47.50	Per Parcel	No	
39	Bar J 15A	\$24,265	503	105	\$48.24	Per Parcel	No	
40	Bar J 15B Merrychase	\$10,652	43	11	\$190.04	+lots A & B	No	
41	Creekside	\$2,449	79	12	\$31.00	Per Parcel	No	
42	Eastwood	\$40,908	183	10	\$223.54	Per Parcel	No	
43	David West	\$18,150	110	0	\$165.00	Per Parcel	Up to 5%/yr to cap of \$165	
44	Cambridge	\$1,637	110	9	\$14.88	Per Parcel	No	
45	Northview	\$29,808	92	11	\$324.00	Per Parcel	No	
46	Cameron Valley	\$12,782	120	6	\$106.52	Per Parcel	No	
47	Cameron Woods 8	\$5,999	53	8	\$113.18	Per Parcel	Up to 3%/yr	
48	Silver Springs	\$0	58	0	\$0.00	Per Parcel	Up to 4%/yr	
50	Bar J 15A No. 2	\$22,967	503	0	\$45.66	Per Parcel	Up to 3%/yr	
<b>Total:</b>		\$269,703						

## Note:

LLAD 43, David West has reached the cap set in the original formation documents; the assessment rate for FY 2019-20 will be \$165.00.

LLAD 30, Airpark will be levied at \$60.14 for fiscal year 2019-20 which is below the Maximum Authorized Rate of \$63.02.

## METHOD OF APPORTIONMENT

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### METHOD OF APPORTIONMENT

The method used for apportioning the assessment in those three assessment districts subject to the requirements of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 A No. 2) is based upon the relative special benefits to be derived by the properties in the Assessment Districts over and above general benefits conferred on real property or to the public at large. The assessment is apportioned to lots and parcels in proportion to the relative special benefit from the improvements. Special benefit is calculated for each parcel in each such Assessment District using the following process:

1. Identification of all benefit factors from the Improvements and Maintenance;
2. Calculation of the proportion of these benefits that are special and general and quantification of the general benefits;
3. Determination of the relative special benefit per property type;
4. Calculation of the specific assessment for each individual parcel based upon special versus general benefit, property type, and property characteristics.

The assessments levied in all of the other assessment districts are exempt from the substantive and procedural requirements of Proposition 218 (see Exemptions from Proposition 218 at pages 2 through 4 above). The substantive requirements with respect to which such assessment districts are exempt include the following: (1) differentiation between “special benefit” and “general benefit” conferred on properties from the improvements or services funded with assessment proceeds; (2) limitation of the value of the assessment on each parcel by the reasonable cost of the proportional special benefit” conferred on that parcel by the improvements and services funded with the assessments, and (3) allocation of assessments per parcel dependent upon proportional special benefit measured as a proportion of the entirety of the costs of constructing and/or maintaining improvements.

The assessments levied in these assessment districts exempt from the requirements of Proposition 218 are based on an analysis of special benefit as required by the Landscaping and Lighting Act of 1972, which benefit categories are described below.

This section of the Engineer’s report includes: (1) a discussion of the special benefits to be provided by the proposed improvements and maintenance services and the method of apportionment of assessments within those assessment districts exempt from Proposition 218; and (2) a discussion of the special benefits and general benefits to be provided by the proposed improvements and maintenance services and the method of apportionment of assessments within those three assessment districts subject to the requirements of Proposition 218.

### SPECIAL BENEFITS

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. With reference

to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must reasonably exceed the cost of the assessment:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

The following benefit categories summarize the types of special benefit to residential, commercial, industrial and other lots and parcels resulting from the installation, maintenance and servicing of the Improvements to be provided with the assessment proceeds. These categories of special benefit are derived from the case law specified above and from statutes passed by the California Legislature and other studies which describe the types of special benefit received by property from street lighting and park and recreational improvement and maintenance such as those proposed to be funded in each Assessment District. These types of special benefits are summarized below.

1. Proximity to improved public landscaping, lighting, parks and other permanent park and recreational facilities.
2. Illumination of properties and illumination of walkways, roads and other means of access to properties.
3. Increased safety of property due to improved lighting and illumination.
4. Access to improved parks and landscaped areas within the Assessment Districts.
5. Improved Views.
6. Extension of a property's outdoor areas and green spaces for properties within close proximity to park improvements.

#### **BENEFIT FACTORS**

The special benefits from the Improvements are further detailed below:

##### **PROXIMITY TO IMPROVED PUBLIC LANDSCAPING, LIGHTING, PARKS AND OTHER PERMANENT PARK AND RECREATIONAL FACILITIES**

Only the specific properties within close proximity to the Improvements are included in each Assessment District. Therefore, property in the Assessment Districts enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Assessment Districts do not share.

The Board has determined that the location, nature and function of the proposed street lighting and park and recreational projects within each Assessment District combine to

provide substantially equal benefit to all parcels of real property within each particular land use category within each Assessment District, regardless of the location of that property within the boundaries of each Assessment District.

The reasons for this determination are as follows:

1. With respect to park and recreational improvements, each of those Assessment Districts which use assessment proceeds to fund park and recreational improvements are small with a maximum distance of a parcel of real property to neighborhood park and recreational facility of less than 1/3 mile. Since all parcels of real property within each Assessment District are located within an average radius of less than 453 feet from available park and recreational improvements constructed and maintained with assessment proceeds, the Board has found it reasonable to assess all such parcels within each Assessment District equally for those Assessment Districts which provide park and recreational improvements and maintenance.

#### **ILLUMINATION OF PROPERTIES AND ILLUMINATION OF WALKWAYS, ROADS AND OTHER MEANS OF ACCESS TO PROPERTIES**

The assessments in many of the Assessment Districts fund lighting that directly illuminates properties in the Districts, and the means of access to properties, such as walkways and roads. This is a clear and direct advantage to property in the Districts that the public at large and other properties do not receive. For each Assessment District which provides street light improvements and maintenance, each parcel of real property within such Assessment District is located within the boundaries of illumination areas provided by such street light facilities and therefore enjoy special benefit from those facilities not enjoyed by other parcels located outside each such Assessment District.

#### **INCREASED SAFETY OF PROPERTY DUE TO IMPROVED LIGHTING AND ILLUMINATION**

Well lighted properties, walkways and roads are safer, so for those Assessment Districts which provide funding for street light improvements and maintenance, the lighting funded by the Assessments also clearly improves the safety of property in the Districts. This is another direct advantage to property within each Assessment District which benefit is not enjoyed by any parcels of real property located outside of each such neighborhood Assessment District which provide street lighting.

#### **ACCESS TO IMPROVED PARKS AND LANDSCAPED AREAS WITHIN THE DISTRICTS**

Since the parcels in each Assessment District are the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved landscaping areas that are provided by the Assessments. This is a direct advantage and special benefit to property in those Assessment Districts with landscaping.

#### **IMPROVED VIEWS**

The maintenance of park and recreational landscaped areas in those Assessment Districts providing park and recreational improvements and maintenance provides improved views to those neighborhood properties located within each such Assessment District. The

properties in each such Assessment District enjoy close and unique proximity access and views of the Improvements; therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in that Assessment District.

#### **EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS**

The public parks and landscaped areas within certain specified Assessment Districts provide additional outdoor areas that serve as an effective extension of the land area for those parcels of property located within that particular Assessment District. The park improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

#### **GENERAL VERSUS SPECIAL BENEFIT**

Article XIII C (Proposition 218) of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” This analysis applies to two of the three assessment districts formed after the adoption of Proposition 218 and subject to its requirements (Cameron Woods 8, Bar J 15 A No. 2; Silver Springs is undeveloped property and no assessments are currently being assessed or collected) The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	<b>=</b>	<b>General Benefit</b>	<b>+</b>	<b>Special Benefit</b>
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. The SVTA decision provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	=	<b>Benefit to Real Property Outside the Assessment District</b>	+	<b>Benefit to Real Property Inside the Assessment District that is Indirect and Derivative</b>	+	<b>Benefit to the Public at Large</b>
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district.” The SVTA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Assessment District have close and unique proximity to street lighting, views and access to the park and recreational Improvements that other properties and the public at large do not receive. Therefore, the majority of the benefits conferred to property in each of these Assessment Districts is special, and only minimally received by property outside the Assessment District or by the public at large.

In the 2009 *Dahms* case, the Court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district and not to parcels located outside the Assessment District. It is also important to note that the improvements and services funded by the assessments in this case are similar to the improvements and services funded by the Assessments described in this Engineer’s Report. The Court found these improvements and services to be 100% special benefit. Also similar to the assessments in this case, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, *Dahms* establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

#### **CALCULATING GENERAL BENEFIT**

In this section, the general benefit in the Cameron Woods 8 and Bar J 15 A No. 2 Assessment Districts subject to this requirement of Proposition 218 is conservatively quantified.

##### **GENERAL BENEFIT TO PROPERTY OUTSIDE THE ASSESSMENT DISTRICT**

Properties within the Cameron Woods 8 and Bar J 15 A No. 2 Assessment Districts receive almost all of the special benefits from the Improvements because properties in each Assessment District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of each such Assessment District, may receive some benefit from the Improvements. Since this benefit is conferred upon properties outside the Assessment District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside of the Bar J 15 A No. 2 Assessment District, which provides park and recreation facilities and maintenance, and within the proximity radii for neighborhood parks



in this Assessment District may receive some benefits from the park and recreational Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is a form of general benefit to the public at large and other property. A 5% reduction factor is applied to these properties in this Assessment District.

The properties outside of the Cameron Woods 8 Assessment District, which provides street lighting improvements and maintenance only, likely do not receive any benefits from the illumination provided by those street lighting improvements. However, guests and visitors to residents and owners of parcels within this Assessment Districts may derive some general benefit from the security provided by such illumination when visiting owners of property within this Assessment District or when traveling on streets located in this Assessment Districts during non-daylight hours. Since the properties owned by such visitors and guests are not assessed for the street lighting benefits because they are outside the area that can be assessed within this Assessment District, this is also a form of general benefit to the public at large and other property which cannot be assessed. A 5% reduction factor is applied to these properties in this Assessment District as such a benefit constitutes general benefit under the case law and legislation discussed above.

#### **GENERAL BENEFIT TO PROPERTY WITHIN THE ASSESSMENT DISTRICT**

The “indirect and derivative” benefit to property within the Cameron Woods 8 and Bar J 15 a No.2 Assessment Districts is particularly difficult to calculate. A solid argument can be presented that all benefit within each such Assessment District is special, because the Improvements are clearly “over and above” and “particular and distinct” when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in each such Assessment District. All of the parcels in each of these assessment districts are either used for residential purposes, or are vacant but zoned residential. All such parcels are subject to assessment.

Nevertheless, the SVTA decision indicates there may be general benefit “conferred on real property located in the district.” A measure of the general benefits to property within the Assessment area is the percentage of land area within each Assessment District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties, while physically within these Assessment Districts, are used for regional purposes and could receive some indirect benefit from the improvements and/or maintenance funded with assessment proceeds, or provide indirect benefits to the public at large. A negligible amount of the land area (~0%) in these Assessment Districts is used for such regional purposes, so this is a measure of the general benefits to property within these Assessment Districts.

#### **GENERAL BENEFIT TO THE PUBLIC AT LARGE**

In *Beutz*, the Court opined that general benefits from parks and recreation facilities could be quantified by measuring the use of parks and recreation facilities by people who do not live within the assessment boundaries. In the *Golden Hills* case, the Court opined that general benefits from street lighting facilities could be quantified by measuring the number of vehicle trips within areas served by street lights by people who do not live within Assessment District



boundaries. This Report uses this general benefit measure as the third component of our overall general benefit quantification. Therefore, the general benefit to the public at large from park and recreational improvements provided in Bar J 15 A No. 2 Assessment District can be estimated by the proportionate amount of time that the neighborhood park and recreational facilities located within this Assessment District are used and enjoyed by individuals who are not residents, employees, customers or property owners within this Assessment District. Likewise, the general benefit to the public at large from street lighting facilities and improvements afforded by the Cameron Woods 8 Assessment District can be estimated by the proportionate usage of streets afforded with street lighting facilities by individuals who are visitors and guests of property owners and not residents, customers or property owners within that particular Assessment District. Based upon significant research conducted by SCI, the general benefit from street lighting is estimated to be 5% or less.

SCI has conducted numerous surveys of similar park and recreation facilities in the Sacramento area and other areas in California and has determined that use by the public at large for facilities similar to those located in the Bar J 15 A No. 2 Assessment District is nearly always less than 15%. Therefore, the CPCSD estimates that visitors to neighborhood parks in this Assessment District which provides park and recreational improvements amounts to general benefits to the public at large equal to the amount of 15%.

#### **TOTAL GENERAL BENEFITS**

Using a sum of these three measures of general benefit, we find that approximately 20% (5%+0%+15%) of the benefits for the Bar J 15 A No. 2 Assessment District which funds park improvements and maintenance, and approximately 10% (5%+0%+5%) of the benefits for the Cameron Woods 8 Assessment District which funds street lighting improvements and maintenance may be general in nature and should be funded by sources other than the assessment.

#### **General Benefit Calculation – Districts with Parks (Bar J 15 A No. 2)**

<b>5%</b>	<b>(Outside the Assessment District)</b>
<b>+ 0%</b>	<b>(Property within the Assessment District)</b>
<b>+15%</b>	<b>(Public at Large)</b>
<b>= 20%</b>	<b>(Total General Benefit)</b>

**General Benefit Calculation – Districts with Streetlights  
(Cameron Woods 8 Assessment District)**

**5% (Outside the Assessment District)**  
**+ 0% (Property within the Assessment District)**  
**+5% (Public at Large)**  
**= 10% (Total General Benefit)**

**NON-ASSESSMENT REVENUE FUNDS GENERAL BENEFITS**

This analysis finds that 20% of the total benefit conferred by the park improvements and maintenance funded within the Bar J 15 A No. 2 Assessment District, and 10% of the total benefit conferred by the street lighting improvements and maintenance funded in the Cameron Woods 8 Assessment District may constitute general benefit.

The total budget for installation, maintenance and servicing of the Improvements in each of these Assessment Districts is included in Table 24. The budgets for each of these two Assessment Districts do not reflect the significant non-assessment revenues contributed by the Cameron Park Community Services District General Fund which pay the following costs: (1) all administration costs; (2) all legal costs; (3) all other overhead costs calculated as 30% of total costs incurred in each such assessment District per regulations of the Uniform Public Construction Cost Accounting Commission; (4) additional capital improvement costs such as the cost of the major fencing project in Bar J 15 A No. 2 in fiscal year 2014-15.

This funding from non-assessment sources more than compensates for general benefits, if any, received by the properties within these two assessment districts, because the proportion of general fund contributions to expenses in each such assessment district exceeds the proportion of total benefit in each such assessment District determined to be general benefit.

The park and recreational improvements in the Bar J 15 A No. 2 assessment district and street lighting improvements in the Cameron Woods 8 assessment district were constructed by the original property owners and developers of the homes in each such assessment district as a condition of development. The value of such construction costs can be quantified and monetized. Since the construction of the park improvements and street lighting improvements in these 2 assessment districts was performed by the developers and paid for with non-assessment funds, the total amount of construction costs for such improvements in each such assessment district can be amortized over the life of each of these assessment districts and used to offset the proportion of general benefit resulting from improvements and maintenance services in each of these 2 assessment districts. The annual amount of such offset is conservatively estimated at 25% of the total annual assessment amount in each of these 2 assessment districts.

**METHOD OF ASSESSMENT**

The second step in apportioning assessments for all assessment districts, both those subject to and exempt from the requirements of Proposition 218, is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

**ASSESSMENT APPORTIONMENT**

The assessments for these Assessment Districts provide direct and special benefit to properties in the districts. All of these assessment districts are residential single family development projects. As such, each residential property receives similar benefit from the improvements. Therefore, the Engineer has determined that the appropriate method of apportionment of the benefits derived by all parcels is on a dwelling unit basis. All improved properties or properties proposed for development are assigned an SFE factor equal to the number of dwelling units developed or planned for the property. The assessments are listed on the Assessment Roll.

**GOLDORADO AND BAR J 15B MERRYCHASE NON-RESIDENTIAL PARCELS**

Tables 20 and 21 below include specific SFE units for the non-residential parcels within Goldorado and Bar J15B Merrychase.

TABLE 20 – GOLDORADO ASSESSMENT METHODOLOGY

35. Goldorado Assessment Methodology		
Size	Parcel	Assessment Per Parcel
0.42	83-340-01-1	\$21.28
0.49	83-340-07-1	\$24.84
0.68	83-340-14-1	\$34.48
2.47	83-451-01-1	\$125.22
0.47	83-453-09-1	\$23.82
0.48	83-453-10-1	\$24.34
0.55	83-453-11-1	\$27.88
0.52	83-453-12-1	\$26.36
0.49	83-453-13-1	\$24.84
0.57	83-453-14-1	\$28.90
1.77	83-453-18-1	\$89.74
2.34	83-453-21-1	\$118.64
0.43	83-453-22-1	\$21.80
16.13	83-454-03-1	\$817.78
1.83	83-455-01-1	\$92.78
4.22	86-456-01-1	\$213.94
4.67	83-456-02-1	\$236.76
4.14	83-456-10-1	\$209.90
3.05	83-456-11-1	\$154.64
1.2	83-456-12-1	\$60.84
0.61	83-456-13-1	\$30.92
0.58	83-456-14-1	\$29.40
0.48	83-456-15-1	\$24.34
1.49	83-456-17-1	\$75.54
0.91	83-456-18-1	\$46.14
1.58	83-456-19-1	\$80.10
4.34	83-500-01-1	\$220.04
0.24	83-610-01-1	\$12.16
0.15	83-610-02-1	\$7.60
0.2	83-610-03-1	\$10.14
0.2	83-610-04-1	\$10.14
0.2	83-610-05-1	\$10.14

TABLE 21 – BAR J 15B MERRYCHASE

Total assessment = \$10,651.56		
Residential Lots:	\$7,791.64	41 = \$190.03 per parcel
Lot A:	\$2,369.65	1 = \$2369.65 per parcel
Lot B:	\$490.27	1 = \$490.27 per parcel

**FY 2019-20 BUDGET AND LEVY SUMMARY**

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The table on the following page summarizes the 2019-20 District levy by individual District.

Dedicated funds include funds dedicated to new capital improvements as well as reserve funds. Generally speaking, reserves are kept to less than or equal to revenue for one annual assessment.

TABLE 22 – FISCAL YEAR 2019-20 BUDGET

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
<b>EXPENDITURES</b>																					
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
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
Retire Benefits										\$119	\$425		\$233	\$233		\$233	\$233				\$114
Vision Benefits										\$18	\$22		\$34	\$34		\$34	\$22				\$17
Other (worker's comp)										\$365	\$523		\$715	\$715		\$715	\$715				\$350
Total Salaries and Benefits	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$1,011	\$12,127	\$9,762	\$1,011	\$24,284	\$16,927	\$1,011	\$16,707	\$9,603	\$1,011	\$0	\$12,127	\$113,669
Agriculture																					\$0
Contractual Services - Temp Help										\$2,250											\$2,250
Legal Services																					\$0
Equipment/Maintenance										\$750			\$2,250	\$1,450		\$2,000	\$600				\$750
Professional Services													\$10,500	\$4,000		\$5,500	\$1,000				\$7,800
Material/Supplies										\$100	\$200		\$200	\$1,450		\$200	\$200				\$100
Staff Development										\$100	\$200		\$200	\$200		\$200	\$200				\$100
Telephone										\$50	\$150		\$400	\$200		\$150	\$100				\$50
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	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$19,000
Electricity	\$0	\$0	\$0	\$0	\$0	\$2,755	\$5,152	\$0	\$7,250	\$4,325	\$1,300	\$1,740	\$3,441	\$1,100	\$1,305	\$500	\$1,325	\$1,160			\$4,325
Water	\$18,454	15127	\$11,077	\$14,113	\$4,322			\$10,729	\$4,500	\$1,250			\$3,531	\$3,500		\$2,200	\$1,500				\$4,500
Capital Improvement Fund <sup>1</sup>										\$0	\$0		\$0	\$0		\$0	\$0				\$0
<b>Subtotal</b>	<b>\$20,465</b>	<b>\$17,138</b>	<b>\$13,088</b>	<b>\$16,124</b>	<b>\$6,333</b>	<b>\$4,766</b>	<b>\$7,163</b>	<b>\$12,740</b>	<b>\$9,261</b>	<b>\$25,202</b>	<b>\$13,862</b>	<b>\$3,751</b>	<b>\$45,806</b>	<b>\$29,827</b>	<b>\$3,316</b>	<b>\$28,457</b>	<b>\$15,528</b>	<b>\$3,171</b>	<b>\$0</b>	<b>\$25,202</b>	<b>\$301,200</b>
<b>RESERVE FUNDING PLAN</b>																					
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
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>																					
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	\$10,996.56	\$2,505	\$46,608	\$24,580	\$1,752	\$31,188	\$13,512	\$5,999	\$0	\$23,334	\$289,302
Facility Use Revenue														\$5,700							
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	43	79	183	110	110	92	120	53	58	503	4,226
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										

NOTE: CAMERON PARK CSD WILL CONTINUE TO REVIEW LEVELS OF SERVICE FOR VIEW POINT, GOLDORADO, BAR J15 B, DAVID WEST AND NORTHVIEW TO DETERMINE WHETHER LEVELS OF SERVICE SHOULD BE REDUCED OR POSSIBLE FUTURE FUNDING MECHANISMS CAN BE PUT IN PLACE TO HELP WITH INCREASING COSTS.

**ASSESSMENT**

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WHEREAS, on March 20, 2019 the Board of Directors of the Cameron Park Community Services Landscape and Lighting Assessment District adopted Resolution No. 2019-05 designating Engineer of Work, and Directing Preparation of the Engineer's Report for the Continuation of the Landscaping and Lighting Assessment Districts for the Cameron Park Community Services District, FY 2019-20;

WHEREAS, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for each of the Assessment Districts and an assessment of the estimated costs of the improvements upon all assessable parcels within each of the Assessment Districts, to which Resolution and the description of said proposed improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of the Cameron Park Community Services District, hereby make the following assessment to cover the portion of the estimated cost of said improvements, and the costs and expenses incidental thereto to be paid by the assessment district.

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of each said Landscape and Lighting Assessment District. The distinctive number of each parcel or lot of land in the said Assessment Districts is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment Districts, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The Cameron Woods 8, Silver Springs and Bar J-15A No. 2 assessments are subject to an annual increase tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual increase not to exceed 3% for Cameron Woods 8 and Bar J-15A No. 2 and Silver Springs with a maximum adjustment not to exceed 4%.

Any change in the CPI in excess of the maximum annual increase shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3% for Cameron Woods 8 and Bar J-15A No. 2 and is less than 4% for Silver Springs.

The change in the CPI from December 2017 to December 2018 was 4.49% and the Unused CPI carried forward from the previous fiscal year is 0.64%. Therefore, the maximum authorized assessment rate for fiscal year 2019-20 is increased by 3.00% which equates to

\$127.38 per single family equivalent benefit unit for Cameron Woods 8 and \$53.70 per single family equivalent benefit unit for Bar J-15A No. 2. The estimate of cost and budget in this Report proposes assessments for fiscal year 2019-20 at the rate of \$113.18 for Cameron Woods 8, and \$45.66 for Bar J-15A No. 2, which are less than the maximum authorized assessment rate.

The Unused CPI carried forward from the previous fiscal year is 0.0% for Silver Springs, therefore, the maximum authorized assessment rate for fiscal year 2019-20 is increased by 4.00% which equates to \$650.28 per single family equivalent benefit unit. The estimate of cost and budget in this Report proposes assessments for fiscal year 2019-20 at the rate of \$0, which is less than the maximum authorized assessment rate.

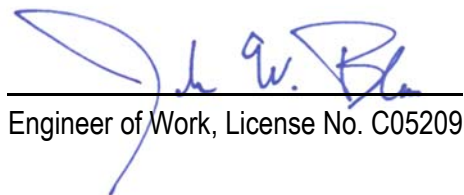
The assessment is made upon the parcels or lots of land within the Assessment Districts in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of El Dorado for the fiscal year 2019-20. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2019-20 for each parcel or lot of land within each of the said Assessment District.

Dated: June 12, 2019

Engineer of Work



Engineer of Work, License No. C052091





# Attachment 11A

FILED IN THE OFFICE OF THE DISTRICT CLERK  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT,  
COUNTY OF EL DORADO, CALIFORNIA, THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
DISTRICT CLERK

RECORDED IN THE OFFICE OF THE DISTRICT CLERK  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT,  
COUNTY OF EL DORADO, CALIFORNIA, THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
DISTRICT CLERK

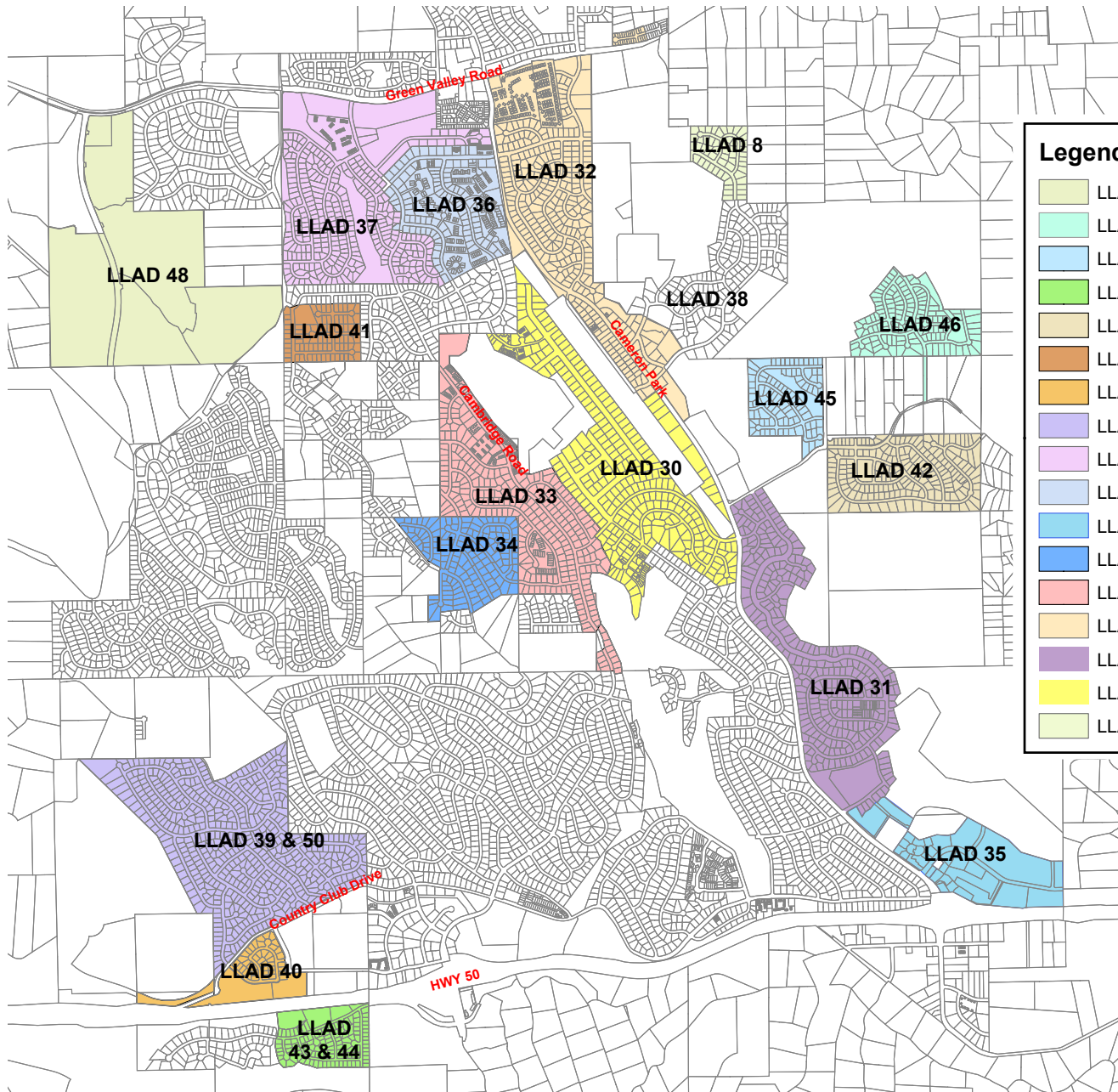
AN ASSESSMENT WAS CONFIRMED AND LEVIED  
BY THE DISTRICT BOARD OF THE CAMERON PARK  
COMMUNITY SERVICES DISTRICT ON THE LOTS,  
PIECES AND PARCELS OF LAND ON THIS ASSESSMENT  
DIAGRAM ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_, 2019 FOR FISCAL YEAR  
2019-20 AND SAID ASSESSMENT DIAGRAM AND THE  
ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE  
FILED IN THE OFFICE OF THE COUNTY AUDITOR  
OF THE COUNTY OF EL DORADO ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2019.  
REFERENCE IS HEREBY MADE TO SAID RECORDED  
ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH  
ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

\_\_\_\_\_  
DISTRICT CLERK

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2019, AT THE HOUR OF \_\_\_\_\_ O'CLOCK  
\_\_\_\_ M. IN THE OFFICE OF THE COUNTY  
AUDITOR OF THE COUNTY OF EL DORADO,  
STATE OF CALIFORNIA, AT THE REQUEST OF  
THE GOVERNING BOARD OF THE CAMERON PARK  
COMMUNITY SERVICES DISTRICT.

\_\_\_\_\_  
COUNTY AUDITOR, COUNTY OF EL DORADO

Note:  
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS  
OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE  
COUNTY OF EL DORADO FOR A DETAILED DESCRIPTION OF  
THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN  
HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS  
CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS.  
EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS  
DISTINCTIVE ASSESSOR'S PARCEL NUMBER.



Legend	
[Light Green Box]	LLAD 48
[Light Cyan Box]	LLAD 46
[Light Blue Box]	LLAD 45
[Light Green Box]	LLAD 43 and 44
[Light Orange Box]	LLAD 42
[Orange Box]	LLAD 41
[Yellow Box]	LLAD 40
[Purple Box]	LLAD 39 and 50
[Light Purple Box]	LLAD 37
[Light Blue Box]	LLAD 36
[Blue Box]	LLAD 35
[Dark Blue Box]	LLAD 34
[Red Box]	LLAD 33
[Light Orange Box]	LLAD 32
[Purple Box]	LLAD 31
[Yellow Box]	LLAD 30
[Light Green Box]	LLAD 8



## CAMERON PARK COMMUNITY SERVICES DISTRICT LANDSCAPING AND LIGHTING DISTRICTS ASSESSMENT DIAGRAM

**ASSESSMENT ROLL**

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An Assessment Roll (a listing of all parcels assessed within the Assessment Districts and the amount of the assessment) will be filed with the District Clerk and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor's records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

Non-assessable lots or parcels include government owned land and public utility owned property.

RESOLUTION NO. 2019-13  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
June 19, 2019

**APPROVING THE PRELIMINARY ENGINEERS REPORT, DECLARING ITS  
INTENTION TO CONTINUE ASSESSMENTS FOR FY 2019-2020 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 2019-2020, commencing on July 1, 2019 and ending June 30, 2020, 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, 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 2019-2020 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 2019-2020.

2. PROPOSED ASSESSMENT: The Board of Directors intends to continue and to collect assessments during Fiscal Year 2019-2020 within the Landscaping and Lighting Assessment Districts identified in Number 1 above, to pay for and maintain the above-described improvements. The Fiscal Year 2019-2020 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 2018 is 4.49%, and the Unused CPI carried forward from the previous fiscal year is 0.64% 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 2019-2020 is 3.0%. The Maximum authorized increase that may be levied for Silver Springs in fiscal year 2019-2020 is 3.0%

Therefore, the maximum authorized assessment rate for Cameron Woods 8 is \$127.38, for Silver Springs is \$650.28, and for Bar J15A No. 2 is \$53.70; the assessment rate proposed to be continued for fiscal year 2019-2020 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 2019-2020 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:

<b>Unit</b>	<b>LLAD</b>	<b>2019-20 Rates</b>
#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 J15A 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 Dr., Cameron Park, CA 95682 between the hours of 8:00 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 17, 2019, 6:30 p.m., at the Cameron Park Community Services District Office located at 2502 Country Club Dr., 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 Dr., Cameron Park, CA 95682, (530) 677-2231 to receive additional information about the proposed formation and assessments.

PASSED AND ADOPTED this 19<sup>th</sup> day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Monique Scobey, Vice President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



## Agenda Transmittal

**DATE:** June 19, 2019

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

**AGENDA ITEM #12:** **PUBLIC HEARING REGARDING RESOLUTION NO. 2019-14 TO ESTABLISH APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2019-20**

**RECOMMENDED ACTION:** **HEAR PUBLIC COMMENT AND APPROVE RESOLUTION NO. 2019-14**

### Background

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."

### Discussion

The District's new limit for Fiscal Year 2019-20 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 our County.

The change in the "cost of living" factor (Per Capita Personal Income) has been reported to be 3.85% and reported increase in population in the County's unincorporated areas to be 1.16%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0385 \quad (\text{X}) \quad 1.0116 \quad = \quad 1.0505$$

**Conclusion**

Tonight a public hearing is being held regarding the appropriations limitation. At the conclusion of the hearing, the Board is asked to adopt Resolution 2019-14 declaring the 2019-20 Fiscal Year Appropriation Limitation.

**Attachments:**

12A – Resolution 2019-14 Establishing Appropriations Limitation for Fiscal Year 2019-20



**Attachment 12A**

RESOLUTION NO. 2019-14  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
June 19, 2019

**RESOLUTION ESTABLISHING APPROPRIATIONS LIMITATION FOR FY 2019-20  
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 19, 2019; 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 2019-2020 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$11,064,867 computed as follows:

<u>\$10,532,953</u>	(x) 1.0505 =	<u>\$11,064,867</u>
2018-19 Appropriations Limit		2019-20 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 19<sup>st</sup> day of June 2019, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

---

Monique Scobey, Vice President  
Board of Directors

---

Jill Ritzman, General Manager  
Secretary to the Board



## **Agenda Transmittal**

**DATE:** June 19, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #13:** **CANDIDATE SELECTION FOR SPECIAL DISTRICT RISK  
MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**RECOMMENDED ACTION:** **BY BOARD ACTION, VOTE FOR UP TO THREE CANDIDATES**

### **Introduction**

The Special District Risk Management Authority (SDRMA) is Cameron Park Community Services District's (District) property/liability and (soon to be) worker's compensation insurance provider. SDRMA is a public agency formed under California Government Code Section 6500 and provides a full-service risk management program for local governments in California.

SDRMA is governed by a seven member Board of Directors, who are elected from member agencies participating in both SDRMA's Property/Liability and Workers' Compensation Programs. The Board of Directors' responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations, and commitment to its members.

### **Discussion**

Elections are taking place for three seats on SDRMA's Board of Directors. Attached is the Official Election Ballot along with the candidate's Statement of Qualifications. There are five candidates. The Budget and Administration Committee asked for this item to be presented to the full Board in June. The District Board of Directors must approve the Official Election Ballot at a public meeting and return the ballot before August 21, 2019.

**Instructions**

Board Members are asked to individually review the candidate's Statement of Qualifications, rank the candidates on the attached Ranking Sheet based upon your assessment of their qualifications, and bring the Ranking Sheet to the Board Meeting for discussion and action.

**Attachments:**

13A - Official Election Ballot and Candidate Statement of Qualifications

13B – Ranking Sheet





2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

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This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and **received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below.** A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

<b>August 21, 2019:</b>	<b>Deadline for members to return the signed Official Election Ballot</b>
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.



OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- Bob Swan (Incumbent) - Board Member, Groveland Community Services District
Jesse D. Claypool - Board Chair, Honey Lake Valley Resource Conservation District
Patrick K. O'Rourke, MPA/CFRM - Board Member, Redwood Region Economic Development Commission
Sandy Seifert-Raffelson (Incumbent) - Finance Manager/Treasurer, Herlong Public Utility District
James (Jim) M. Hamlin - Board President, Burney Water District

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2019 by the Cameron Park Community Services District at a public meeting by the following votes:

AYES: \_\_\_\_\_
NOES: \_\_\_\_\_
ABSTAIN: \_\_\_\_\_
ABSENT: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\* Bob Swan

District/Agency Groveland Community Services District (GCSD)

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).


**What is your overall vision for SDRMA? (Response Required)**

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature

 Date 4-24-2019





**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

**What is your overall vision for SDRMA? (Response Required)**

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-26-19



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate\* Patrick K. O'Rourke, MPA/CFRM  
 District/Agency Redwood Region Economic Development Commission (RREDC)  
 Work Address 520 E Street Eureka, CA 95501  
 Work Phone 707-445-9651 Home Phone 707-726-6700

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

**(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

**What is your overall vision for SDRMA? (Response Required)**

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_

Date \_\_\_\_\_

3/25/1953 2019



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates No statements are endorsed by SDRMA.**

Candidate\* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors?**

**I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.**

**I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.**

**I feel I am an asset to this Board, and would love a chance to stay on 4 more years!**

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

**While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.**

**As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.**



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature *Sandy Infert-Raffelson* Date 4/16/19

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate\* James (Jim) M. Hamlin  
District/Agency Burney Water District  
Work Address 20222 Hudson St. Burney, Ca. 96013  
Work Phone (530) 335-3582 Cell Phone \_\_\_\_\_

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Hope to serve and help with decisions being made to both strengthen SDRMA and  
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?  
(SDRMA or any other organization) (Response Required)**

**See Next**



Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage  
Sold business and retired.

Board Member of Mayers Memorial Hospital Districr From 1990 until 2014  
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current  
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

-----SDRMA Board must be strong and protect the concerns of their members. Need  
to have a listening ear for the districts that are represented. Need to  
use caution when jumping into new areas, not jepordise their strong programs  
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamble Date 3-27-2019



Special District Risk Management Authority  
2019 Election, Board of Directors

Ranking Sheet

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

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



**Budget and Administration Committee**  
**Tuesday, June 4, 2019**  
**7:00 p.m.**  
**2502 Country Club Drive, Cameron Park**  
**Amended Agenda**

Members: Chair Director Monique Scobey (MS), Vice Chair (vacant),  
and Alternate Director Holly Morrison (HM)  
Staff: Jill Ritzman, General Manager  
and Vicky Neibauer, Finance/Human Resources Officer

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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

**DEPARTMENT MATTERS**

***PUBLIC COMMENT***

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

- 1. 3<sup>rd</sup> Draft FY 2019/20 Preliminary Budget** (J. Ritzman, V. Neibauer)
- 2. Grant Writer Information – Grant Opportunities for the District** (J. Ritzman)
- 3. SDRMA Elections** (J. Ritzman)

4. **El Dorado Disposal/Waste Connections Performance Reports** (informational)
5. **Staff Updates** (V. Neibauer)
  - Check Register for Month of May
6. **Items for July & Future Committee Meetings**
  - *Proposed Legislation – ACA 1 (J. Ritzman)*
7. **Items to take to the Board of Directors**

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

**ADJOURNMENT**

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, June 3, 2019**  
**5:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Ellie Wooten (EW), Vice Chair Sidney Bazett (SB), Director Felicity Carlson (FC),  
Gerald Lillpop (GL), Robert Dalton (RD),  
Alternate Director Holly Morrison (HM)  
Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONFORMED AGENDA**
- 5. OPEN FORUM**

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

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**COMMITTEE REVIEW/ACTION**

- 6. Temporary CC&R Variance for Commerical Vehicle (K. Magoolaghan)**
  - Action: Review and Discuss

## **7. MONTHLY STAFF REPORT**

- Staff Update
- Initial Notices - 12
- Final Notices - 7
- Pre-Legal Notices – 1
- Pending - 6
- Legal Cases- 0

Note: A list of current violations will be available at the meeting. There are no violations currently in Legal status.

## **8. Items for July and Future CC&R Committee Agendas**

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

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

## **11. ADJOURNMENT**

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



**Fire and Emergency Services Committee**  
**Tuesday, June 4, 2019**  
**5:30 p.m.**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)  
Alternate Director (vacant)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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**DEPARTMENT MATTERS**

***PUBLIC COMMENT***

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- 1. Weed Abatement Ordinance Program Update** (oral report; S. Moranz, M. Smith)
- 2. Discussion - Weed Abatement Ordinance Program Objectives for Next Year**

**3. Items for June and Future Committee Agendas**

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

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



**Parks & Recreation Committee**  
**Monday, June 3, 2019**  
**7:00 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Ellie Wooten (EW)  
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,  
Parks Superintendent Mike Grassle

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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

**DEPARTMENT MATTERS**

***PUBLIC COMMENT***

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

- 1. Discuss and Provide Input about Park Improvement Project Ideas; Apply Established Ranking Criteria (J. Ritzman, M. Grassle)**



2. **Review Tally of Respondents Survey re: Dogs on-leash at Cameron Park Lake** (J. Ritzman)
3. **Summer Spectacular Update** (oral report - T. Helm)
4. **Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)
  - Community Center Construction Warranty – update (oral, J. Ritzman)
5. **Items for the July & Future Committee Agendas**
6. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

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



**Solar Energy Ad Hoc Committee**  
**Tuesday, May 21, 2019**  
**7:00 p.m.**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Dan Enright (DE), Vice Chair Glenn Rambach (GR),  
Director Margaret Mohr (MM), Director Monique Scobey (MS), Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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

**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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

1. **Review & Discuss - Solar Energy Expert Request for Qualifications**
2. **Staff Updates – Eco Green Solutions**
3. **Future Meeting Calendar**
4. **Items for Next & Future Committee Agendas**
5. **Items to Take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**