



**Budget and Administration Committee
Special Meeting
Tuesday, August 13, 2024
6:30 p.m.**

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

Special Notation:

Director Monique Scobey will participate in this meeting from a satellite location via teams. The Public may participate in all Open Session portions of this meeting from this location. The specifics of her location, while participating in the meeting are as follows:
2894 Pigeon Point Rd, Eureka, CA 95503

Agenda

Members: Director Monique Scobey (MS), Director Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA



1. APPROVAL OF CONFORMED AGENDA

- a. None

OPEN FORUM

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

DEPARTMENT MATTERS

- 2. CIP for FY 2024/2025 (A. Gardner & C. Greek)
- 3. Proposed Final FY 2024/2025 Budget (A. Gardner & C. Greek)

4. ITEMS FOR FUTURE COMMITTEE MEETINGS

5. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

6. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Agenda Transmittal

DATE: August 13th, 2024

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #1 FIVE YEAR CAPITAL IMPROVEMENT BUDGET

RECOMMENDED ACTION: Discussion Item. Forward to the full Board of Director's for review and discussion

Introduction and Discussion

The Parks Superintendent has begun creating a five-year Capital Improvement Plan (CIP) for the Cameron Park Community Services District (CPCSD). This report does not include Fire Station 88 or 89. A majority of the information in this five-year CIP was gathered from a Browning Reserve study that was completed in 2013/14. The five-year CIP covers fiscal years 2024/25, 2025/26, 2026/27, 2027/28, and 2028/29. The plan is to bring forward the fiscal year CIP recommendation with the rest of the budget moving forward. The CIP is a living document that will need to be amended and updated on a yearly basis. The Superintendent plans to continue adding information to the CIP as we moved the 2025/25.

Fiscal Impact

The district will need to start prioritizing work based on the CIP and set funds aside to perform the recommended projects and maintenance items. The attached documents outline the fiscal impact and the funding that will need to be budgeted and set aside to incorporate this CIP.

Attachment 1A – Cameron Park CSD budget for 2024/25 along with future reserve budget

1. Introduction

Cameron Park Community Services District five years Capital Improvement Plant (CIP) is a multi-year tool to guide the construction and installation of larger scale projects. The five-year CIP has been created by staff and adopted by the Board of Director's.

The information included in the CIP is based on the current information available and updated regularly to reflect changing priorities, funding availability and project completion. It is a living documents this is to be updated yearly. A new five-year CIP will be submitted to the Board annually with recommended adjustments to project budgets, funding sources, descriptions, and/or schedules. Inclusion of a project in the CIP does not commit the district to specific expenditures or appropriations for any particular project.

The CIP includes all projects and programs expected to be undertaken during the next five fiscal years. Specific projects and related schedules are selected based upon:

- Construction Timeline
- Availability of funding
- Overall Community use
- Safety
- Board direction

Approximately 3.7 million in CIP programs and projects over the next five years have been identified.

2. Funding Sources

The five-year CIP is funded with various restricted and non-restricted funds. For example, the districts general fund is an unrestricted fund. The general fund is primarily made up of local property tax and program revenues. An example of restricted funds would be Quimby, Park Improvement funds, or grant funding. A detailed list of the funding options is listed below.

Reserve Funds

- Set aside by the Board of Director's out of the district's general fund
- Non restrict fees used at the Board's Discretion.

Quimby Fee's

- Developer fees when new construction occurs within district boundaries.
- Restricted funds with specific guidelines

Park Impact Fee's

- Developer collected funds used to add new recreational amenities
- Restricted funds used to add new recreational amenities

Grant Funding/Loans

- Projects can be partial or fully funded by grants
- Grant/Loan funding can vary greatly, with specific guidelines

Infrastructure

-District infrastructure includes the Parks, Landscape and Lighting Districts, Community Center, Gymnasium, Swimming Pool, Rental Hall, and two Fire Stations. Infrastructure impacts public health, safety, and the quality of life for District customers and residents. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets created will require decades of public use.

- (2) Fire Stations
- (1) Fire Training Tower
- (1) Community Center with Pool, Rental Hall, and Gymnasium
- (6) Neighborhood Parks include a 36-acre lake
- (4) Undeveloped Parks
- (7) Developed Landscape and Lighting Districts
- (12) Landscape and Lighting Districts (Lighting Only)

Providing ongoing maintenance and repair, such as repairing or replacing playground equipment and maintaining pool equipment, is vital for maintaining the condition of assets. When maintenance and repair is not fully funded, deferred maintenance and capital improvement costs increase significantly. The district has not fully funded maintenance and repair due to tight budgetary constraints and competing priorities for several years. As a result, the district now has a backlog in deferred maintenance of equipment, park amenities, and Community Center infrastructure. Without adequate investment, these deferred maintenance costs will increase significantly over time. Compounding the problem, as assets continue to deteriorate, the cost of repair exponentially increases and can result in peripheral damage. For example, deferring pool maintenance could result in replastering the entire pool or replacing mechanical parts before their life expectancy is due.

2024-25 Proposed Projects

Rasmussen Tile Bathroom Flooring



Staff recommend removing the existing tile and staining the cement to create a concrete floor. Concrete is easy to clean and does not create a slippery surface. Rasmussen has two restrooms with tile floors

The tile and grout have surface stains and pitting due to use and age.

Rasmussen Cement Picnic Bench



District would replace concrete bench with an ADA approved 8” steel powder coated picnic bench.

Pieces of the cement bench have chipped off over years. The style of bench is old and outdated.

Rasmussen Dugout Benches



District would install 2 – 8' or 10' steel powder coated benches that would mount to the existing concrete. Rasmussen has 4 dugouts in total.

The cinderblocks that support the seating surface is cracked and breaking apart. The wood on the back of the benches is splintered and weathered.

Rasmussen Wooden Benches



Rasmussen has two wooden benches that would be replaced with 8' steel powder coated benches.

The current benches frame and hardware shows signs of rust, and the wood is splintered and weathered.

Cameron Park Lake Wrought Iron Entry Gate



District would replace the wrought iron fencing like for like.

The original fence panels are bent and have severe rust. The original wooden post that mounts the panels would be reused.

Replace Drinking Fountain at Cameron Park Lake



Replace with similar style fountain.

Current drinking fountain shows significant wear and tear.

Chadri Corner Perimeter Fencing west side of property



Fence will be replaced with like for like materials.

Fence is 6' Tall with a 1x4" trim board along the top.

Repaint wrought iron fence that surround Community Pool



Fence shows signs of fading, rust, and corrosion.

Rust will be sealed, primed, and fence will be painted to match original color.

Repaint exterior parking lot light posts



Light posts have begun to fade and show signs of rust.

Poles will be painted to match existing colors

Repaint Interior of the Community Center

This includes the interior of the entire campus. The estimate costs would apply if we kept the same color scheme. If the district decides to change the colors the price could increase.

Resurface Swimming Pool

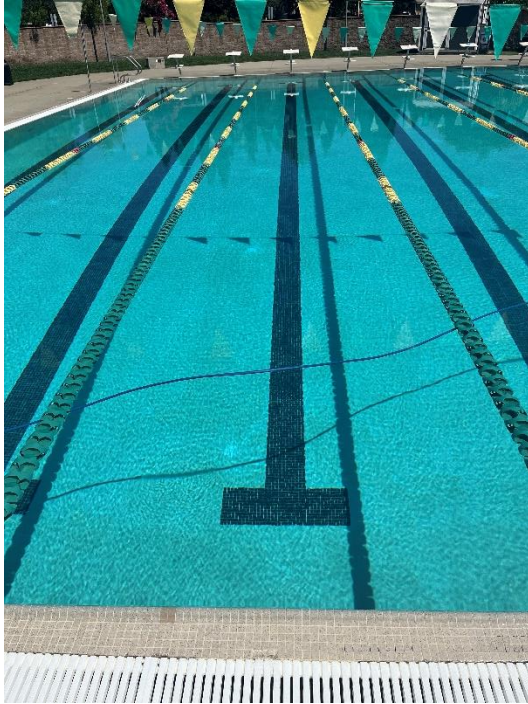


The pool would have to be closed for an extended period and drained. We would want to replace all the pool tiles at the same time.

Replace Edging and Coping Tiles

Pool tiles are actively cracking and chipping away. The life expectancy was shortened due to mismanaging Calcium and Alkalinity in the swimming pool. Vandalism has also played a role in tiles breaking and chipping.

Replace Lane Line Tiles



Replace Tiles like for like in conjunction with resurfacing the pool.

Tiles are starting to fade and become brittle

Replace Pool Pump



Resurface Dance Room & Gymnasium Hardwood Floors



Noth hardwood floors need a light sand a fresh coat of wax sealant.

This process will help extend the overall life of the floor and provide a safer surface for user groups.

Replace Hobart Commercial Dish Washer



Dishwasher is showing signs of age and is constantly under repair and out of order.

Replace ExMark 52" Deck Lawn Mower



ExMark Mower is ___ Years old. Mow requires constant maintenance and replacement parts.

Surplus mower to help offset the cost of a new lawn mower

Replace ExMark 60" Lawn Mower



ExMark Mower is ___ Years old. Mow requires constant maintenance and replacement parts.

Surplus mower to help offset the cost of a new lawn mower

Capital Improvement Plan						
Cameron Park CSD						
2024/25 Role Up						
	Item	Replacement/Repair FY "Browning Reserve"	Staff Recommendation for repair/replacement	Useful Life	FY 2024/25	Potentail Funding Source
Priority	Rasmussen Park					
2	Replace Restroom Tile Flooring	2022/23	2024/25	20 Years	\$ 1,892.00	General Fund
1	Replace Cement Picnic	2022/23	2024/25	10 Years	\$ 2,400.00	General Fund
1	Replace Metal Dugout Benches	2022/23	2024/25	20 Years	\$ 5,068.00	General Fund/User Groups
2	Replace Park Wooden Benches	2018/19	2024/25	12 Years	\$ 5,427.00	General Fund
	Cameron Park Lake					
2	Replace Wrough Iron Gates	2022/23	2024/25	4 Years	\$ 4,000.00	General Fund
2	Replace Drinking Fountain	2022/23	2024/25	20 Years	\$ 5,600.00	General Fund/Quimby
	Christa McAuliffe Park					
2	West Permeter 6' Wooden Fence	2021/22	2024/25	18 Years	\$ 14,183.00	General Fund
2	Replace Drinking Fountains	2022/23	2024/25	20 Years	\$ 16,000.00	General Fund/Quimby
	Chardi Corner					
2	Replace 6' Property Line Wooden Fence	2021/22	2024/25	18 Years	\$ 10,771.00	General Fund
	Community Center					
2	Repaint Pool Wrought Iron Fence	2014/15	2024/25	4 Years	\$ 11,346.00	General Fund
3	Repaint Parking Lot Light Poles	2014/15	2024/25	4 Years	\$ 5,442.00	General Fund
2	Repaint Interior of Campus	2018/19	2024/25	10 Years	\$ 70,023.00	General Fund
3	Realign/Repair Interior Doors	2013/14	2024/25	2 Years	\$ 6,050.00	General Fund
2	Resurface Swimming Pool	2020/21	2024/25	12 Years	\$ 46,862.00	General Fund
1	Replace Edging and Coping Tiles	2032/33	2024/25	24 Years	\$ 25,000.00	General Fund
2	Replace Lane Line Tiles	2020/21	2024/25	12 Years	\$ 32,194.00	General Fund
1	Replace Pool Pump	2024/25	2024/25	10 Years	\$ 15,000.00	General Fund
2	Sand and Seal Hardwood Floors	2024/25	2024/25	5 Years	\$ 9,000.00	General Fund
2	Replace the Hobart Commercial Dishwasher	2018/19	2024/25	10 Years	\$ 6,332.00	General Fund
	Capital Equipment					
2	2002 52" ExMark Lawn Mowers	N/A	2024/25	15 Years	\$ 14,000.00	General Fund/Grant
1	2004 60" ExMark Lawn Mower	N/A	2024/25	15 Years	\$ 16,000.00	General Fund/Grant
				Total Cost	\$ 322,590.00	