



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING Wednesday, October 17, 2018 6:00 p.m.

Board will convene into Closed Session after Public Comment.

Board Members

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

Notice to the Public

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

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

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

CALL TO ORDER.

1. Roll Call
 2. Pledge of Allegiance
-

PUBLIC COMMENT ON CLOSED SESSION

At this time, members of the public may speak on any Closed Session agenda item.

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

3. Public Comment
-

CONVENE TO CLOSED SESSION

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

- Conference with Legal Counsel – Anticipated Litigation
 - Government Code Section 54956.9(b)
-

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.

ADOPTION OF THE AGENDA

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

4. 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.

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.

AGENDA

5. Conformed Agenda – Board of Directors Meeting, September 19, 2018
 6. Conformed Agenda – Board of Directors Special Meeting, October 11, 2018
 7. Conformed Agenda – Parks & Recreation Meeting, September 10, 2018
 8. 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
 9. Conflict of Interest Code, Final – Informational
-

OPEN FORUM FOR NON-AGENDA ITEMS

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

GENERAL BUSINESS

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

10. Items removed from the Consent Agenda for discussion
 11. **PUBLIC HEARING** - Intention to form the Community Facilities District for the Bell Woods Development and the Levy of Special Taxes to Fund Certain Services (J. Ritzman)
 12. **APPROVE** Policy Revisions for No. 2040 (Sick Leave), No. 2210 (Harassment) and No. 1050 (Public Records Act) (J. Ritzman)
 13. **APPROVE** Proposed User Fees for Community Center (J. Ritzman)
 14. **APPROVE** Accountability Act Report for Fiscal Year 2016-17, 2017-18 (V. Neibauer)
 15. **APPROVE** New Board Ad Hoc Committee for Solar Power (J. Ritzman)
-

AGENDA

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.

16. General Matters to/from Board Members and Staff

17. Local Area Formation Commission (LAFCO)

18. Committee Reports

- Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
-

ADJOURNMENT



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

CONFORMED AGENDA

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

REGULAR BOARD MEETING Wednesday, September 19, 2018 6:30 p.m.

Board Members

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

Notice to the Public

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

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

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

CONFORMED AGENDA

CALL TO ORDER – 6:30 p.m.

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

MM/GS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

RECOGNITIONS AND PRESENTATIONS

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

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, August 15, 2018
 5. Conformed Agenda – Board of Directors Special Meeting, September 12, 2018
 6. Conformed Agenda – Parks & Recreation Meeting, August 6, 2018
 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
-

CONFORMED AGENDA

Motion to adopt the Consent Agenda.

EW/MS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

OPEN FORUM FOR NON-AGENDA ITEMS

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

None

GENERAL BUSINESS

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

8. Items removed from the Consent Agenda for discussion
9. **PUBLIC HEARING** - Intention to form the Community Facilities District for the Bell Woods Development and the Levy of Special Taxes to Fund Certain Services

Motion to continue the Public Hearing for October 17, 2018, at 6:30 p.m., for Public Comment on the District's Intention to Form the Community Facilities District for the Bell Wood Development and the Levy of Special Taxes to Fund Certain Services.

GS/MM

Motion amended to include directing the District Clerk to publish a Notice of Public Hearing for the Formation of the Community Facilities District.

GS/MM - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

CONFORMED AGENDA

10. **APPROVE** Memorandum of Understanding with the Cameron Park Community Services District Employees Association, 7/1/18 – 6/30/21, and Resolution No. 2018-13

Motion to adopt the Memorandum of Understanding with the Cameron Park Community Services District Employees Association, 7/1/18 – 6/30/21, and Resolution No. 2018-13. Also request that Article 38 of the Memorandum of Understanding be reopened and acted upon with 12 months or less.

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

11. **APPROVE** Conflict of Interest Code Revision and Resolution No. 2018-25

Motion to adopt the Conflict of Interest Code Revision and Resolution No. 2018-25 with direction to staff to amend the Conflict of Interest Code if it is found that filing a wet signature on Form 700 is not required.

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

12. **RECEIVE AND FILE** Budget to Actuals for the Period July 1 – July 31, 2018

No action

13. **APPROVE** Grand Jury Response and Revision of Policy No. 4090 Training

Motion to approve the Grand Jury Response and Revision of Policy No. 4090 Training.

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

CONFORMED AGENDA

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

GS – Appreciate the General Manager attending Leadership El Dorado. Kudos to Cal Fire and the Growlersburg crew for their work at the cleanup and all staff for their hard work. Requested a status update on the Frisbee golf course. Brought up conservative property tax estimate for Fiscal Year 2018/19 and video issues in the Community Center.

MS - Thanked staff for their work. Advised of a common theme she is hearing from community members regarding keeping property values.

EW - Thanked staff for the sign at the Dog Park.

MM - The CC&R Workshop was well done and well attended. Looking forward to fall events.

HM - Thanked Cal Fire for sending out the weekly activities. Reminded everyone to check the batteries on their smoke and carbon dioxide detectors.

GM - Announced there will be a Cameron Park Community Services District Board of Directors Candidate Forum on October 24th.

15. Local Area Formation Commission (LAFCO)

HM will be attending a conference October 2nd – 5th.

16. Committee Reports

- Budget & Administration

The Bell Woods drainage easement was discussed and the County will be coming back to the committee with ideas. They are also looking at cost savings for the District.

- Covenants, Conditions & Restrictions (CC&R)

Staff follow-up has been good. They are discussing updating electronic data and new software. There will be another workshop in the end of October.

- Fire & Emergency Services

Received good reports on weed abatement compliance. Creating a year-round weed abatement program.

CONFORMED AGENDA

- Parks & Recreation

They walked around the pool, reviewed the damaged areas and discussed repair options. Also discussed the Capital Improvement Plan.

ADJOURNMENT – 7:48 p.m.



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

CONFORMED AGENDA

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

SPECIAL BOARD MEETING **Thursday, October 11, 2018** **6:00 p.m.**

Board will convene into Closed Session after Public Comment.

Board Members

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

Notice to the Public

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

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

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

CALL TO ORDER – 6:00pm

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

MM/MS – Motion passed

Ayes – MM, EW, MS, HM, GS

Noes – None

Absent – None

Public Comment - None

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.

CONVENE TO CLOSED SESSION

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

4. 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

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.

- *Nothing to Report*

ADJOURNMENT – 9:20pm

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



**Parks & Recreation Committee
Monday, September 10, 2018
6:30 p.m.**

**Cameron Park Community Services District
2502 Country Club Drive, Cameron Park**

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:47pm

ROLL CALL – MS, HM (GS was absent)

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA – Move to Board of Directors meeting

OPEN FORUM – Scott Gross

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. **Walk of the Pool Deck** (M. Grassle, discuss repairs and improvements)
2. **List of Program Areas to Track for Budget** (All, oral discussion)
3. **Facility Use Survey Release** (M. Scobey, J. Ritzman)
4. **Staff Written Reports & Updates** (T. Helm and M. Grassle)
5. **Items for the October Committee Agenda**
6. **Items to take to the Board of Directors**

- *Approval of Conformed Agenda*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:00pm



Agenda Transmittal

DATE: October 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8A: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File

Even though summer has ended, the pace at the District continues to be brisk. Technology improvements, which began last spring, are almost fully implemented. The new financial software Abila is providing reports and producing checks for accounts payable. Rec Trac, the software system for recreation program registration and facility reservations, is scheduled for the final update in December. Incremental updates have been occurring and staff is engaged in training to fully utilize the software. Alyssa Kimball is updating the District website, working closely with staff and Uptown Studio, the District's website contractor. All of this would not have been possible without the guidance of DSA Technologies, who took the District from the 1990's to current standards for hardware and connectivity.

Lennar Homes received approval from County of El Dorado (County) to re-locate Bell Woods storm water outfall in an alternate location within the development. Even with the relocation of the outfall, the storm water will eventually discharge into the swale at Knollwood Park. Detention basins are planned to control the stormwater from the development and into the swale.

Several meetings have taken place between District and County staff. Mike Grassle and I met with County staff to discuss the District's role in the planned drainage system in Cameron Park. The County-District partnership for the roadway weed abatement program was also discussed, and staff will be developing a report back with specifics regarding locations and timeline. Vicky Neibauer, Sherry Moranz and I met with County staff to discuss how to use the park and fire development fees held at the County.

New protocols have been established for scheduling the Community Center for recreation programs and external users, and will begin in 2019. These new protocols are intended to increase customer service, maximize use of the facility and streamline the process for staff. This effort also established roles and responsibilities for staff in the Administration, Parks & Facilities and Recreation Departments.

Representatives from the El Dorado Community Foundation, Cameron Park Rotary, Shingle Springs/Cameron Park Chamber of Commerce and District met to plan the Candidate Forum occurring on October 24 at the Community Center. Additional promotions will be occurring, and a local bakery is donating refreshments. We are encouraging participants to bring a question for the candidate, which may be asked during the event.



Agenda Transmittal

DATE: October 17, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #8B: **ADMINISTRATIVE REPORT**

RECOMMENDATION: **RECEIVE AND FILE**

On the IT Front

Abila

- Implementation of Abila, our in-house financial system, continues. We 'went live' with the first accounts payable session processing the first week in September. We continue to receive training.

Website

- A single Staff member has been assigned to be the 'Website Master'. She is meeting with each Department to discuss needed changes and upgrades/improvements in our Website. She will also be receiving training from Uptown Studios.

She is charged with securing the Special District Leadership Foundation Certificate of Excellence. This Certificate will promote transparency in the operations and governance of special districts to the public/constituents and an opportunity to showcase our efforts in transparency. In addition, this Certificate also provides for liability/property discounts.

Human Resources

- HR Staff will be processing changes in health care enrollments resulting from Open Enrollment 2018.
- HR Staff is beginning the prep work necessary to implement the 2018 MOU approved by the Board September 19.

Budget/Finance

- The District applied for and received a \$1,000 grant from the Small District Risk Management Association (SDRMA), our property/liability insurance carrier. This 'loss prevention' grant reimbursed entities for purchases such as safety equipment, ergonomic furniture, safety boots and other safety gear.
This grant was used to reimburse the Fire Department for \$1,000 worth of Safety Jackets and Pants.

Financial projects in the coming months include the following:

- Coordination of dual audit and Postretirement benefits obligations (OPEB) actuarial report scheduling.
- Abila implementation and training;
- Year-end closing (once County has closed and year end reports are received);
- Developer Impact Fee report;
- Reconciliation and moving cash from County for 17/18, 18/19 General Obligation Bond payments, Landscape and Lighting Assessment Districts (LLADs), Covenants, Conditions & Restrictions (CC&Rs);
- Accountability Act Report 16/17 and 17/18 fiscal years; and
- Coordination of NCSDIA Workers Compensation Insurance cancellation (NCSDIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance

Check Register

- The check register for September, 2018, is attached.

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 9/1/2018 Through 9/30/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
9/4/2018	1001154163	1,050.00	California Public Employee's Reti...	CalPERS GASB 68
	Total 1001154163	1,050.00		
9/6/2018	1001157466	200.00	CalPERS 457 Plan	PPE 9/1/18 CalPERS 457
	Total 1001157466	200.00		
9/6/2018	28876	100.00	Tina Lynn Goins	E Newsletter Sept 2018
	Total 28876	100.00		
9/6/2018	28877	209.66	Airgas National Carbonation	Co2 for Pool 08/24/18
	Total 28877	209.66		
9/6/2018	28878	90.00	AT&T U-verse	FD88 Internet 08/21-09/20/18
	Total 28878	90.00		
9/6/2018	28879	204.67	Big O Tires #100	Tire replacement parks vehicle
	Total 28879	204.67		
9/6/2018	28880	472.50	Blue Ribbon Personnel Services	Temp 08/20-08/26/18
	Total 28880	472.50		
9/6/2018	28881	220.00	Bolton's Welding & Jeep Repair	Welding
	Total 28881	220.00		
9/6/2018	28882	379.20	Myung Chong	Inst. Mod Zumba August 2018
	Total 28882	379.20		
9/6/2018	28883	105.44	Churchill's Hardware, Inc.	CSD/Parks August 2018
9/6/2018		73.35	Churchill's Hardware, Inc.	Fire Dept August 2018
	Total 28883	178.79		
9/6/2018	28884	550.85	Conforti Plumbing, Inc	Tennis Court Drinking Fountain review
	Total 28884	550.85		
9/6/2018	28885	185.00	CPRS	TH Membership renewal
	Total 28885	185.00		
9/6/2018	28886	100.00	Michael Grassle	Cell Allowance Sept 2018

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28886	100.00		
9/6/2018	28887	60.00	Bettina S. Helm	Cell Allowance Sept 2018
	Total 28887	60.00		
9/6/2018	28888	1,199.25	Home Depot Credit Services	HD purchases August 2018
	Total 28888	1,199.25		
9/6/2018	28889	1,521.48	Hunt & Sons	Fuel 08/31/18
	Total 28889	1,521.48		
9/6/2018	28890	75.00	Jon Lyons	A/C repair E89 8/1/18
	Total 28890	75.00		
9/6/2018	28891	18.94	Alyssa Kimball	Mileage August 2018
	Total 28891	18.94		
9/6/2018	28892	455.00	Liebert Cassidy Whitmore	MC Legal Svcs thru February 2017
9/6/2018		1,540.00	Liebert Cassidy Whitmore	MC Legal svcs thru March 2017
	Total 28892	1,995.00		
9/6/2018	28893	600.00	Larry McBride	In Lieu Med Bens Ret.
	Total 28893	600.00		
9/6/2018	28894	325.00	Mountain Democrat	Pooch Plunge Ads 08/03,06,07,08 & 8/31
	Total 28894	325.00		
9/6/2018	28895	11,379.25	PG&E	Elec 07/25-08/24/18
	Total 28895	11,379.25		
9/6/2018	28896	6,864.83	PG&E	Elec 07/25-08/23/18
	Total 28896	6,864.83		
9/6/2018	28897	142.90	Public Employee's Union Local 1	Union Dues, Payroll 09/07/18
	Total 28897	142.90		
9/6/2018	28898	225.00	Sue Reed	Inst. Aqua Zumba August 2018
	Total 28898	225.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/6/2018	28899	100.00	Jill Ritzman	Cell Allowance Sept 2018
9/6/2018		12.72	Jill Ritzman	Postage , mailed claim
	Total 28899	112.72		
9/6/2018	28900	40.00	Mason A. Sanchez	Res ff shift 08/31/18
	Total 28900	40.00		
9/6/2018	28901	160.00	Karissa Schroeder	RES FF shifts 08/02,10,23,30
	Total 28901	160.00		
9/6/2018	28902	60.00	Craig Shuler	Cell Allowance Sept 2018
	Total 28902	60.00		
9/6/2018	28903	109.02	Melissa O'Meara Simpkin	CSD shirts Susan/Vicky
9/6/2018		1,000.71	Melissa O'Meara Simpkin	Hats/Shirts CSD & Parks Maint. staff
	Total 28903	1,109.73		
9/6/2018	28904	3,011.80	The Clipper	Fall Activity Guide 2018
	Total 28904	3,011.80		
9/6/2018	28905	350.00	Uptown Studios, Inc	Web Maint. August 2018
	Total 28905	350.00		
9/6/2018	28906	32.48	Wayne's Locksmith	Lake - Trailer keys
	Total 28906	32.48		
9/13/2018	28907	45.00	ADM Screening	Pre-Emp testing 09/10
	Total 28907	45.00		
9/13/2018	28908	55.00	Gina Agur	H2o exercise punch card refund
	Total 28908	55.00		
9/13/2018	28909	561.10	Airespring Inc.	Internet Broadbands CSD/Lake August 2018
	Total 28909	561.10		
9/13/2018	28910	247.41	Airgas National Carbonation	Co2 for Pool 08/30/18
9/13/2018		260.95	Airgas National Carbonation	Cylinder Rental
9/13/2018		5.00	Airgas National Carbonation	Cylinder rental admin fee
	Total 28910	513.36		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/13/2018	28911	52.00	AllGood Driving School, Inc	Inst. Drivers ED July & Aug 2018
	Total 28911	52.00		
9/13/2018	28912	24,667.50	Bar-Hein Company	Toro Mower Eastwood Park
	Total 28912	24,667.50		
9/13/2018	28913	891.60	Stephen Beck	Inst. Futsals 07/01-09/15/18
	Total 28913	891.60		
9/13/2018	28914	451.50	Blue Ribbon Personnel Services	JS Temp 08/27-09/02/18
	Total 28914	451.50		
9/13/2018	28915	1,716.00	Timothy Dana Bowen	Inst. Minecraft Summer Camp 07/01-09/01/18
	Total 28915	1,716.00		
9/13/2018	28916	82.59	C & H Motor Parts, Inc	FD ED unit, Hogan
	Total 28916	82.59		
9/13/2018	28917	317.89	Camino Power Tool	FD other fuel/parts
9/13/2018		16.31	Camino Power Tool	FD tools/parts
	Total 28917	334.20		
9/13/2018	28918	351.00	Myung Chong	Inst. Mod Zumba 07/01-07/31/18
	Total 28918	351.00		
9/13/2018	28919	466.66	Cintas Corporation #622	Com Cntr Janitorial Supp 09/06/18
	Total 28919	466.66		
9/13/2018	28920	200.00	Victoria Comalander	Re-issued refund check for soccer field dep. 07/15
	Total 28920	200.00		
9/13/2018	28921	150.93	Comcast	FD89 Internet 08/11-09/10/18
9/13/2018		160.93	Comcast	FD89 Internet 09/11-10/10/18
	Total 28921	311.86		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/13/2018	28922	176.96	De Lage Landen Financial Servic...	FD 89 Copier Lease Sept. 2018
	Total 28922	176.96		
9/13/2018	28923	249.44	EDC Community Development S...	Site Insp. Permit # 175201
	Total 28923	249.44		
9/13/2018	28924	265.12	EDC Community Development S...	Site Insp. Permit # 185268
	Total 28924	265.12		
9/13/2018	28925	40.00	Olivia Foster	Shabby Chic class cancelled refund 09/08
	Total 28925	40.00		
9/13/2018	28926	93.00	Tori Francis	Soccer Tots refund class cancelled 09/06
	Total 28926	93.00		
9/13/2018	28927	15.00	Christopher Garrigues	Hunter Safety cancel refund
	Total 28927	15.00		
9/13/2018	28928	40.00	Alison Hendricks	Pumpkin Patch cancel refund 10/20
	Total 28928	40.00		
9/13/2018	28929	1,031.26	Hunt & Sons	Fuel 09/07/18
	Total 28929	1,031.26		
9/13/2018	28930	155.00	Interwest Consulting Group, Inc.	FD plan reviews EJ office
9/13/2018		155.00	Interwest Consulting Group, Inc.	FD plan reviews M Mattress
	Total 28930	310.00		
9/13/2018	28931	1,440.60	JS West Propane Gas	Pool Propane Delv. 08/31/18
	Total 28931	1,440.60		
9/13/2018	28932	294.26	JS West Propane Gas	CSD Propane Delv. 08/31/18
	Total 28932	294.26		
9/13/2018	28933	250.49	JS West Propane Gas	FD88 Propane Delv. 08/30/18
	Total 28933	250.49		
9/13/2018	28934	120.00	Grant Leon	Res FF Shifts 08/05,16,24,29

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28934	120.00		
9/13/2018	28935	1,084.22	Lincoln Aquatics	Chlorine, Pool 08/30/18
	Total 28935	1,084.22		
9/13/2018	28936	495.00	Alison S. Lloyd	Inst. Ballets 07/01-09/05/18
	Total 28936	495.00		
9/13/2018	28937	98.00	Tonya Marquez	Soccer Tots Class refund 09/06
	Total 28937	98.00		
9/13/2018	28938	94.50	Kathleen Matranga-Cooper	Res 2018-17 recorded map
	Total 28938	94.50		
9/13/2018	28939	88.80	Karen Moore	Inst. Truffle Classs 07/01-08/31/18
	Total 28939	88.80		
9/13/2018	28940	50.00	Yvonne Parkin	Roof Review ARC rev refund
	Total 28940	50.00		
9/13/2018	28941	1,134.00	Prentice, Long & Epperson	Legal svcs mtgs/calls August 2018
	Total 28941	1,134.00		
9/13/2018	28942	63.00	Rescue Training Institute, Inc.	Inst. CABS & CPR courses 07/10 & 07/13/18
9/13/2018		63.00	Rescue Training Institute, Inc.	Inst. CABS & CPR courses 07/24, 07/27/18
9/13/2018		38.50	Rescue Training Institute, Inc.	Inst. CABS course 08/07/18
9/13/2018		98.00	Rescue Training Institute, Inc.	Inst. First Aid courses 08/04/18
9/13/2018		52.50	Rescue Training Institute, Inc.	Inst. MFA 26 OE course 07/28/18
	Total 28942	315.00		
9/13/2018	28943	350.00	Marcia Rose	Gazebo rental refund event cancel 10/13
	Total 28943	350.00		
9/13/2018	28944	99.00	Dana Savoroski	Taekwondo refund class cancel 09/05

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28944	99.00		
9/13/2018	28945	213.60	Sarah Scatton	Inst. Chair Yoga 07/16-08/08/18
9/13/2018		58.20	Sarah Scatton	Inst. Chair Yoga 08/13-08/23/18
	Total 28945	271.80		
9/13/2018	28946	47.25	SCI Consulting Group	Fire Impact Study T&M
9/13/2018		95.21	SCI Consulting Group	Park Impact Study Reimbs
	Total 28946	142.46		
9/13/2018	28947	7.34	Susan Settle	Reimb. for Senior Art Supply
	Total 28947	7.34		
9/13/2018	28948	33.25	Sign Banner Print Express	Banners, yd sale & clean up day
9/13/2018		94.22	Sign Banner Print Express	T&T flyers, Pooch Banners/Flyers July 2018
	Total 28948	127.47		
9/13/2018	28949	44.77	Melissa O'Meara Simpkin	Uniform/shirts REC dept.
	Total 28949	44.77		
9/13/2018	28950	162.72	SiteOne Landscape Supply	Eastwood Park Irrig Supplies
9/13/2018		53.19	SiteOne Landscape Supply	Eastwood Park Irrig Supplies (w/ \$1.01 discount)
9/13/2018		63.06	SiteOne Landscape Supply	Eastwood Park Irrig Supplies (w/ \$1.20 discount)
	Total 28950	278.97		
9/13/2018	28951	191.40	Rosalie M. Stearns	Inst. Hula 08/01-08/31/18
	Total 28951	191.40		
9/13/2018	28952	1,252.13	TPX Communications	CSD & Lake Phones/Internet Sept. 2018
	Total 28952	1,252.13		
9/13/2018	28953	70.20	Tumble Time Gymnastics, Inc.	Inst. Gymnastics 07/01-08/31/18
	Total 28953	70.20		
9/13/2018	28954	10,160.00	Vavrinek, Trine, Day & Co., LLP	Prof. svcs CPA 07/24-08/31/18

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28954	10,160.00		
9/13/2018	28955	227.50	Robert Raymond Westphal	Inst. TaeKwonDo 06/30-08/31/18
	Total 28955	227.50		
9/13/2018	28956	25.00	Steve Wildblood	Hunter Safety cancel refunds 09/09
	Total 28956	25.00		
9/18/2018	1001165137	200.00	CalPERS 457 Plan	PPE 9/15/18 CalPERS 457
	Total 1001165137	200.00		
9/18/2018	1001165144	2,581.37	California Public Employee's Reti...	PPE 9/15/18
	Total 1001165144	2,581.37		
9/18/2018	1001165145	983.15	California Public Employee's Reti...	PPE 9/15/18
	Total 1001165145	983.15		
9/18/2018	1001165153	20,913.83	California Public Employee's Reti...	Oct 18 CalPERS Health Pmt
	Total 1001165153	20,913.83		
9/20/2018	28957	259.77	Airgas National Carbonation	Co2 for pool 09/04/18
	Total 28957	259.77		
9/20/2018	28958	20.66	AT&T Calnet 3	FD Phones 08/10-09/09/18
9/20/2018		20.63	AT&T Calnet 3	Park Phone 08/10-09/09/18
	Total 28958	41.29		
9/20/2018	28959	3,952.00	Auburn Journal/Gold Country Pr...	Fall Activity Guide 2018 - Printing
	Total 28959	3,952.00		
9/20/2018	28960	488.25	Blue Ribbon Personnel Services	JS Temp 09/03-09/9/18
	Total 28960	488.25		
9/20/2018	28961	120.00	Nicole Borba	Soccer Camp refund 4 days - Kayla
	Total 28961	120.00		
9/20/2018	28962	297.16	Cintas Corporation #622	Com Cntr Janitorial Supp 09/13/18

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28962	297.16		
9/20/2018	28963	165.00	CoreLogic Solutions LLC	CC&R metroscan software Aug 2018
	Total 28963	165.00		
9/20/2018	28964	145.00	CPRS	Membership Renewal MG
	Total 28964	145.00		
9/20/2018	28965	828.00	Monica DaCosta	Inst. Spanish 06/11-09/04/18
	Total 28965	828.00		
9/20/2018	28966	56.03	De Lage Landen Financial Servic...	Prop Tax fee for FD89 Copier lease
	Total 28966	56.03		
9/20/2018	28967	1,091.34	Delta Dental of California	Dental Benefits October 2018
	Total 28967	1,091.34		
9/20/2018	28968	64.00	Department of Justice	Fingerprinting August 2018
	Total 28968	64.00		
9/20/2018	28969	400.00	Ebbetts Pass Fire District	Ropes Rescue Training 10/1-10/5/18, Winger
	Total 28969	400.00		
9/20/2018	28970	588.74	EDC Community Development S...	Site Inspection - Permit #185268 Feb-June 2018
	Total 28970	588.74		
9/20/2018	28971	1,066.88	Ewing Irrigation Products, Inc.	Parks - Irrig Supplies 08/24/18
	Total 28971	1,066.88		
9/20/2018	28972	100.00	Mahnaz Foroudi	VB fundamental cancelled refund - Ariana
	Total 28972	100.00		
9/20/2018	28973	161.07	HealthSmart Benefit Solutions, I...	Vision Benefits - October 2018
	Total 28973	161.07		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/20/2018	28974	300.00	Nancy Hegarty	Room A deposit refund for 09/08
	Total 28974	300.00		
9/20/2018	28975	412.82	Hi - Tech E V S, Inc.	FD Parts, 09/04/18 Tosti
	Total 28975	412.82		
9/20/2018	28976	20.00	David Humphreys	REIMB-Humphreys
	Total 28976	20.00		
9/20/2018	28977	47.50	Juli Johnston	VB fundamentals cancelled refund (-fee) Shelby
	Total 28977	47.50		
9/20/2018	28978	396.00	Richard A. Kowaleski	Inst. Dance 07/01-08/31/18
	Total 28978	396.00		
9/20/2018	28979	992.67	Lincoln Aquatics	Chlorine, Lagoon 08/07/18
	Total 28979	992.67		
9/20/2018	28980	956.20	Lincoln Aquatics	Chlorine-Pool 08/14/18
	Total 28980	956.20		
9/20/2018	28981	874.97	Lincoln Aquatics	Chlorine - Pool 09/07/18
	Total 28981	874.97		
9/20/2018	28982	100.00	Mia Lopez	Social Room cancelled, pymt refunded
	Total 28982	100.00		
9/20/2018	28983	600.00	Lorenzo Lopez Ambriz	Hall & Kitchen deposit refunds for 08/25
	Total 28983	600.00		
9/20/2018	28984	1,070.00	Joshua C. Marks	Janitorial svcs September 2018
	Total 28984	1,070.00		
9/20/2018	28985	300.00	Margaret Mohr	Director's Comp Mtgs 09/11, 12, 19
	Total 28985	300.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/20/2018	28986	500.00	Holly Morrison	Director's Comp Mtgs 09/10,11,11,12,19
	Total 28986	500.00		
9/20/2018	28987	147.71	Public Employee's Union Local 1	Union Dues Payroll 09/21/18
	Total 28987	147.71		
9/20/2018	28988	160.00	Blake Rayback	RES ff shifts 08/08,16,22,30
	Total 28988	160.00		
9/20/2018	28989	400.00	Monique Scobey	Director's Comp Mtgs 09/10,10,12,19
	Total 28989	400.00		
9/20/2018	28990	51.00	Shred City LLC	Shred 17 boxes 09/12/18
	Total 28990	51.00		
9/20/2018	28991	118.78	Sign Banner Print Express	Pumpkin Patch flyers/posters/banners
	Total 28991	118.78		
9/20/2018	28992	196.22	Melissa O'Meara Simpkin	Shirts/Uniforms Kate
	Total 28992	196.22		
9/20/2018	28993	26.86	SiteOne Landscape Supply	D. West park Irrig supplies (minus \$0.51 discount)
9/20/2018		265.97	SiteOne Landscape Supply	Eastwood Park Irrig supplies (minus \$5.05 discount)
	Total 28993	292.83		
9/20/2018	28994	203.50	Ski Air Incorporated	Com Cntr AC repair 09/10/18
	Total 28994	203.50		
9/20/2018	28995	10.01	Verizon Business	FD Carrier access Aug 2018
	Total 28995	10.01		
9/20/2018	28996	6.51	Verizon Wireless	FD misc phones 08/10-09/09/18
	Total 28996	6.51		
9/20/2018	28997	400.00	Ellamae J. Wooten	Director's Comp Mtgs 09/10,11,12,19

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 28997	400.00		
9/20/2018	28998	222.00	Heidi Yancey	Inst. Paint & Draw August 2018
	Total 28998	222.00		
9/27/2018	28999	164.36	Airgas National Carbonation	Co2 - Pool
9/27/2018		288.60	Airgas National Carbonation	Co2 for Pool
	Total 28999	452.96		
9/27/2018	29000	208.76	Allstar Fire Equipment, Inc.	FD Gear
9/27/2018		839.10	Allstar Fire Equipment, Inc.	FD gear parts
	Total 29000	1,047.86		
9/27/2018	29001	337.33	Angius & Terry LLP	CC&R gen council 08/02-08/27/18
	Total 29001	337.33		
9/27/2018	29002	267.99	AT&T Calnet 3	Phones 08/24-09/23/18
	Total 29002	267.99		
9/27/2018	29003	120.00	Jamie Bardwell	Res FF shifts 8/2,11,12
	Total 29003	120.00		
9/27/2018	29004	225.19	Bliss Power Lawn Equipment Co.	Starter for Mower-Lake
	Total 29004	225.19		
9/27/2018	29005	511.88	Blue Ribbon Personnel Services	Temp 09/10/18-09/16/18 JS
	Total 29005	511.88		
9/27/2018	29006	142.53	C & H Motor Parts, Inc	FD auto parts
	Total 29006	142.53		
9/27/2018	29007	900.00	Capital Private Patrol	Priv. Patrol October - Com Center
9/27/2018		500.00	Capital Private Patrol	Priv. Patrol October - Parks
	Total 29007	1,400.00		
9/27/2018	29008	564.76	Capitol Clutch & Brake, Inc.	FD Auto Parts/Repairs
	Total 29008	564.76		
9/27/2018	29009	87.44	Carbon Copy, Inc.	Copies Sept. 2018
9/27/2018		6.22	Carbon Copy, Inc.	FD 88 Copies Sept. 2018

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/27/2018		353.93	Carbon Copy, Inc.	FD89 Copier Toners
9/27/2018		<u>32.60</u>	Carbon Copy, Inc.	FD89 Copies Sept. 2018
	Total 29009	480.19		
9/27/2018	29010	<u>309.96</u>	Cintas Corporation #622	Janitorial Supplies - CC
	Total 29010	309.96		
9/27/2018	29011	<u>44.99</u>	Comcast	FD88 Internet (new) Sept
	Total 29011	44.99		
9/27/2018	29012	<u>31.32</u>	De Lage Landen Financial Servic...	Prop. Tax fee for FD88 Copier Lease
	Total 29012	31.32		
9/27/2018	29013	<u>2,335.59</u>	Diamondback Fire & Rescue, Inc.	E288,289,389, Reserve Maint
	Total 29013	2,335.59		
9/27/2018	29014	<u>1,649.00</u>	DSA Technologies, Inc	Monthly IT Srvc October
	Total 29014	1,649.00		
9/27/2018	29015	<u>815.48</u>	El Dorado Irrigation District	Water/Landscape 07/14/18-09/17/18
	Total 29015	815.48		
9/27/2018	29016	<u>505.79</u>	El Dorado Irrigation District	Water 07/13/18-09/14/18
	Total 29016	505.79		
9/27/2018	29017	<u>443.13</u>	El Dorado Irrigation District	Water 07/14/18-09/14/18
	Total 29017	443.13		
9/27/2018	29018	<u>66.22</u>	El Dorado Irrigation District	Water/Landscape 07/14/18-09/14/18
	Total 29018	66.22		
9/27/2018	29019	<u>403.88</u>	El Dorado Irrigation District	Water 07/14/18-09/14/18
	Total 29019	403.88		
9/27/2018	29020	<u>2,172.58</u>	Flying Ace T-Shirts, Inc.	Parks Dept. Uniform shirts
	Total 29020	2,172.58		
9/27/2018	29021	<u>160.00</u>	Cory Gregersen	Res FF shifts 8/1,12,13,16
	Total 29021	160.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
9/27/2018	29022	153.99	Hangtown Fire Control, Inc.	Semi-Ann srvc hood system Com Cntr
	Total 29022	153.99		
9/27/2018	29023	330.00	Hankin Specialty Elevators, Inc.	Lift Maint/Repair
	Total 29023	330.00		
9/27/2018	29024	398.34	Hillyard, Inc.	Janitorial Supplies for Parks
	Total 29024	398.34		
9/27/2018	29025	1,104.98	Hunt & Sons	Fuel 09/14/18
	Total 29025	1,104.98		
9/27/2018	29026	1,456.50	JS West Propane Gas	Propane, Pool delv 9/17/18
	Total 29026	1,456.50		
9/27/2018	29027	39.00	Cheryl Macchiarella	Truffles class refund 9/22
	Total 29027	39.00		
9/27/2018	29028	55.86	Kate Magoolaghan	Reimb CC&R Workshop & Co car maint
	Total 29028	55.86		
9/27/2018	29029	800.00	Joshua C. Marks	Janitorial Services Sept 17,20,24,27
	Total 29029	800.00		
9/27/2018	29030	10.52	PG&E	Elec 08/17-09/17/18
	Total 29030	10.52		
9/27/2018	29031	116.23	PG&E	Elec 08/16-09/14/18
	Total 29031	116.23		
9/27/2018	29032	159.82	PG&E	Elec 08/16-09/14/18
	Total 29032	159.82		
9/27/2018	29033	8,127.16	PG&E	Elec 08/20-09/18/18
	Total 29033	8,127.16		
9/27/2018	29034	563.35	ProPet Distributors, Inc.	Dog Litter/Liner bags for Parks
9/27/2018		563.35	ProPet Distributors, Inc.	Dog Litter/Liners for Parks

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 29034	1,126.70		
9/27/2018	29035	301.50	Purchase Power	Postage Meter refills 08/15 & 09/07
	Total 29035	301.50		
9/27/2018	29036	160.00	Joseph Erik White Raffoul	Res FF shifts 8/22,23,27 & 28
	Total 29036	160.00		
9/27/2018	29037	160.00	Blake Rayback	Res ff shifts 9/5, 13, 19, 20
	Total 29037	160.00		
9/27/2018	29038	24.50	Rescue Training Institute, Inc.	Inst. Babysitting CPR 09/07
	Total 29038	24.50		
9/27/2018	29039	1,100.00	Sierra Striping, Inc.	Hacienda Park lot striping
	Total 29039	1,100.00		
9/27/2018	29040	4.99	Verizon Business	FD Carrier Access August 2018
	Total 29040	4.99		
9/27/2018	29041	175.13	Verizon Wireless	Wireless Phones 08/11-09/10/18
	Total 29041	175.13		
9/27/2018	29042	193.58	Verizon Wireless	Ipads, hotspots, etc. Parks 08/11-09/10/18
	Total 29042	193.58		
9/27/2018	29043	395.11	Verizon Wireless	FD Phones 08/16-09/15/18
	Total 29043	395.11		
9/27/2018	29044	20.00	Kayla Walker	VB class transfer (overage refund)
	Total 29044	20.00		
9/27/2018	29045	5,180.00	WEST Consultants, Inc.	CPCSD Dam Breach & EAP 7/13-7/30/18
	Total 29045	5,180.00		
9/27/2018	29046	75.00	Anne Zak	VB cancelled/refund - Sydney

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/1/2018 Through 9/30/2018

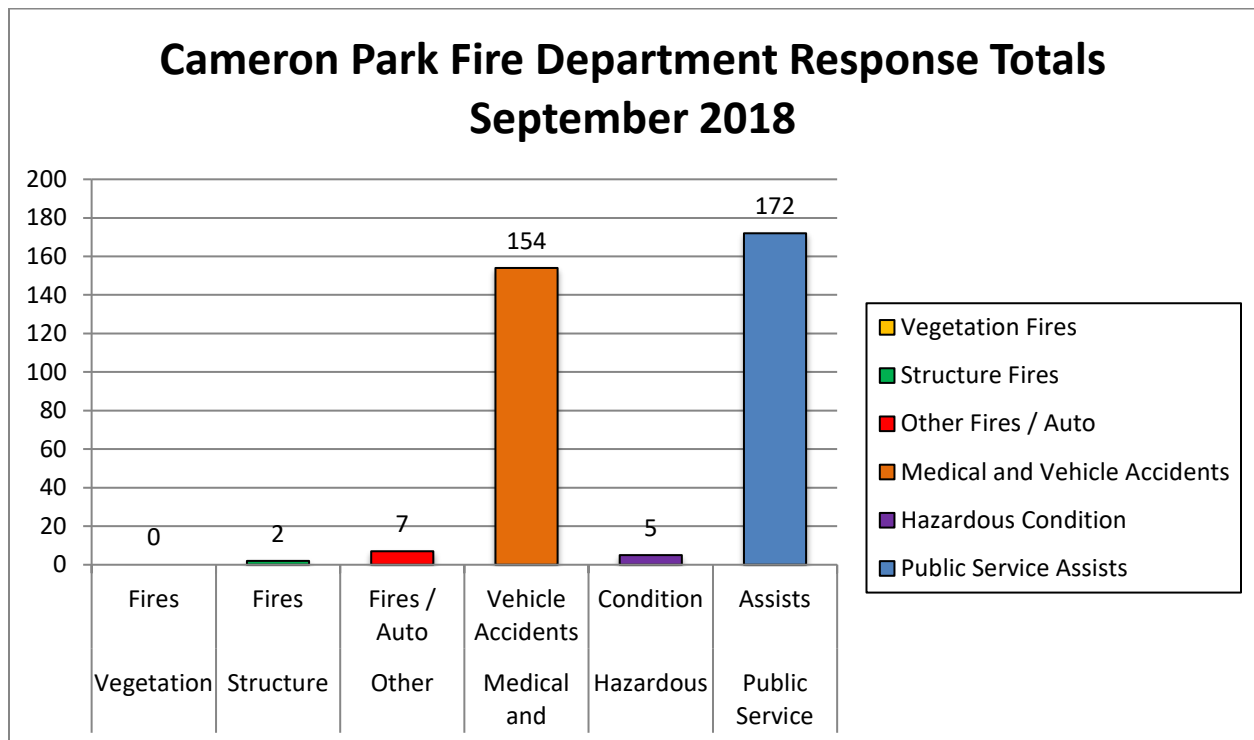
<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
	Total 29046	75.00		
		<hr/>		
Report Total		164,296.25		
		<hr/> <hr/>		



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Michael Smith, Battalion Chief
Regarding Item #8c: Fire Department Report for the October 17, 2018 - Board Meeting
Recommended Action: Receive and File

Incidents for the Month of September 2018

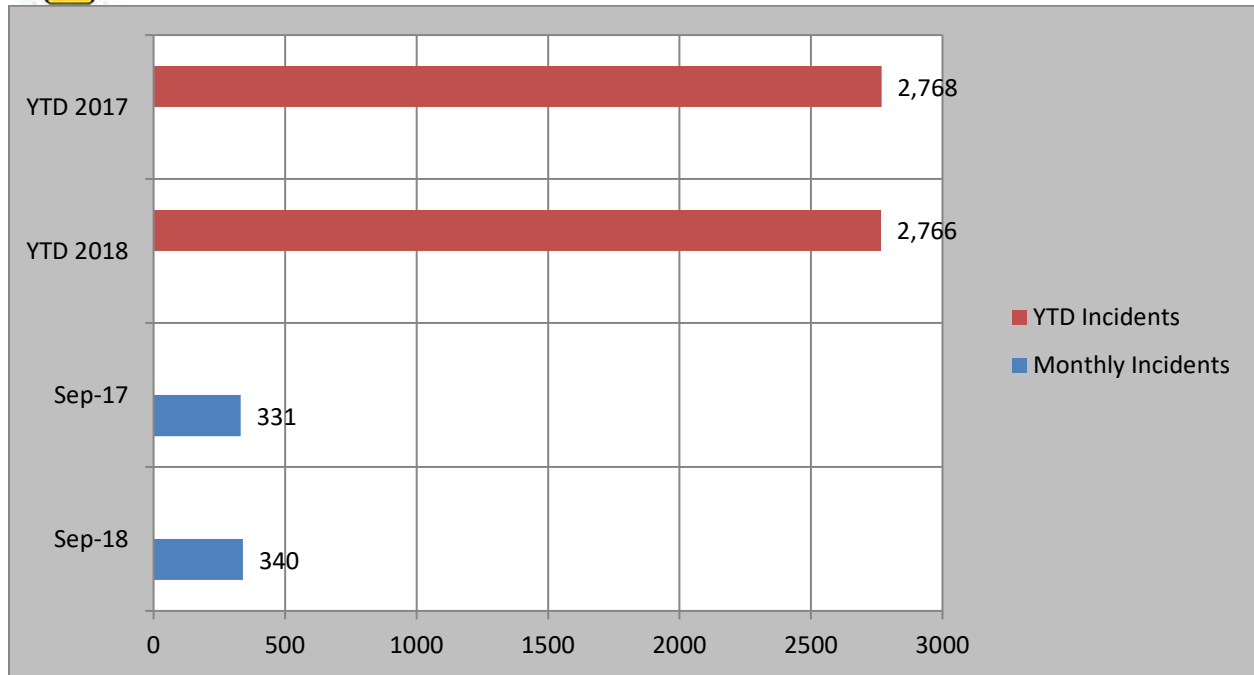


Incidents have increase by 0.03% for the month of September compared to 2017.

Total incidents have decreased by 0.0007% for the calendar year compared to 2017.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- The yearly Cops and Rodders was held on Saturday, September 29th at Cameron Park Airport. E88, E89, M89, Resident FF's, Explorers, E28, and CAL FIRE D/T 2741 were present at this event.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

Commercial Fire – Coach Ln. – Electrical fire at Safeway store, contained to the meat department by Cameron Park/CAL FIRE personnel.

Structure Fire – Linwood Dr. - Aggressive fire attack by Cameron Park/CAL FIRE personnel on a kitchen and dining room fire.

Structure Fire - Auto Aid to Rescue Fire Department, both Cameron Park /CAL FIRE Personnel, engines 88 and 89, 60% of two story structure involved upon arrival with fatality.

Vehicle Fire – Mobil Gas Station – Another aggressive fire attack by Cameron Park/CAL FIRE personnel to contain the fire before spreading to the facility.

Vehicle Fire – 76 Gas Station – fire was contained to the engine compartment by Cameron Park/CAL FIRE personnel.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Structure Fire - Auto Aid to El Dorado County Fire Department, both Cameron Park /CAL FIRE engines (88 and 89 responded).

Vehicle Fire – Auto Aid to El Dorado County Fire Department, E89 responded

Please welcome FF II/P Brandon Barrett, he was hired behind the vacant firefighter position. He has completed his M89/CSA 7 accreditation and is in his B5 Orientation phase.

We are interviewing candidates to fill behind the vacant Battalion Chief position Cameron Park CSD is realizing cost savings with this vacancy.

It is critical that the fire department be able to access the Hired Equipment funds in order to purchase a new fire engine that will replace the old worn one. It will require a substantial down payment, and we are putting together the purchase terms at this time.

Apparatus

Looking at purchasing a new Type 1 engine by the end of the year.

FIRE PREVENTION

Weed Abatement Update

- Received approximately... 18 calls from lot owners, contractors, concerned citizens, in the month of September.
- Researched CSD Owned Properties for Weed Abatement Compliance.
- Working to update CSD Weed & Rubbish Abatement Ordinance.
- Continuing to field complaints via phone and emails from local concerned citizens regarding weed abatement on both improved and unimproved lots.
- Requested an updated lot list from Jose Crummert, El Dorado County surveyor. We requested a list of improved and unimproved lots in the fire district boundaries. Also requested a list of improved lots within the Cameron Park CSD boundaries.
- Received a request to attend a meeting with BOS to discuss implementing a weed Abatement program for El Dorado County. Attended the meeting on 9/20 and shared With them how our Weed Abatement program works. Also referred them to our 'Cameron Park Weed and Rubbish Abatement Ordinance No. 2018.03.21'.
- Received a complaint from a resident living near a large parcel of property that was being cleared. The resident stated that the back window of their car had been broken by the contractor that was clearing the property. The resident was under the impression that the property was cleared by a contract with Cal Fire. Thru research and phone calls it was discovered that Cal Fire was not involved in the clearing of this property, relieving them of any liability. The vendor clearing the property was hired by a representative of the property owner.

86% of vacant lots in compliance with the ordinance to date



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

On Going Development Projects

- Bass Lake Estates – 36 lot, single family residential subdivision
- Sierra Sunrise – 18 lot, single family residential subdivision
- Brooks – 4 lot, single family residential subdivision
- Cameron Hills – 41 lot, single family residential
- Rancho Tierra – 86 lot single family residential subdivision
- Cameron Ranch - 42 lot, single family residential subdivision
- Creekside Apartment Complex – 24 units, 3 commercial buildings with offices
- Bell Woods – 54-lot single family residential subdivision
- Ponte Palmero Phase 2
50,510 square feet, 44 unit Community Care Facility, 53,690 square feet, 46 room Assisted Living Facility and a 11,450 square feet Club House.
- Cameron Glen Estates Phase 5 – 15 single family residential subdivision
6 out of 15 homes finalized on 7/12/18
- New Building – 4 Plex off La Crescenta Dr.

Tenant Improvement Projects

- New Building – Chevron Gas Station, Carwash, Convenience Store and Restaurant (under construction)
- New Building – 3450 Coach Ln. – Site Plans Approved for Gilmore Heating & Air
- Tenant Improvement – 2580 Merrychase Dr.
- ~~○ Tenant Improvement – 3077 Ponte Morino Dr.~~
- ~~○ Tenant Improvement – 3079 Ponte Morino Dr.~~
- ~~○ Tenant Improvement – 3380 Coach Ln.~~
- Tenant Improvement – 3356 Coach Ln.
- ~~○ Tenant Improvement – 6137 Palmero Cir.~~
- ~~○ Tenant Improvement – 6145 Palmero Cir.~~
- Tenant Improvement – 3450 Palmer Dr.
- Tenant Improvement – 4070 Cameron Park Dr.
- Tenant Improvement – 3959 Cameron Park Dr.
- Tenant Improvement – 3931 Cambridge Rd.
- Tenant Improvement – 2391 Merrychase Dr.
- Tenant Improvement – 3950 Cambridge Rd.
- Tenant Improvement – 3960 Cambridge Rd.
- Tenant Improvement – 3201 Royal Dr.
- ~~○ Tenant Improvement – 3332 Heights Dr.~~
- Tenant Improvement – 3460 Robin Ln.

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

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: October 1, 2018

FROM: Tina Helm, Recreation Supervisor
Sarah Fridrich, Recreation Coordinator

AGENDA ITEM #8D: Recreation Department Report

RECOMMENDED ACTION: Receive and File

- The pool closed for the season on September 16th. Aquasol swim team is using the pool for their fall swim program.
- Staff will be meeting with the sports field user groups next month to discuss field use for the 2019 year.
- Community Clean-Up Day was held on September 15th at Camerado School. Fire Explorers, Resident Firefighters as well as paid personnel assisted with the event. Please find attached the comparisons of the Fall Clean Up information from 2018 and 2017.
- The Community Yard Sale was held on September 15th at the Community Center Parking Lot with overflow spots being placed along the pool fence in the patio area. There were 41 vendors that sold items at the event, which was well attended by the community.
- Staff has contacted the volunteer groups (FFA, Key Club and Leadership) from the high school and middle school to help at the upcoming pumpkin patch event.
- Upcoming events include the Halloween Carnival and Pumpkin Patch on October 20th, the Christmas Craft Faire on November 17th, the 2nd Annual Tree Lighting on November 30th, the Santa Run and Pancake Breakfast on December 1st, and the Santa Parade on December 7th, 8th, and 9th, which is scheduled for the following weekend if it rains.
- Staff submitted the necessary paperwork to the Department of Transportation for the permit to close the road for the Santa Run on December 1st.
- Staff continues to meet with the Senior Leadership Council to expand programs in a manner consistent with our plan. Staff is working on a day trip and holiday party. The Friday Art program has received praise from the participants.
- The Community Center is currently hosting a FREE Fall Prevention program sponsored by Eskaton on Fridays.



Cameron Park Community Clean Up Day/Yard Sale Summary

Saturday, September 15, 2018

Fall Community Clean Day – Camerado Middle School from 8am to 2pm

2018

309 vehicles went through the cleanup day

2018 Data from Waste Connections

6.7 tons green waste (1 load)

24.91 tons MSW (14 loads)

2.82 tons metal (2 loads)

34.43 Tons Total

2018 Data from Snowline Hospice:

TVs 881 lbs

E-Waste 1869 lbs

Clothing/Linen 680 lbs

Misc. Household 2348 lbs

Total 5778 lbs

2018 Personnel

7 Fire Explorers, 8 Resident Firefighters

6 paid staff, and 3 Schedule B paid personnel

2017

311 vehicles went through the cleanup day

2017 Data from Waste Connections

5.64 tons of green waste (1 load)

37.93 tons of MSW(19 loads)

43.57 Tons Total

2017 Data from Snowline Hospice:

TVs 2296 lbs

E- Waste 1494 lbs

Clothing/Linen 500 lbs

Misc. Household 2425 lbs

Total 6715 lbs

2017 Personnel

14 Fire Explorers, 8 paid staff

No resident Firefighters

2018 Yard Sale - Cameron Park CSD Parking Lot from 8am to 12pm

Cameron Park CSD sponsored a Yard Sale event the same day as well. Forty vendors registered plus one more that showed up Saturday morning. The overflow vendors were along the fence by the pool. The weather was great so lots of shoppers attended the event. There were approximately 300+ people that came through the event throughout the day.

Submitted by Tina Helm, Recreation Supervisor

9/20/18

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: October 17, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #8E: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General information

Gudgel Yancey Roofing was awarded the contract to re-roof four of the district's buildings - the park maintenance shop, Cameron Park Lake restrooms, Christa McAuliffe restrooms and the pump house at Rasmussen Park. This project is scheduled to be completed in October. This was a capital improvement/deferred maintenance project funded by Quimby Funds.

Carson Landscape Industries performed our fall aeration throughout the parks on Tuesday September 24th. Staff is over seeding in October.

A commercial Billy Goat leaf vacuum was purchased. This vacuum mounts into the back of a pick-up truck, and blows leaves and debris into the truck bed. This will speed up our process of picking up leaves and trimmings throughout the year. It will also reduce the waste by mulching the leaves, and prevent work-related injuries because staff will no longer be bagging leaves to be carried to the dumpster.

The District has had several events and reservations this past month at the Community Center. Staff has done an awesome job assisting with these events.

Cameron Park Lake

- We are looking forward to having one of the Eagle Scout projects start on Saturday October 13th. They will be re-landscaping the entrance to Cameron Park Lake and building a permanent frame for our banners.
- The drinking fountain at the lake has been repaired.
- Staff installed a weather station that adjusts irrigation systems. Having our own weather station provides a more accurate weather reading for our community.

Sports Parks / Fields

Christa McAuliffe Park

- Staff installed a new weather based Wi-Fi irrigation controller.
- The drinking fountain at the Skate Park has been repaired. The Skate Park continues to operate in a positive manner.

Rasmussen Park

Several irrigation-related problems occurred at Rasmussen Park, due to age of the system. Staff have been working hard to repair the system and keep the turf grass in good shape.

Neighborhood Parks / Landscape and Lighting Assessment Districts

Hacienda Park

- Sierra Striping re-painted the parking lot and added additional parking bumpers.
- Staff repaired the drinking fountain in the small Dog Park.

Eastwood Park

Staff replaced and re-planted the entrance into the Eastwood subdivision. Staff also replaced all of the existing irrigation at the entrance with water efficient sprinkler heads.

Bar J A

A 100' section of the asphalt walkway is schedule to be replaced on Thursday, September 27th. Sierra Nevada Asphalt was awarded the bid and will also be patching several spots along the walkway.

Community Center

- Staff finished installing the rest of the black bark throughout the landscaping.
- National Aquatic Services came out to take a look at replacing the pool vault lid. They also determined that we need to re-build our chlorine pump for the pool. I am waiting to get an estimate to have the pool vault lid rebuilt. Staff will rebuild the pump once the parts arrive.
- FYI Communications came out to help us resolve some of the IT issues regarding our audio system in the main hall. It was determined that the microphones that record the board meetings were never installed. FYI Communication will be out on Thursday October 11th to install the microphones. After this is completed the community will be able to watch and listen to the board meeting online.

Cal Fire

Growlersburg has been busy helping us clean up some of our open spaces. We have made a ton of progress at Bonanza Park and Gateway Park with their help. They also spent two days working on the open space property behind the Community Center.



Agenda Transmittal

DATE: October 17, 2018

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM # 8F: CC&R COMPLIANCE DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

Operations

- Staff is continuing to research ways to increase efficiency. Steps currently being taken include; sending a postcard mailer to the residents in a specific subdivision addressing overnight parking issues that have thus far been difficult to enforce, and putting together resource guides that will be put on our website to help residents with questions that may not pertain to CC&Rs. This was a widely requested item at the CC&R workshop. Staff currently receives many calls from residents who are not sure who else to contact. We want to reduce the amount of time dedicated to answering these questions while still providing service to the community.
- Staff is preparing for the second in a series of community workshops. It will be held Tuesday, October 23, 2018 at 6:00pm. New topics will be discussed as well as continued conversations from the first workshop.

Architectural Review Committee

- Architectural Review Committee reviewed 19 Project Applications in September. Of which, 18 were approved and 1 was denied due to insufficient setbacks and insufficient information related to the removal of a large heritage oak tree. The application has been resubmitted with additional information and is still under review.
- Staff will be starting the process of recruiting a community member for the committee. The ARC committee does not currently include a community member and staff feels that it is important to have that component as part of the review and approval process.

CC&R Enforcement

Staff has seen a bit of a slowdown in the number of potential violations in the past couple of weeks which will allow staff to get caught up on the current backlog.

Initial Notice	18
Final Notice	7
Pre-Legal Notices	2
Pending	1
In process	56
Referred to outside agency	2
Cleared	5
Total	94



Agenda Transmittal

DATE: October 17, 2018

FROM: Kathy Matranga-Cooper, Special Projects Coordinator

AGENDA ITEM #9: CONFLICT OF INTEREST CODE

RECOMMENDED ACTION: Receive and File; Informational

Staff presented an update of the Conflict of Interest Code at the September Board of Directors meetings, which the Board approved with a request that the second paragraph on page one be revised to reflect the current electronic submittal process for Form 700.

The original paragraph stated: *“Designated employees shall file original signed statements of economic interests with the CAMERON PARK COMMUNITY SERVICES DISTRICT, who will make the statements available for public inspection and reproduction during normal business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. [Government Code Section 81008.] Statements for all designated employees will be retained by the CAMERON PARK COMMUNITY SERVICES DISTRICT”.*

The second paragraph on page one has been simplified to reflect the current process. The County Elections Department stated that an electronic submittal is considered the same as a wet signature.

CONFLICT OF INTEREST CODE FOR CAMERON PARK COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the CAMERON PARK COMMUNITY SERVICES DISTRICT. This Conflict of Interest Code supersedes all prior codes, which are hereby rescinded.

Designated employees shall file statements of economic interests with the code reviewing body, El Dorado County Registrar of Voters, who will make the statements available for public inspection and reproduction during normal business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. [Government Code Section 81008.].

Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations:

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest

code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.; and

(C) The filing officer is the same both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with the code reviewing body in lieu of filing separate and distinct statement, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

² See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the Deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code, and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office with a date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000)

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designed employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing body of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b) and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$440~~ \$470.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subsections (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course

of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth Two Thousand Dollars (\$2,000.00) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 to 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

NOTE: Authority Cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502, 89503 Government Code

APPENDIX A

PART I – DESIGNATED EMPLOYEES

The positions listed below constitute the list of designated positions required by the Cameron Park Community Services District Conflict of Interest Code. The individuals in the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Part II.

Position	Disclosure Category
Attorneys	6
Board Members	1-5
CC&R Compliance Officer	1-5
Finance/Human Resources Officer	1-5
General Manager	1-5
Parks Superintendent	1-5
Recreation Supervisor	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including but not limited to those services listed in Exhibit B attached hereto and incorporated herein by this reference.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to park and recreational, fire suppression and emergency medical services.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or
 - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.

5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial and banking services of the type utilized by the District, including but not limited to financial and/or banking institutions and/or investment vehicles that are of the type in which this District is empowered to invest its funds.

6. Attorneys shall disclose all sources of income, interests in real property and investments and business positions in business entities as set forth in disclosure categories 1 through 5 above.

Designation of Consultants Required to File Annual Form 700's.

At the present time the General Manager designates the District's General Legal Counsel as the consultant who is required to file an annual Form 700 since the services performed by District's General Legal Counsel may influence government decision-making by the District Board of Directors.

The services provided by the District's General Legal Counsel typically can involve a wide variety of issues encountered by the Board of Directors and often require the making of recommendations to the Board of Directors, which justifies the disclosure requirement.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Irrigation equipment including but not limited to pipes, valves, fittings, pumps, motors, etc.
- Construction and building materials
- Fire protection equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment, including pumping equipment computer hardware and software
- Architectural services
- Custom farming services such as weed abatement, etc.
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies and brokerages
- Legal service providers
- Bank and trust companies
- Financial advisory firms



Agenda Transmittal

DATE: October 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #11: PUBLIC HEARING AND INTENTION TO FORM THE COMMUNITY FACILITIES DISTRICT (CFD) FOR THE BELL WOODS DEVELOPMENT AND THE LEVY OF SPECIAL TAXES TO FUND CERTAIN SERVICES

RECOMMENDED ACTION:

- 1) Continue the public hearing from September 19, 2018 and take testimony on the proposed Community Facilities District No. 2018-01 (CFD).
- 2) Adopt a Resolution Forming the CFD (No. 2018-19).
- 3) Adopt a Resolution Calling a Special Election of the Qualified Electors of the Territory to be Included in the Formation the CFD (No. 2018-20).
- 4) Conduct a Special Election on the CFD formation during which the canvassing board opens the ballots, tallies the vote, and announces the results of the special election.
- 5) Adopt a Resolution Declaring Results of Special Tax Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien (No. 2018-21).

BUDGET IMPACT: There will be no impact on the District's finances or the General Fund.

BACKGROUND

Bell Woods is a new 54-unit residential development in Cameron Park, at the end of Covello Circle near Ziana Road, currently under construction by Lennar Homes. Planning for Bell Woods began in the 1990's. In August 2018, the Cameron Park Community Services District (District) Board of Directors (Board) initiated the formation of a Community Facilities District (CFD) as a back-up funding measure for the maintenance of landscape and open space areas within Bell Woods.

On August 15, 2018, the Board adopted Resolution No. 2018-16 adopting local goals and policies for the proposed CFD and Resolution No. 2018-17 declaring the Board's intention to establish the CFD (resolution of intention or ROI). September 19, 2018, at 6:30 p.m. was set as the date and time of the public hearing on the resolution of intention to form the CFD.

The public hearing was opened on September 19, 2018 and continued to tonight, October 17, 2018.

DISCUSSION

Lennar Homes plans to have the Bell Woods Home Owners Association (HOA) be responsible for maintenance of the landscape areas and the 10 acres of open space. A CFD is being formed to serve as a back-up funding measure in case the HOA dissolves and is unable to provide for maintenance of the landscape areas and open space. Due to the nature of the development that includes open space, a CFD is being recommended instead of a Landscape and Lighting Assessment District (LLAD).

Upon dissolution of the HOA and the District's acceptance of responsibility for landscape services, the District will determine the maximum special tax rates, the annual special tax requirement, and associated annual special tax rates for the CFD. The special tax may be levied and collected in perpetuity, unless the District determines that the revenue is no longer needed.

The total maximum annual costs (in 2018 dollars) for the services are estimated to be \$38,831 annually. The cost for annual CFD administration is estimated to be \$4,750 annually.

FORMATION PROCESS AND PROPOSED BOARD ACTION

District staff, with the assistance of SCI Consulting Group, has completed the following steps in order to facilitate the formation of the CFD:

- The map of the proposed boundary for CFD No. 2018-01 was recorded with the County Recorder on September 11, 2018, as Document No. 2018-0035288, and filed in Book 05 of Maps of Assessment and Community Facilities District at Page 19 in the office of the County Recorder for the County of El Dorado, State of California.
- The CFD election ballot was mailed to the property owners at least 10 days prior to the date of the Public Hearing. The property owners are asked on the ballot whether they approve or disapprove of having their properties included in CFD No. 2018-01.

The resolution of intent directed staff to prepare a Public Hearing Report (Attachment 4) on the proposed CFD providing a description of the Services to be funded by the CFD and an estimate of the fair and reasonable cost of the Services and incidental expenses for the CFD. The Public Hearing Report also includes a map showing the boundaries of the proposed CFD and the affected assessor's parcels.

In order to complete the formation proceedings, the following actions are required tonight:

- The public hearing is continued tonight and closed on October 17, 2018, after public testimony at approximately 6:30 p.m.

- The Board adopts a Resolution of Formation of the CFD. (Resolution No. 2018-19, Attachment 1)
- The Board adopts a Resolution Calling a Landowner Special Tax Election for the Formation of the CFD. (Resolution No. 2018-20, Attachment 2)
- The election is held at approximately 6:30 PM on October 17, 2018, at which time the District Clerk opens the ballots, tallies the vote and announces the results of the election.
- The Board adopts a Resolution Declaring Results of the Landowner Special Tax Election, Determining Validity of Prior Proceedings, and Directing Recording of the Notice of Special Tax Lien. (Resolution No. 2018-21, Attachment 3)

CONCLUSION

Upon the final approval of the CFD, a notice of special tax lien will be recorded with the County Recorder, resulting in a permanent lien on the assessor's parcels within the CFD. The lien continues in perpetuity unless the Board terminates the special tax obligation by later Board actions in accordance with the Act.

The cost for the formation of the CFD has been paid by Lennar Homes of California, LLC. The cost for providing the services, and annual administration of the CFD will be covered by the special taxes levies with the CFD. There will be no impact on the District's finances or on the General Fund.

Adoption of the resolutions and recording of the notice of special tax lien with the County Recorder will complete the proceedings for the formation of proposed CFD.

Attachments:

1. Resolution 2018-19, Forming the CFD
2. Resolution 2018-20, Calling a Special Election of the Qualified Electors of the Territory to be included in the Formation the CFD
3. Resolution 2019-21, Declaring Results of Special Tax Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien
4. CFD Public Hearing Report

Attachment 1

**RESOLUTION NO. 2018-19
of the Board of Directors
of the Cameron Park Community Services District
October 17, 2018**

**RESOLUTION TO FORM A COMMUNITY FACILITIES DISTRICT
AND TO LEVY SPECIAL TAXES THEREIN**

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

WHEREAS, on August 15, 2018, the Board of Directors (“Board”) of the Cameron Park Community Services District (the “District”), County of El Dorado, State of California, adopted Resolution No. 2018-17 entitled “Resolution of the Board of Directors of the Cameron Park Community Services District Declaring Intention to Establish a Community Facilities District and Authorize the Levy of Special Taxes Therein” (the “Resolution of Intention”) with respect to Community Facilities District No. 2018-01 (Bell Woods) (the “CFD”) of the District pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the “Act”); and

WHEREAS, the Resolution of Intention incorporates a map of the proposed boundaries of the CFD, states the services to be provided, the cost of providing such services and the rate and method of apportionment of the special tax to be levied within the CFD, and is on file with the District Clerk and the provisions thereof are incorporated herein by this reference as if fully set forth herein; and

WHEREAS, the services to be provided as stated in the Resolution of Intention are set forth in Exhibit A attached hereto and hereby made a part hereof; and

WHEREAS, notice of a public hearing relating to the establishment of the CFD, the extent of the CFD, the financing of certain types of services and all other related matters have been given, and a CFD Public Hearing Report, as ordered by this Board, has been presented to this Board and has been made a part of the record of the hearing to establish such CFD, all pursuant to the Act and the Resolution of Intention relating to the proposed formation of the CFD; and

WHEREAS, at the hearing all interested persons desiring to be heard on all matters pertaining to the formation of the CFD, the services to be provided therein and the levy of said special tax were heard and a full and fair hearing was held; and

WHEREAS, written protests with respect to the formation of the CFD, the furnishing of specified types of services and the rate and method of apportionment of the special taxes have not been filed with the District Clerk by fifty percent (50%) or more of

Attachment 1

the registered voters residing within the territory of the CFD or property owners of one-half (1/2) or more of the area of land within the CFD and not exempt from the proposed special tax; and

WHEREAS, the special tax proposed to be levied in the CFD to pay for the proposed services to be provided therein has not been eliminated by protest by fifty percent (50%) or more of the registered voters residing within the territory of the CFD or the owners of one-half (1/2) or more of the area of land within the CFD and not exempt from the special tax.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Recitals Correct. The foregoing recitals are true and correct.

Section 2. No Majority Protest. The proposed special tax to be levied within the CFD has not been precluded by majority protest pursuant to Section 53324 of the Act.

Section 3. Prior Proceedings Valid. All prior proceedings taken by this Board in connection with the establishment of the CFD and the levy of the special tax have been duly considered and are hereby found and determined to be valid and in conformity with the Act.

Section 4. Name of CFD. The community facilities district designated "Community Facilities District No. 2018-01 (Bell Woods)" of the District is hereby established pursuant to the Act.

Section 5. Boundaries of CFD. The boundaries of the CFD are as set forth in the map of the CFD heretofore recorded on September 11, as Document No. 2018-0035288, and filed in Book 05 of Maps of Assessment and Community Facilities District at Page 19 in the office of the County Recorder for the County of El Dorado, State of California.

Section 6. Description of Services. The type of services proposed to be financed by the CFD and pursuant to the Act shall consist of those items listed as services (the "Services") in Exhibit A hereto and by this reference incorporated herein.

Section 7. CFD Public Hearing Report. The CFD Public Hearing Report, as now submitted, shall stand as the CFD Public Hearing Report for all future proceedings and all terms and contents are approved as set forth therein.

Section 8. Special Tax.

- a. Except to the extent that funds are otherwise available to the CFD to pay for the Facilities and Services, a special tax (the "Special Tax") sufficient to pay the costs thereof, secured by the recordation of a continuing lien against all

Attachment 1

nonexempt real property in the CFD, is intended to be levied annually within the CFD, and collected in the same manner as ordinary ad valorem property taxes or in such other manner as may be prescribed by this Board.

- b. The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD, in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum amount such owner will have to pay, are shown in Exhibit B attached hereto and by this reference incorporated herein.

Section 9. Responsible Official. The General Manager, located at 2502 Country Club Drive, Cameron Park, California, 95682, telephone number (530) 677-2231, or his or her designee, will be responsible for preparing annually a current roll of special tax levy obligations by assessor's parcel number and who will be responsible for estimating future special tax levies pursuant to the Act.

Section 10. Special Tax Lien. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the Streets and Highways Code of California, a continuing lien to secure each levy of the special tax shall attach to all nonexempt real property in the CFD and this lien shall continue in force and effect until the special tax obligation is prepaid and permanently satisfied, and the lien canceled in accordance with law or until collection of the tax by the District ceases.

Section 11. Election. Pursuant to the provisions of the Act, the proposition of the levy of the special tax specified above shall be submitted to the qualified electors of the CFD at an election the time, place and conditions of which election shall be as specified by a separate resolution of this Board.

Section 12. Effective Date. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of October 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Attachment 1

EXHIBIT A

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

The types of services to be funded by the CFD ("Services") shall include annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D); any incidental expenses authorized by the Act including the costs associated with annual administration of the CFD; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

The Services are to be provided by and funded by the Bell Woods Homeowners Association ("HOA"). The annual special tax will only be levied in the event the HOA dissolves and the District accepts responsibility for providing the Services.

Attachment 1

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 applicable to the land in the Community Facilities District No. 2018-01 (the “CFD”) of the Cameron Park Community Services District (the “District”) shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate described herein.

A. DEFINITIONS

“**Acre**” means each acre of the land area making up an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs authorized by the Act.

“**Annual Escalation Factor**” means the percentage change during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area (“CPI-U”), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

“**Assessor’s Parcel**” or “**Parcel**” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“**Assessor’s Parcel Number**” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

Attachment 1

“Annual Special Tax” means the annual Special Tax, determined in accordance with Section D below to be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Base Year” means the Fiscal Year ending June 30, 2018.

“Building Permit” means a single permit or set of permits required to construct an entire structure.

“CFD Administrator” means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

“CFD” or “CFD No. 2018-01” means Community Facilities District No. 2018-01 (Bell Woods) of the Cameron Park Community Services District.

“District” means the Cameron Park Community Services District.

“Board” means the Board of Directors of the Cameron Park Community Services District, acting as the legislative body of the District and the CFD.

“County” means the County of El Dorado, California.

“County Assessor” means the El Dorado County Assessor.

“Developed Residential Property” means all Assessor Parcels of Developed Property for which a Building Permit has been issued prior to June 30 of the preceding Fiscal Year for construction of a Residential Unit.

“Fiscal Year” means the period starting July 1 and ending the following June 30.

“HOA” means the Bell Woods Homeowners Association.

“Land Use Classification” means any of the classes listed in Section B(1).

“Maximum Special Tax” means the greatest amount of Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Owners Association Property” means any property within the boundaries of the CFD owned by a homeowner association or property owner association, including any master or sub-association.

Attachment 1

“Public Property” means any property within the boundaries of the CFD that is either (i) owned by the federal government, the State of California, the County, another public agency, or a private nonprofit organization that owns and is responsible for conservation of open space areas or (ii) encumbered by an easement owned by any such public agency or private organization which easement makes the development of such property impractical. Notwithstanding the foregoing, a leasehold or other possessory interest in any such property which is subject to taxation pursuant to Section 53340.1 of the Act shall not constitute “Public Property.”

“Residential Unit” means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units. An accessory residential dwelling unit that shares a Parcel with a Single Family Detached Residential Unit shall not be considered as a Residential Unit for the purposes of this RMA.

“RMA” means this Rate and Method of Apportionment of Special Tax.

“Services” means the services authorized to be funded by the CFD as described in the Resolution of Intention for the CFD.

“Special Tax” means a Special Tax levied in any Fiscal Year to pay the Special Tax Requirement.

“Special Tax Requirement” means the amount required in any Fiscal Year for the CFD to 1) provide the Services; 2) pay for reasonable Administrative Expenses; 3) pay any amounts required to establish or replenish any reserve funds, and 4) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

“State” means the State of California.

“Taxable Property” means any Assessor's Parcel that is not Tax-Exempt Property.

“Tax-Exempt Property” means any Parcel within the CFD which is not Developed Residential Property, Owners Association Property, or Undeveloped Property, and includes Public Property.

“Undeveloped Property” means any Assessor's Parcel which is not Tax-Exempt Property, and for which no Building Permit has been approved and issued by April 1 of the previous Fiscal Year.

Attachment 1

B. DETERMINATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

- 1. Classification of Parcels.** Each Fiscal Year, using the Definitions above and the Parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each Parcel of land in the CFD to be classified as Developed Residential Property, Undeveloped Property, Owners Association Property, or Tax-Exempt Property.
- 2. Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax for the upcoming Fiscal Year for each Land Use Classification.

Land Use Classification	Base Year Maximum Tax
Developed Residential Property	\$807 per Residential Unit
Undeveloped Property	\$0
Owners Association Property	\$0
Tax-Exempt Property	\$0

- 3. Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property or Owners Association Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.
- 4. Nonresidential Developed Property.** In the event that any property is converted to nonresidential developed property, it shall become subject to the special tax at an amount equal to the special tax for undeveloped property.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2019 and each January thereafter, the Maximum Special Tax shall be adjusted each fiscal year by Annual Escalation Factor. Each annual adjustment of the Maximum Special Tax shall become effective for the following Fiscal Year.

Attachment 1

D. DETERMINATION OF THE ANNUAL SPECIAL TAX

Upon dissolution of the HOA and the District's acceptance of responsibility for providing the Services, the Board will determine the Special Tax Requirement and will levy the annual special tax each fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

Under no circumstances will the Annual Special tax levied against any Assessor's Parcel of Developed Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the preceding, the amount of Annual Special Tax levied upon any Developed Property and Undeveloped Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. PREPAYMENT OF SPECIAL TAX

Prepayment of the Special Tax is not authorized.

G. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the General Manager or his or her designee, appealing the levy of the Special Tax on the subject property. General Manager or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant, and decide the merits of the appeal. If the findings of the General Manager or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the General Manager or his or her designee shall be referred to the General Manager, and the Board and the decision of the Board shall be final and binding on all parties.

Attachment 1

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, or application of the method of apportionment, or classification of properties or any definition applicable to the CFD.

H. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. However, the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the District or as otherwise determined appropriate by the CFD Administrator.

Attachment 2

**RESOLUTION NO. 2018-20
of the Board of Directors
of the Cameron Park Community Services District
October 17, 2018**

**RESOLUTION CALLING A SPECIAL TAX ELECTION AND SUBMITTING TO THE
QUALIFIED ELECTORS THE QUESTION OF LEVYING A SPECIAL TAX**

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

WHEREAS, on August 15, 2018, the Board (“Board”) of the Cameron Park Community Services District (the “District”), County of El Dorado, State of California, adopted Resolution No. R-2018-17 entitled “Resolution of the Board of the Cameron Park Community Services District Declaring Intention to Establish a Community Facilities District” (the “Resolution of Intention”) with respect to Community Facilities District No. 2018-01 (Bell Woods) (the “CFD”) of the District pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the “Act”); and

WHEREAS, on October 17, 2018, the Board adopted Resolution No. 2018-19 entitled “A Resolution of the Board of the Cameron Park Community Services District to Form a Community Facilities District” (the “Resolution of Formation”); and

WHEREAS, pursuant to the provisions of the Resolution of Formation, a proposition to authorize the levy of special taxes within the CFD is to be submitted to the Qualified Electors of the CFD as required by the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Cameron Park Community Services District as follows:

Section 1. Qualified Electors. The Board has heretofore found that fewer than twelve persons have been registered to vote within the territory of the CFD for the ninety days preceding the close of the public hearing heretofore held by the Board for the purposes of these proceedings. Accordingly, the vote shall be by the landowners within the CFD (the “Qualified Electors”), and each qualified elector at the close of such public hearing, or the authorized representative thereof, shall have one vote for each acre or portion of an acre that he or she owns within the CFD.

Section 2. Election Process. The ballot related to the levy of the CFD special tax shall be submitted to the Qualified Electors at a special election to be held on October 17, 2018, immediately following the adoption of this resolution. Such election shall be a special election to be conducted by the District Clerk (hereinafter referred to as the

Attachment 2

“Election Official”). If the proposition for the levy of the special tax receives the approval of more than two-thirds (2/3rds) of the votes cast on the proposition, the special tax thereby approved may be levied as provided for in the Resolution of Formation.

Section 3. Petition on File. There is on file with the District Clerk a Petition, Consent and Waiver executed by each qualified elector of the CFD requesting a shortening of the time for the special election in order to expedite the process of formation of the CFD and unanimously waiving any requirement for analysis and arguments in connection therewith.

Section 4. Conduct of the Election. The Election Official has consented to conduct the special election on October 17, 2018, which date is less than 125 days following the adoption of the Resolution of Formation. The special election shall be conducted by personally delivered or mailed ballots and in accordance with the provisions of law regulating elections of the CFD insofar as such provisions are determined by the District Clerk to be applicable. The voted ballots shall be returned to the District Clerk not later than 4:30 p.m. on October 17, 2018; provided that if all of the Qualified Electors have voted prior to such time, the election may be closed by the District Clerk.

Section 5. Ballot. The form of the ballot for the election is attached hereto as Exhibit A and by this reference incorporated herein. The Election Official shall cause to be delivered to each of the Qualified Electors of the CFD a ballot in said form. Each ballot shall indicate the number of votes to be voted by the respective qualified elector based upon the number of acres of land or portion thereof which he or she owns within the CFD. The identification envelope for return of the ballot shall be enclosed with the ballot, shall have the postage prepaid and shall contain: (a) the name and address of the qualified elector; (b) a declaration, under penalty of perjury, stating that the qualified elector is the owner of record, or the authorized representative thereof, and is the person whose name appears on the identification envelope; (c) the printed name, signature and address of the qualified elector; (d) the date of signing and place of execution of the declaration described above; and (e) a notice that the envelope contains an official ballot and is to be opened only by the canvassing board. Analysis and arguments with respect to the ballot proposition are hereby waived.

Section 6. Vote. The appropriate mark on the ballot placed in the voting square after the word “YES” shall be counted in favor of the adoption of the proposition, and the appropriate mark placed in the voting square after the word “NO” in the manner as authorized, shall be counted against the adoption of such proposition.

Section 7. Receiving Ballots. The Election Official shall accept the ballots of the Qualified Electors in the office of the District Clerk upon and prior to 4:30 p.m. on October 17, 2018, whether said ballots shall be personally delivered or received by mail.

Section 8. Election Procedure. The Election Official is hereby authorized to take any and all steps necessary for holding the above special election. The Election Official

Attachment 2

shall perform and render all services and proceedings incidental to and connected with the conduct of the special election, including but not limited to, the following:

- A. Prepare and furnish the necessary election supplies for the conduct of the election.
- B. Cause to be printed the requisite number of official ballots, tally sheets, and other necessary forms.
- C. Furnish official ballots for the Qualified Electors of the CFD.
- D. Cause the official ballots to be presented to the Qualified Electors, as required by law.
- E. Receive the returns of the election and supplies.
- F. Sort and assemble the election material and supplies in preparation for the canvassing of the returns.
- G. Canvass the returns of the election.
- H. Furnish a tabulation of the number of votes given in the election.
- I. Conduct and handle all other matters relating to the proceedings and conduct of the election in the manner and form as required by law.

Section 9. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of October 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

EXHIBIT A

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

**OFFICIAL BALLOT
SPECIAL TAX ELECTION**

This ballot is for the special landowner election. You must return this ballot in the enclosed postage-paid envelope to the office of the District Clerk no later than 4:30 p.m. on October 17, 2018, either by mail or in person. The office of the District Clerk is located at 2502 Country Club Drive, Cameron Park, California, 95682.

To Vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO." All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void. If you wrongly mark, tear, or deface this ballot, return it to the District Clerk and obtain another.

BALLOT MEASURE: Shall special taxes be levied annually on taxable property within the Cameron Park Community Services District ("District") Community Facilities District No. 2018-01 (Bell Woods), County of El Dorado, State of California, to pay for the cost of services described in Exhibit "A" to Resolution No. 2018-17 adopted by the Board on August 15, 2018, and to pay expenses incidental thereto and to levy the collection of the special taxes, at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to Resolution No. 2018-17.

YES: _____

NO: _____

By execution in the space provided below, I hereby declare under penalty of perjury that the voter listed below is the owner of record or authorized representative of the landowner entitled to vote this ballot. I also confirm the waiver of the time limit pertaining to the conduct of the election and any requirement for notice of election and analysis and arguments with respect to the ballot measure, as such waivers are described and permitted by Section 53326(a) and 53327(b) of the California Government Code.

Number of Votes: 35

Property Owner: Lennar Winncrest, LLC.
c/o: Lennar Homes of California, LLC.
Attention: Larry Gualco, Vice President
Address: 1420 Rock Ridge Drive, Suite 320
Roseville, CA 95661

By: _____

Signature: _____

Title: _____

Attachment 3

**RESOLUTION NO. 2018-21
of the Board of Directors
of the Cameron Park Community Services District
October 17, 2018**

**RESOLUTION DECLARING RESULTS OF SPECIAL TAX ELECTION,
DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING
RECORDING OF NOTICE OF SPECIAL TAX LIEN**

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

WHEREAS, in proceedings heretofore conducted by the District Board (“Board”) of the Cameron Park Community Services District (the “District”), County of El Dorado, State of California, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), has previously undertaken proceedings to create and did establish the Cameron Park Community Services District Community Facilities District No. 2018-01 (Bell Woods) (the “CFD”) pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the “Act”); and

WHEREAS, the Board has heretofore adopted a resolution calling a special election of the qualified electors in the territory of land of the CFD as authorized by and accordance with the Act; and

WHEREAS, the Board did call for and order to be held an election to submit to the qualified electors within the CFD a proposition relating to the levy of special taxes within the CFD; and

WHEREAS, all requirements, including but not limited to any time limit, pertaining to the conduct of the special election have been waived by unanimous consent of the qualified electors of the CFD as authorized by the Act, which executed Landowner Petition, Waiver and Consent from each qualified elector is on file with the District Clerk and with the concurrence of the District Clerk as the designated election official (the “Election Official”) conducting the election; and

WHEREAS, as authorized by the unanimous waiver of special election requirements by all qualified electors pursuant to the Act (California Government Code section 53326(a)), the special election is by ballot mailed with the Notice of Public Hearing to all of the property owners within the CFD by the Election Official, to be tabulated by the Election Official at 4:30 p.m. or as soon thereafter at the close of the public hearing on October 17, 2018; and

WHEREAS, the Election Official has certified that a ballot in the form set forth in Exhibit A hereto was caused to be delivered to each of qualified electors in the CFD, that each ballot indicated the number of votes to be voted by the respective landowner to which it pertains, that each ballot was accompanied by all supplies and written instructions necessary for the use and return of the ballot, and that the envelopes to return the ballot were enclosed with the ballot, and contained the following: (a) the name and address of the landowner, (b) a declaration, under penalty of perjury, stating that the voter is the owner of record or authorized representative of the landowner entitled to vote and is the person whose name appears on the envelope, (c) the printed name, signature and address of the voter, (d) the date of signing and place of execution of the declaration pursuant to clause (b) above, and (e) a notice that the envelope contains an official ballot; and

WHEREAS, the District Clerk accepted the ballots of the qualified electors in his office upon and prior to 4:30 p.m. on October 17, 2018, or as soon thereafter as the matter could be heard, which is the special election date, whether said ballots be personally delivered or received by mail. The District Clerk also made available ballots to be marked at her office on the election day by said qualified electors; and

WHEREAS, the District Clerk has on file a Canvass and Statement of Results of Election, a copy of which is attached hereto as Exhibit B; and

WHEREAS, the Board has reviewed that canvass and hereby approves it; and

WHEREAS, at this time said election had been held, and the measure voted upon such measure did receive the favorable votes of at least 2/3rds of the qualified electors within the CFD, and this Board desires to declare the results of the election in accordance with the provisions of the Elections Code of the State of California.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Recitals. The foregoing recitals are all true and correct.

Section 2. Issues Presented. The issues presented at the special election were the levy of a special tax within the CFD pursuant to Resolution No. 2018-19 (the "Resolution of Formation").

Section 3. Canvass and Issues Approved. The Board hereby approves the Canvass and finds that it shall be a permanent part of the record of its proceedings for the CFD. Pursuant to the Canvass and Statement of Results of Election, the ballot proposition presented at the special election was approved by the qualified electors of the CFD by more than two-thirds of the votes cast at the special election. The District Clerk is hereby directed, pursuant to the provisions of the Elections Code of the State of California, to enter in the minutes the results of the election as set forth in said Canvass and Statement of Results of Election.

Section 4. Proceedings Approved. Pursuant to the voter approval, the CFD is hereby declared to be fully formed with authority to levy the special taxes in accordance with the approved Rate and Method of Apportionment of Special Tax as heretofore provided in these proceedings and in the Act. It is hereby found that all prior proceedings and actions taken by this Board with respect to the CFD were valid and in conformity with the Act.

Section 5. Notice of Special Tax Lien. The District Clerk is hereby directed to complete, execute and cause to be recorded in the office of the County Recorder of the County of El Dorado a notice of special tax lien in the form required by the Act, such recording to occur no later than 15 days following adoption by the Board of this resolution.

Section 6. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of October 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

EXHIBIT A

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

**OFFICIAL BALLOT
SPECIAL TAX ELECTION**

This ballot is for the special landowner election. You must return this ballot in the enclosed postage-paid envelope to the office of the District Clerk no later than 4:30 p.m. on October 17, 2018, either by mail or in person. The office of the District Clerk is located at 2502 Country Club Drive, Cameron Park, California, 95682.

To Vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO." All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void. If you wrongly mark, tear, or deface this ballot, return it to the District Clerk for the Cameron Park Community Services District and obtain another.

BALLOT MEASURE: Shall special taxes be levied annually on taxable property within the Cameron Park Community Services District ("the District") Community Facilities District No. 2018-01 (Bell Woods), County of El Dorado, State of California, to pay for the cost of services described in Exhibit "A" to Resolution No. 2018-17 adopted by the District Board of Directors on August 15, 2018, and to pay expenses incidental thereto and to levy the collection of the special taxes, at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to Resolution No. 2018-17.

YES: _____

NO: _____

By execution in the space provided below, I hereby declare under penalty of perjury that the voter listed below is the owner of record or authorized representative of the landowner entitled to vote this ballot. I also confirm the waiver of the time limit pertaining to the conduct of the election and any requirement for notice of election and analysis and arguments with respect to the ballot measure, as such waivers are described and permitted by Section 53326(a) and 53327(b) of the California Government Code.

Number of Votes: 35

Property Owner: Lennar Winncrest, LLC.
c/o: Lennar Homes of California, LLC.
Attention: Larry Gualco, Vice President
Address: 1420 Rock Ridge Drive, Suite 320
Roseville, CA 95661

By: _____

Signature: _____

Title: _____

EXHIBIT B

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

CANVASS AND STATEMENT OF RESULT OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on this date, in Community Facilities District No. 2018-01 (Bell Woods) of the Cameron Park Community Services District which election is designated as the Special Tax Election, and the total number of ballots cast and the total number of votes cast for and against the measure are as follows and the totals as shown for and against the measure are full, true and correct:

	Qualified					
	Landowner Ballots	Landowner Cast	Votes	Cast	YES	NO
	Ballots	Cast	Votes	Cast	YES	NO
Cameron Park Community Services District Community Facilities District No. 2018-01 Special Tax Election October 17, 2018	<u>1</u>	<u> </u>	<u>35</u>	<u> </u>	<u> </u>	<u> </u>

BALLOT MEASURE: Shall special taxes be levied annually on Taxable property within the Cameron Park Community Services District ("District") Community Facilities District No. 2018-01 (Bell Woods) (the "CFD"), County of El Dorado, State of California, to pay for the cost of services described in Exhibit "A" to Resolution No. 2018-17 adopted by the District Board on October 17, 2018, and to pay expenses incidental thereto and to levy the collection of the special taxes, at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to Resolution No. 2018-17

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND this 17th day of October 2018.

**CAMERON PARK COMMUNITY SERVICES
DISTRICT**

By: _____
Jill Ritzman, Secretary to the Board



**CAMERON PARK COMMUNITY SERVICES DISTRICT
PUBLIC HEARING REPORT
COMMUNITY FACILITIES DISTRICT No. 2018-01
(BELL WOODS)**

OCTOBER 2018
FINAL REPORT

PREPARED FOR:

**BOARD OF DIRECTORS
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:


SCI Consulting Group
4745 MANGLES BOULEVARD
FAIRFIELD, CALIFORNIA 94534
707.430.4300 PHONE
707.430-4319 FAX
www.sci-cg.com

(THIS PAGE INTENTIONALLY LEFT BLANK)

CAMERON PARK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Holly Morrison, President
Margaret Mohr, Vice President
Greg Stanton, Director
Monique Scobey, Director
Ellie Wooten, Director

GENERAL MANAGER / DISTRICT CLERK

Jill Ritzman

SPECIAL TAX CONSULTANT

Blair Aas, SCI Consulting Group

(THIS PAGE INTENTIONALLY LEFT BLANK)

TABLE OF CONTENTS

INTRODUCTION 1

DESCRIPTION OF CFD BOUNDARIES 3

DESCRIPTION OF SERVICES AND MAXIMUM ANNUAL COST..... 4

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX..... 5

OVERVIEW OF THE PROPOSED CFD SPECIAL TAX..... 6

USE OF SPECIAL TAX PROCEEDS..... 6

ANNUAL SPECIAL TAX FORMULA..... 6

ANNUAL INFLATIONARY ADJUSTMENT 6

PREPAYMENT OF SPECIAL TAX 7

DURATION OF THE SPECIAL TAX 7

MANNER OF COLLECTION..... 7

ANNUAL REPORT..... 7

EXHIBIT A – PROPOSED BOUNDARIES OF CFD 8

EXHIBIT B – DESCRIPTION OF LANDOWNER PROPERTIES..... 10

EXHIBIT C – DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD 11

EXHIBIT D – RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX 12

TABLE OF FIGURES

FIGURE 1 – ESTIMATE OF MAXIMUM ANNUAL COST..... 4
FIGURE 2 – MAXIMUM ANNUAL SPECIAL TAX..... 5

INTRODUCTION

The Cameron Park Community Services District (“District”) and Lennar Homes of California, LLC. are proposing formation of a Community Facilities District (“CFD”) and the levy of an annual special tax for all future residential development within the planned development know as Bell Woods, in order to provide funding for certain services. The annual special tax will only be levied in the event the Bell Woods Homeowners Association (“HOA”) dissolves and the District accepts responsibility for the maintenance of these areas.

The Bell Woods Development is located at the north end of Covello Circle and consists of 54 residential lots, and 4 lettered lots on 33.69 acres. The 4 lettered lots consist of two landscaping and utility corridors and two open space lots that will be granted to the homeowners association (“HOA”). The open space totals 10.88 acres and also serves as mitigation for the development. The tentative map was originally approved by the County Board of Supervisors on May 24, 2005. The project was acquired by Lennar Winncrest in 2017. Construction on the subdivision improvements is expected to commence this summer with home construction expected to start in spring of 2019.

The purpose of the CFD will be fund the annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D) in the event the HOA dissolves and the District accepts responsibility for the maintenance of these areas.

On August 15, 2018, the Cameron Park Community Services District Board of Directors (“Board”) adopted Resolution 2018-17 declaring its intention to establish a CFD for the Bell Woods development, authorize the levy of the special tax therein, and scheduled a public hearing on the matter for October 17, 2018.

This CFD Public Hearing Report (“Report”) was prepared pursuant to California Government Code § 53321.5. The purpose of this Report is to provide the following information at the public hearing:

- Describe the Services to be funded by the CFD; and
- Provide an estimate of the fair and reasonable cost of the Services and incidental expenses for the CFD.

Four important exhibits are attached to this Report. Exhibit A shows the boundaries of the Project and the proposed boundaries of the CFD. Exhibit B is the description of landowner property(ies) included in the formation of the proposed CFD. Exhibit C describes the Services will be financed by the proposed CFD. Exhibit D details the rate and method of apportionment of the proposed special tax.

DESCRIPTION OF CFD BOUNDARIES

The boundaries of CFD No. 2018-01 are described in Exhibit "A," a reduced scale map entitled "Map of Proposed Boundaries of Community Facilities District No. 2018-01." The parcels of real property within the CFD are described more particularly on the assessor's parcel maps that are on file in the Office of the El Dorado County Assessor or on maps filed with the County Recorder in connection with lot line adjustments and are incorporated into this Report by reference. Exhibit B lists the landowner(s) and their respective assessor's parcel number(s) that will participate in the formation.

A full-scale map is on file in the Office of the District Clerk and was recorded on September 11, as Document No. 2018-0035288, and filed in Book 05 of Maps of Assessment and Community Facilities District at Page 19 in the office of the County Recorder for the County of El Dorado, State of California, which map is the final boundary map of the CFD.

DESCRIPTION OF SERVICES AND MAXIMUM ANNUAL COST

The Bell Woods Homeowner's Association ("HOA") will fund the annual operation, maintenance, and servicing, including repair and replacement of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D). In the event that HOA dissolves and the District accepts responsibility for providing these services, these ongoing annual costs will be funded by the CFD.

The Special Tax will fund Services that are in addition to those provided in or required for the territory within the CFD and will not be replacing Services already available. The list of authorized Services to be funded by the CFD are further described in Exhibit C.

As shown in Figure 1 below, the total maximum annual costs (in 2018 dollars) for the Services required to meet the needs of the CFD at buildout are estimated to be \$38,831 annually. The cost for annual CFD administration is estimated to be \$4,750 annually.

FIGURE 1 – ESTIMATE OF MAXIMUM ANNUAL COST

Cost Component	Maximum Annual Services Cost (2018\$)
Backup Bell Woods HOA Maintenance Services	\$36,731
CFD Administrative Expense	\$4,750
Cost Contingency (5%)	\$2,100
Total Maximum Annual Cost	\$43,581
Sources: Cameron Park Community Services District; Lennar Homes of California, LLC.; CTA Engineering and Surveying; SCI Consulting Group	

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

The special taxes within the CFD will be levied according to formulas and provisions of the Rate and Method of Apportionment of Special Tax (the "RMA") which is attached as Exhibit D. The CFD special tax will only be levied in the event that the HOA dissolves the District accepts responsibility for providing the services. Once these events occur, the special tax will be collected annually on all residential lots in the CFD for which a building permit was issued prior to June 30 of the preceding fiscal year.

As shown in Figure 2 below, the maximum special tax rate for developed residential property is \$807 per residential unit. The maximum special tax rate for undeveloped property, tax-exempt property, and owners association property shall be \$0.

FIGURE 2 – MAXIMUM ANNUAL SPECIAL TAX

	Calc	
Maximum Annual Special Tax Revenue (Base Year)	a	\$43,581
Total Residential Units at Buildout of CFD	b	54
Total Acres within CFD	c	34.28
Maximum Special Tax Rates (Base Year)		
Developed Residential Property (Per Residential Unit)	d = a / b	\$807
Undeveloped Property	e	\$0
Owner Association Property	f	\$0
Tax Exempt Property	g	\$0

OVERVIEW OF THE PROPOSED CFD SPECIAL TAX

This section provides an overview of the structure and administration procedures of the CFD Special Tax. The specific administrative requirements are detailed in Exhibit C - Description of Services to be funded by the CFD and Exhibit D – Rate and Method of Apportionment of the Special Tax.

USE OF SPECIAL TAX PROCEEDS

The special tax will be used solely for the following:

1. The annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D) in the event the HOA dissolves and the District accepts responsibility for the maintenance of the areas; and
2. Any incidental expenses authorized by the Act including the costs associated with the annual administration of the CFD; and
3. Any other miscellaneous or incidental services identified by the District necessary to provide the described services including the collection and accumulation of funds to pay for anticipated services, future repairs and replacements, and cost shortfalls.

The services are necessary to meet increased demands placed upon the District as a result of development occurring in the CFD. The special tax will fund Services that are in addition to those provided in or required for the territory within the CFD and will not be replacing services already available.

ANNUAL SPECIAL TAX FORMULA

Upon dissolution of the HOA and District's acceptance of responsibility for the maintenance of the areas, the Board will determine the special tax requirement and will levy the annual special tax each subsequent fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

ANNUAL INFLATIONARY ADJUSTMENT

The maximum CFD special tax will be annually adjusted for inflation-based percentage increase during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area ("CPI-U"), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

PREPAYMENT OF SPECIAL TAX

Prepayment of the CFD special tax is not authorized.

DURATION OF THE SPECIAL TAX

The annual special tax will only be levied in the event the Bell Woods Homeowners Association ("HOA") dissolves and the District accepts responsibility for the maintenance of these areas. Upon dissolution of the HOA and District accepting responsibility for the maintenance of the areas, the CFD special tax will be levied and collected annually in perpetuity or until the District determines it no longer needs the special tax proceeds to fund the authorized services of the CFD.

MANNER OF COLLECTION

The special tax will be collected in the same manner and at the same time as ad valorem property taxes. At the District's option, the special tax may be billed directly to property owners.

ANNUAL REPORT

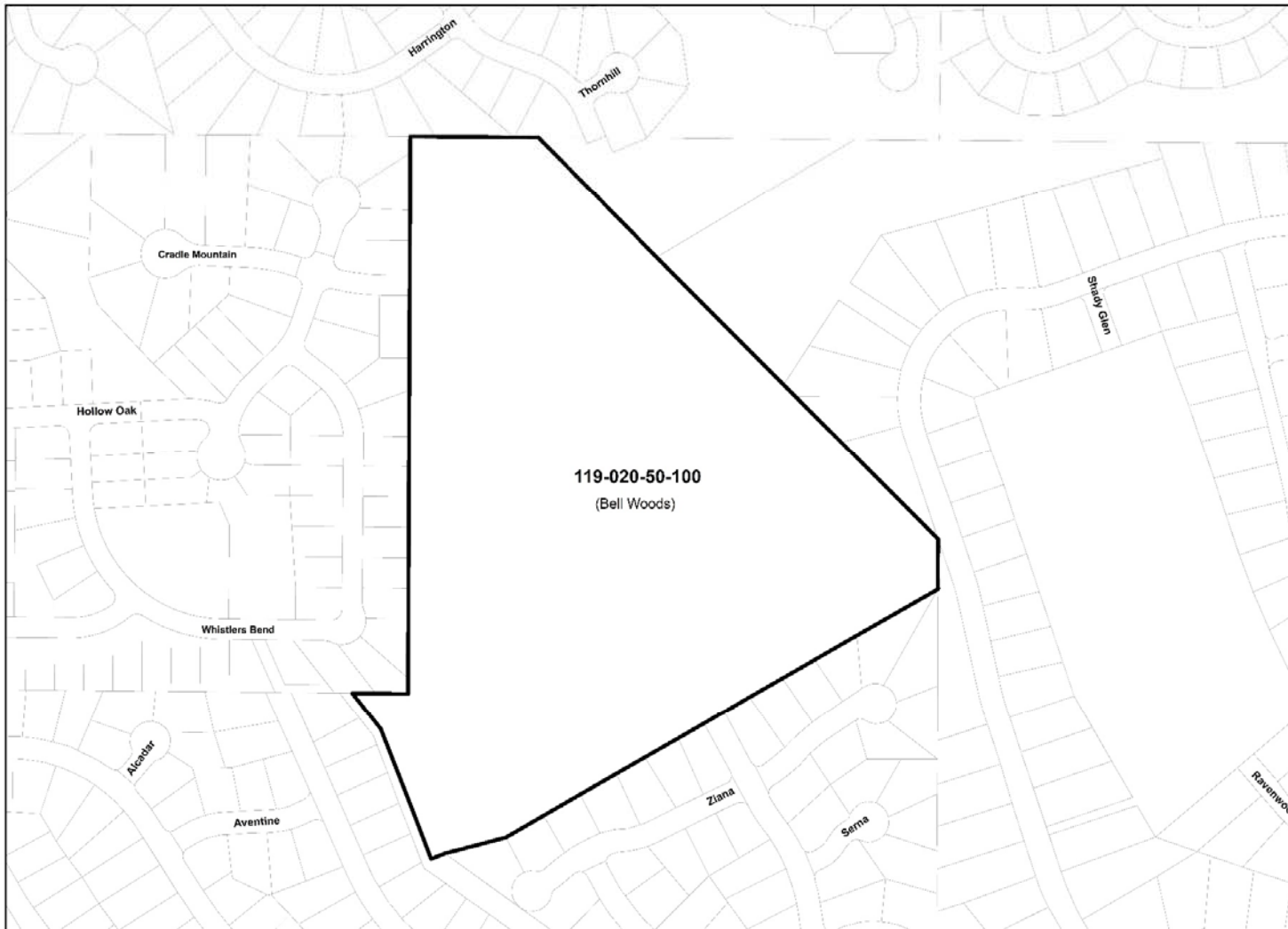
Upon dissolution of the HOA and the District accepting responsibility for the maintenance of the areas, the General Manager, or his or her designee, will file a report with the Board no later 120 days after the last day of each fiscal year in accordance with Government Code § 53343.1. No annual report will be necessary until the special tax is first levied. In general, the annual report shall contain (a) the amount of special taxes collected for the year; (b) the amount of special tax proceeds expended for Services and with an identification of the categories of each type of service funded with amounts expended in each category; (c) the amount of special tax proceeds expended on administrative and other incidental costs; (d) and other information required by the Act.

EXHIBIT A – PROPOSED BOUNDARIES OF CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

A full-scale map is on file in the Office of the District Clerk and was recorded on September 11, as Document No. 2018-0035288, and filed in Book 05 of Maps of Assessment and Community Facilities District at Page 19 in the office of the County Recorder for the County of El Dorado, State of California, which map is the final boundary map of the CFD.

The boundaries of CFD No. 2018-01 include all land on which the Special Tax may be levied. A reduced scale map showing the boundaries of CFD No. 2018-01 is provided herein.



CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF DIRECTORS OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT THIS _____ DAY OF _____, 2018.

CLERK OF THE BOARD

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2018-01 (BELL WOODS), COUNTY OF EL DORADO, STATE OF CALIFORNIA, WAS APPROVED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT OF THE BOARD AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2018, BY ITS RESOLUTION NO. _____.

CLERK OF THE BOARD


RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2018 AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY EL DORADO, STATE OF CALIFORNIA.

COUNTY RECORDER, COUNTY OF EL DORADO



Legend

 CFD 2018-01 Boundaries

CFD No. 2018-01
Assessor Parcel Numbers:
119-020-50-100

**PROPOSED BOUNDARIES OF
CAMERON PARK COMMUNITY SERVICES DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2018-01
(BELL WOODS)
COUNTY OF EL DORADO,
STATE OF CALIFORNIA
Sheet 1 of 1**

SCI Consulting Group
4745 Mangels Blvd.
Fairfield, CA 94534
(707) 430-4300

EXHIBIT B – DESCRIPTION OF LANDOWNER PROPERTIES

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

<u>Assessor's Parcel Number</u>	<u>Acres</u>	<u>Property Owner</u>
119-020-50	34.28	Lennar Winncrest, LLC.
Total Acres	34.28	
Total Landowner Votes	35	

EXHIBIT C – DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

The types of services to be funded by the CFD ("Services") shall include annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D); any incidental expenses authorized by the Act including the costs associated with annual administration of the CFD; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

The Services are to be provided by and funded by the Bell Woods Homeowners Association ("HOA"). The annual special tax will only be levied in the event the HOA dissolves and the District accepts responsibility for providing the Services.

EXHIBIT D – RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 applicable to the land in the Community Facilities District No. 2018-01 (the “CFD”) of the Cameron Park Community Services District (the “District”) shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate described herein.

A. DEFINITIONS

“**Acre**” means each acre of the land area making up an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs authorized by the Act.

“**Annual Escalation Factor**” means the percentage change during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area (“CPI-U”), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

“**Assessor’s Parcel**” or “**Parcel**” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“**Assessor’s Parcel Number**” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

“**Annual Special Tax**” means the annual Special Tax, determined in accordance with Section D below to be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Base Year” means the Fiscal Year ending June 30, 2018.

“Building Permit” means a single permit or set of permits required to construct an entire structure.

“CFD Administrator” means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

“CFD” or “CFD No. 2018-01” means Community Facilities District No. 2018-01 (Bell Woods) of the Cameron Park Community Services District.

“District” means the Cameron Park Community Services District.

“Board” means the Board of Directors of the Cameron Park Community Services District, acting as the legislative body of the District and the CFD.

“County” means the County of El Dorado, California.

“County Assessor” means the El Dorado County Assessor.

“Developed Residential Property” means all Assessor Parcels of Developed Property for which a Building Permit has been issued prior to June 30 of the preceding Fiscal Year for construction of a Residential Unit.

“Fiscal Year” means the period starting July 1 and ending the following June 30.

“HOA” means the Bell Woods Homeowners Association.

“Land Use Classification” means any of the classes listed in Section B(1).

“Maximum Special Tax” means the greatest amount of Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Owners Association Property” means any property within the boundaries of the CFD owned by a homeowner association or property owner association, including any master or sub-association.

“Public Property” means any property within the boundaries of the CFD that is either (i) owned by the federal government, the State of California, the County, another public agency, or a private nonprofit organization that owns and is responsible for conservation of open space areas or (ii) encumbered by an easement owned by any such public agency or private organization which easement makes the development of such property impractical. Notwithstanding the foregoing, a leasehold or other possessory

interest in any such property which is subject to taxation pursuant to Section 53340.1 of the Act shall not constitute "Public Property."

"Residential Unit" means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units. An accessory residential dwelling unit that shares a Parcel with a Single Family Detached Residential Unit shall not be considered as a Residential Unit for the purposes of this RMA.

"RMA" means this Rate and Method of Apportionment of Special Tax.

"Services" means the services authorized to be funded by the CFD as described in the Resolution of Intention for the CFD.

"Special Tax" means a Special Tax levied in any Fiscal Year to pay the Special Tax Requirement.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFD to 1) provide the Services; 2) pay for reasonable Administrative Expenses; 3) pay any amounts required to establish or replenish any reserve funds, and 4) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"State" means the State of California.

"Taxable Property" means any Assessor's Parcel that is not Tax-Exempt Property.

"Tax-Exempt Property" means any Parcel within the CFD which is not Developed Residential Property, Owners Association Property, or Undeveloped Property, and includes Public Property.

"Undeveloped Property" means any Assessor's Parcel which is not Tax-Exempt Property, and for which no Building Permit has been approved and issued by April 1 of the previous Fiscal Year.

B. DETERMINATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the Parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each Parcel of land in the CFD to be classified as Developed Residential Property, Undeveloped Property, Owners Association Property, or Tax-Exempt Property.
2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax for the upcoming Fiscal Year for each Land Use Classification.

Land Use Classification	Base Year Maximum Tax
Developed Residential Property	\$807 per Residential Unit
Undeveloped Property	\$0
Owners Association Property	\$0
Tax-Exempt Property	\$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property or Owners Association Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.
4. **Nonresidential Developed Property.** In the event that any property is converted to nonresidential developed property, it shall become subject to the special tax at an amount equal to the special tax for undeveloped property.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2019 and each January thereafter, the Maximum Special Tax shall be adjusted each fiscal year by Annual Escalation Factor. Each annual adjustment of the Maximum Special Tax shall become effective for the following Fiscal Year.

D. DETERMINATION OF THE ANNUAL SPECIAL TAX

Upon dissolution of the HOA and the District's acceptance of responsibility for providing the Services, the Board will determine the Special Tax Requirement and will levy the annual special tax each fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

Under no circumstances will the Annual Special tax levied against any Assessor's Parcel of Developed Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the preceding, the amount of Annual Special Tax levied upon any Developed Property and Undeveloped Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. PREPAYMENT OF SPECIAL TAX

Prepayment of the Special Tax is not authorized.

G. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the General Manager or his or her designee, appealing the levy of the Special Tax on the subject property. General Manager or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant, and decide the merits of the appeal. If the findings of the General Manager or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the General Manager or his or her designee shall be referred to the General Manager, and the Board and the decision of the Board shall be final and binding on all parties.

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, or application of the method of apportionment, or classification of properties or any definition applicable to the CFD.

H. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. However, the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the District or as otherwise determined appropriate by the CFD Administrator.

(THIS PAGE INTENTIONALLY LEFT BLANK)



Agenda Transmittal

DATE: October 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: **PROPOSED CAMERON PARK COMMUNITY SERVICES DISTRICT POLICY CHANGES:**

- REVISE POLICY NO. 2040 - SICK LEAVE;
- REVISE POLICY NO. 2210 SEXUAL HARASSMENT;
- ADD POLICY NO. 1050 PUBLIC RECORDS ACT RESPONSE PROCEDURES.

RECOMMENDED ACTION: **APPROVE** Proposed Policy Changes

INTRODUCTION

Staff are proposing revisions to Policy No. 2040 Sick Leave and Policy No. 2210 Sexual Harassment; and a new Policy No. 1050 Public Records Act Response Procedures.

DISCUSSION

Policy No. 2040 Sick Leave

The Cameron Park Community Services District (District) staff is working to limit the District's unfunded liabilities in many areas. Under the terms and conditions of the recently approved Memorandum of Understanding (MOU) between the District and the Cameron Park Community Services District Employees Association, represented employees are no longer able to cash out sick leave. This proposed Policy revision makes the Policy consistent with this MOU.

The current Sick Leave Policy allows for staff to cash-out up to 60% of unused sick leave, which could equate to \$20,000 depending upon the employee's salary and the number of sick leave hours. Staff is proposing to eliminate the ability to cash-out sick leave for all employees, and instead the accrued sick leave hours would count towards service credits when Cal PERS calculates the employee's pension. Having sick leave used as service credits has no impact on the District's General Fund budget.

Policy No. 2210 Sexual Harassment

Current District policy addresses sexual harassment, but does not address other types of discrimination or harassment associated with age, race, religion and/or gender identity. Staff is proposing expanding Policy No. 2210 to create a more comprehensive policy consistent with today's standards at other public agencies. The proposed policy is provided by the California Special Districts Association and would replace the District's current Sexual Harassment Policy.

Policy No. 1050 Public Records Act Response Procedures

There is currently no District policy covering the Public Records Act. A District policy would provide guidance to responding to public records requests. Attached is the draft policy.

BUDGET & ADMINISTRATION COMMITTEE ACTION

The Budget & Administration Committee provided edits to the Harassment Policy and recommended the policies be forwarded to the Board for consideration.

Attachments:

- A – Policy No. 2040 Sick Leave with proposed changes
- B – Current Policy No. 2210 Sexual Harassment
- C – Proposed Policy No. 2210 Harassment
- D – Draft New Policy No. 1050 Public Records Act Response Procedures

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy shall apply to probationary and regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to immediate supervisor.

2040.3 Un-used sick leave for all EMPLOYEES may be accumulated to a maximum of (960) hours. Upon non-disciplinary termination by the DISTRICT after at least twelve (12) months of consecutive employment, District will pay to the Employee thirty percent (30%) of any accumulated sick leave. Upon retirement at age fifty five (55) or over after at least five (5) years of consecutive service, or upon disability retirement, the District will pay to represented employees sixty percent (60%) up to 960 hours. In the event of death the district will pay to the EMPLOYEE'S designated beneficiary one hundred (100%) of accumulated sick leave.

2040.4 Termination for cause shall result in loss of all accrued sick leave.

2040.5 Sick leave is not a privilege, which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family. Employees may donate up to 40 hours of sick leave to another employee with the approval of the General Manager.

2040.51 The definition of "immediate family" shall be the same as specified in Section 2050.30 of the *Bereavement Leave* policy (#2050).

2040.6 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.7 If absence from duty by reason of illness occurs, the General Manager, or their designee, may require satisfactory evidence.

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

2210.1 Purpose. It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title XII of the Civil Rights act of 1964 and California Government Code Section 129400. Sexual harassment is costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of Federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is, therefore, the policy of the Cameron Park Community Services District that sexual harassment is unacceptable and will not be tolerated.

2210.2 Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, be they written, verbal, physical and/or visual, that usually occur when:

2210.2.1 Submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment;

2210.2.2 Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or,

2210.2.3 Such conduct or communication has the potential to affect an employees' work performance negatively and/or create an intimidating, hostile or offensive work environment.

2210.3 Definition Examples. Sexual harassment manifests itself in many forms. The following are a few examples of sexual harassment:

2210.3.1 Written: sexually suggestive or obscene letters, notes, or invitations.

2210.3.2 Verbal: sexually derogatory comments, slurs, jokes, remarks or epithets.

2210.3.3 Visual: leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters.

2210.3.4 Physical: assault, attempted rape, impeding or blocking movement, or touching.

2210.3.5 Other:

2210.3.5.1 Sexual advances which are unwanted (this may include situations which begin as reciprocal attractions, but later ceased to be reciprocal).

2210.3.5.2 Women in nontraditional work environments who are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and equipment stolen, etc.) if requests for sexual favors are not met.

2210.3.5.3 Employment benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).

2210.3.5.4 Implying or actually withholding support for appointment, promotion, transfer or change of assignment; or initiating a rejection on probation or adverse action; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.

2210.3.5.5 Reprisals or threats after negative response to sexual advances.

2210.4 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy. Said bulletin shall also include summaries of cases involving sexual harassment, including examples of back pay, punitive damages and personal financial liability of supervisors.

2210.4.3 Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

2210.5 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.5.1 An informal complaint is made verbally by the employee to his/her immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file his/her complaint with any supervisory employee.

2210.5.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" attached. Said form should be submitted by the employee to his/her immediate supervisor. The employee is free to submit his/her formal complaint with any supervisory employee, or with the President of the Board of Directors if the employee's immediate

supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.6 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their division manager, or to the General Manager if their division manager is unavailable or personally involved in said complaint.

2210.6.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

2210.6.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager.

2210.6.3 All discussions resulting from said investigation shall be kept confidential.

2210.6.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.7 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2210.7.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.7.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

2210.7.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Harassment
POLICY NUMBER: 2210

2210.1 Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law. The District does not tolerate discrimination or harassment in the workplace or in a work-related situation. Discrimination and harassment is a violation of these Guidelines. Section.

2210 shall also include and applied to members of the District Board of Directors including the use of complaint procedures described herein.

2210.2 Harassment in employment may take many forms. Some examples include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

2201.3 Sexual harassment under state and federal laws is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment; or adversely affected the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

2210.4 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions, subtle pressure for sexual activity to physical assault. Sexual harassment conduct need not be motivated by sexual desire. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.4.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.4.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature.

2210.5 Abusive conduct or workplace bullying of the District's employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;
- Derogatory remarks, insults, epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating;
or
- Gratuitous sabotage or undermining of a person's work performance.

2210.6 Policy Publicizing. All employees shall be informed of the District's harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.6.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the department manager within whose department they will be working.

2210.6.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

2210.7 Complaint Process. Any employee who believes he or she is the victim of harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes he or she is subject to retaliation ("Harassment") may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.7.1 An informal complaint is made verbally by the employee to the immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

2210.7.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2210. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit a formal complaint with any supervisory employee, or

with the President of the Board of Directors, if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.8 Complaint Response Process. Any supervisory employee who receives a formal or informal Harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the department manager, or to the General Manager if the department manager is unavailable or personally involved in said complaint.

2210.8.1 Within twenty-four (24) hours of the filing of a formal or informal complaint, an investigation shall be conducted by the manager of the department, in cooperation with the Human Resources Officer, within which the alleged Harassment occurred. Said investigation shall be conducted by the General Manager if the department manager is unavailable or personally involved in said complaint.

2210.8.2 A written record of any investigation of an alleged Harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Directors.

2210.8.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2210.8.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.9 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged Harassment claim, appropriate disciplinary action shall be taken by the General Manager against the harasser where harassment is found. Disciplinary action could include mandatory sexual harassment training to prevent future incidents, and could include additional disciplinary action up to and including termination. Whatever punishment given to the harasser shall be made known to the victim of the Harassment.

2210.9.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the Harassment.

2210.9.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.

2210.10 Retaliation. Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Cameron Park Community Services District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Public Records Act Response Procedures
POLICY NUMBER: 1050

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. [Special District] adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

1050.1 All requests for public records shall be in writing on a form approved by the District, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office.

1050.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
 - Copies shall be provided at a cost of ten cents (\$.10) per page, and the General Manager may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five (5) or more years old.
 - A request for more than one (1) report or statement or report and statement at the same time will be considered as a single request.
 - A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of such record, shall be accompanied by payment of a fee in the amount of ten cents (\$.10) per page if the copy is no larger than 8½" x 11". If the size of the copy of the record is in excess of 8½" x 11", a request for such copy shall be accompanied by payment of a fee in the amount fixed by the General Manager, provided that the amount so fixed shall not be more than ten cents (\$.10) times the number of 8½" x 11" pages into which each copied sheet could be divided if so desired. The cost for records made available in an electronic format shall be determined by the General Manager.

Attachment D

1050.3 Notwithstanding the other provisions of the CPCSD's Public Records Act Response Procedures Policy, public records requested pursuant to the Political Reform Act of 1974 (Government Code § 81000 et seq.), shall be open for public inspection and reproduction during regular business hours, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.

1050.4 No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.

1050.5 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

1050.6 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.



Agenda Transmittal

DATE: October 17, 2018

FROM: Jill Ritzman, General Manager
Tina Helm, Recreation Supervisor

AGENDA ITEM #13: **Proposed User Fees for Community Center**

RECOMMENDED ACTION: **APPROVE**

BUDGET ACCOUNT: PARKS & FACILITIES DEPARTMENT, COMMUNITY CENTER 7000,
ACCOUNT 4184

BUDGET IMPACT: Proposed 10% Fee Increase Equals \$7,800 in New Revenues

BACKGROUND

The Cameron Park Community Services District (District) Board of Directors approved the Final Fiscal Year 2018-19 Budget with an anticipated 20% increase in revenues generated from all District fees. In response to the Board directive, staff added \$20,000 in revenues to the District budget. Staff have analyzed where capacity exists to increase fees, ways to reduce costs associated with specific programs and comparing fees to surrounding agencies.

DISCUSSION

Staff are proposing a 10% increase in user fees for the Community Center facilities, generating \$7,800 in additional revenues (Attachment A). The District's existing and proposed fees are compared to fees for similar facilities in the area (Attachment B).

The Cameron Park Community Center is a one-of-a-kind facility on the west slope. City of Placerville and El Dorado Hills Community Services District do not have a community gathering place of the size of the Assembly Hall. The El Dorado Fairgrounds is the only organization with comparable facilities, and their costs are higher than the proposed fees. Staff is expecting to continue increases, with Board approval, in 2020 and 2021 considering the results of this initial increase.

Staff established new protocols for reserving facilities for both internal and external customers, which should increase customer service, maximize use of the Community Center and generate additional revenues. Under the new system, reservations for the Assembly Hall by public can be confirmed up to one year in advance (13 months for returning customers). Staff scheduling will be more efficient under the new protocols as well.

Parks & Recreation Committee

The Parks and Recreation Committee provided input into the fees and supported forwarding the fees to the Board for consideration.

Update on Other District Fees

- *Sports Fields*

Staff discussed sports fields' user fee increases with the Parks and Recreation Committee. In November, these fees will be presented to the sports fields' user groups who operate under a Memorandum of Understanding with the District before proceeding to the Board of Directors. In addition to fee increases, staff will be presenting operational changes for field use during inclement weather conditions to protect the condition of the fields and lessen maintenance costs.

- *Architecture Review Fees*

Architecture Review Fees were reviewed by the CC&R Committee in September, and feedback was provided to staff with a request to return to the Committee for additional review. Due to the lengthy agenda in October, the Committee was unable to review the fees again. Staff expects to have proposed Architecture Review Fees for the Board's consideration in November.

- *Fire Marshall Fees*

Fire Marshall fees are under review by the Fire Department and staff expects to have proposed fees presented to the Fire and Emergency Services Committee in November.

Attachments:

A - Community Center Use Fees

B - Survey of Fees in Surrounding Areas



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

Cameron Park Community Center
2019 Proposed Rates

	Current Rate				Proposed Rate 2019		
	Hourly rate	Minimum of 2 hrs:	Daily rate*		Hourly rate	Minimum of 2 hrs:	Daily rate*
Assembly Hall (full)	\$150	\$300	\$1,200		\$165	\$330	\$1,320
Assembly (East half w/ stage)	\$84	\$168	\$690		\$92	\$184	\$760
Assembly (West half w/o stage)	\$68	\$136	\$550		\$75	\$150	\$605
Assembly (Northwest quarter)	\$50	\$100	\$400		\$55	\$110	\$440
Kitchen **	\$50	\$100	\$400		\$55	\$110	\$440
Social Room	\$50	\$100	\$400		\$55	\$110	\$440
Dance Studio	\$50	\$100	\$400		\$55	\$110	\$440
Gymnasium	\$60	\$120	\$480		\$66	\$132	\$525
Classrooms	\$25	\$50	\$200		\$28	\$56	\$220
Podium, Audio/Visual or PA system, wireless microphones							Flat Rate Fee \$30

*The Daily Rate provides for 10 hours total time. Any additional time will be charged at the hourly rate.

**When renting the Hall, refrigeration/kitchen use can be rented at a 50% reduced rate.

Standard Deposit: \$300

Deposit for Alcohol Served/Sold After 4:00PM: \$600

- Cameron Park residents receive a 10% discount.
- Non-profits receive a 25% discount – with proof of 501(c)(3) status

	Square footage	Assembly seating	Banquet seating
Assembly Hall (full)	3759	356	252
Assembly (half)	1787	158	102
Assembly (quarter)	882	70	54
Dance Studio	804	53	
Social Room	784	53	
Stage	691	48	
Gym	6363	210 Bleachers	378 Floor
Classroom	648	30	20

Survey of Fees in Surrounding Areas

Attachment B

Location	Rental fee (full day)	Hourly Rate	Min. hours	Deposit	Capacity		Insurance	Security	Discounts
					Assembly	Banquet Seating			
Cameron Park CSD - Proposed Fees									
Assembly Hall	\$1,320.00	\$165.00	2	\$300/\$600	356	252	required for all events	If alcohol is served: less than 150 guests = 1 guard over 150 guests = 2 guards	Residents - 10% Non-profits 25%
Kitchen	\$440.00	\$55.00	2	\$300.00			required for all events		Residents - 10% Non-profits 25%
Social Room	\$440.00	\$55.00	2	\$300.00	53		required for all events		Residents - 10% Non-profits 25%
Gymnasium	\$525.00	\$66.00	2hr	\$300.00	210 bleachers				
EI Dorado Hills CSD									
Pavilion Meeting Room		\$90.00	4	\$300 security deposit - no alcohol \$500 security deposit w/alcohol	199	135	Insurance is required		Rates are tiered similar to ours..ie CSD events, Non-profits, etc
CAB Gymnasium		\$150.00	4	\$300 security deposit - no alcohol \$500 security deposit w/alcohol	1,190	525			
Kitchen		\$60.00	4	\$300 security deposit					
Exercise Room		\$50.00	2	\$300 security deposit	45	30			
Rescue Community Center									
Community Center	\$375.00	\$75.00	3	\$100 non refundable deposit to hold date \$300 security/cleaning deposit	250	130	Required \$500,000 min.	May be required	
Legacy Center of Green Valley									
Green Valley Mortuary Legacy Center	seasonal - \$1800 (4hrs) Weekend/Holiday premium +425	\$400 every hour exceeding 4hrs	4	\$950.00	200	125 hall/75 patio			900 4hr rate if you use their catering

Survey of Fees in Surrounding Areas

Location	Rental fee (full day)	Hourly Rate	Min. hours	Deposit	Capacity		Insurance	Security	Discounts
					Assembly	Banquet Seating			
Foothills Church - Cameron Park									
Foothills Church		WC: \$70 M-Th/\$100 Fri-Sun Gym: \$115 M-Th, \$150 Fri-Sun Class: \$35 M-Th/ \$55 Fri-Sun		No Deposit	660/gym	4000/worship Center			
Shingle Springs Community Center									
Community Center with Kitchen	\$325.00	\$35.00	2	\$250 cleaning deposit	325	154	Proof of Insurance is required		
Community Center w/o Kitchen		\$35.00	2	\$200 cleaning deposit	325	154	Proof of Insurance is required		
Shakespeare Club - Placerville									
Great Room	Weekend Rental: \$450 mid week = \$300		15	\$250 cleaning deposit		200	\$500,000 insurance coverage is required		
Fireman's Hall - Diamond Springs									
	\$400.00	\$40 min 4 hours	4	\$200 security deposit	285	133	\$1M insurance coverage is required	\$450 deposit if alcohol is served and more than 50 people in attendance	
Orangevale Community Center									
Auditorium		\$110 (\$138 NR) M-Th/ \$132 (\$165 NR) F-Sun	4	\$300 Without Alcohol; \$400 with Alcohol; \$500 Youth Event with Alcohol	700	300	Insurance is required	Security is required if serving alcohol. \$35 per guard per hour - provided by district	Discounts may be available for residents, non-profits and community groups.
Meeting Room		\$59(\$75 NR) M-Th(2 hr min)/ \$81(\$97 NR) F-Sun (4 hr min)	2 to 4	\$300.00			Insurance is required		

Survey of Fees in Surrounding Areas

Location	Rental fee (full day)	Hourly Rate	Min. hours	Deposit	Capacity		Insurance	Security	Discounts
					Assembly	Banquet Seating			
Mission Oaks									
Community Center		\$400 first 4 hrs \$50/each added hr	4	\$300.00	527	250	Insurance is required	District may require security personnel based on the type of event.	
Swanston Community Center		\$370 first 4 hrs (F-Su), \$120 2 hrs (M-Th) \$50/each added hr	4	\$200.00	250	125	Insurance is required	District may require security personnel based on the type of event.	
Fair Oaks									
Clubhouse Auditorium	\$680.00	Res: \$95 (1-7 hours) \$85 (8+ hours) Non Res: \$105 (1-7 hours) \$95 (8+ hours)	4	\$300 - no alcohol, \$400 - alcohol, \$ 500 alcohol &/or youth event	390	182	Insurance is required	Security required if alcohol is being served	
McMillan	\$360.00	\$55/\$45; Non \$65/\$55	4	\$200 - no alcohol, \$300 - alcohol, \$ 400 alcohol &/or youth event	70	154			
Old Library	\$280.00	\$40/\$30; Non \$50/\$40	2	\$200 - no alcohol	40	59			
El Dorado County Fairgrounds - Placerville									
Marshall Bldg. w/comm kitchen	\$800.00	M-H - \$200/hour	2	\$200/ to be applied to rental	600	286	required for all events	Security is required if alcohol is served and other events at management's discretion	
Marshall Bldg. w/o comm kitchen	\$700.00	M-H - \$175/hour	2	\$200/ to be applied to rental	600	286	required for all events	Security is required if alcohol is served and other events at management's discretion	
Placerville Town Hall									
Town Hall		\$50.00	3	\$300.00	130 standing	96	Insurance is required	Security may be required	\$50 open/closing fee

Survey of Fees in Surrounding Areas

Location	Rental fee (full day)	Hourly Rate	Min. hours	Deposit	Capacity		Insurance	Security	Discounts
					Assembly	Banquet Seating			
Carmichael									
John Smith Community Center		\$185 weekdays/ \$195 F-Su	2-4 hr	\$400.00	800	385	Insurance is required	Security may be required	
Elks Lodge		\$550 - 5 hours (M-H), \$650 - 5 hours (F-Su)	2	\$150 plus 50% of rental fee	standing 250	120	Insurance is required	Security may be required	
Sunrise									
Foothill Community Center	\$400/first 4 hours	\$90/hour after 4 hours	4	\$250.00	150	150	No Insurance required	\$55 Hour (4 hour minimum) Additional guard may be required for larger events or events where minors are present.	



Agenda Transmittal

DATE: October 17, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #14: **ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2016-17, 2017-18**

RECOMMENDED ACTION: Receive, Discuss and File

BUDGET ACCOUNT:	COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R) FUND
BUDGET IMPACT:	N/A

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

The annual Accountability Act report is required to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).
- Any other items required by the Board.

The following pages provide the information required by the Accountability Act for the applicable District activities for both Fiscal Years 2016-17 and 2017-18.

Budget & Administration Committee supported forwarding this item to the Board of Directors for consideration.

Cameron Park Community Services District
 Accountability Report - Fiscal Year 2016-17
 Covenants, Conditions and Restrictions (CC&R) Fund

	<u>FY 2016-17</u>	
Special Assessment	78,713	
Arc Review Fees	15,993	
Reimbursement	1,400	
Settlements	6,720	
Interest	1,600	
<i>I Revenues</i>	<u>\$ 104,426</u>	
Salaries - Permanent	\$ 51,825	
Retirement Benefits	5,496	
Worker's Comp	515	
FICA/Medicare Employ	696	
UI/TT Contribtuion	434	
<i>Total Salaries and Beneifts</i>	<u>58,966</u>	
Advertising/Marketing	10	
Agency Administration Fee	-	
Audit/Accounting	-	
Bank Charge	200	
Clothing/Uniform	-	
Computer Software	2,527	
Contractual Services	92	
Contractual Services	765	
Director Compensation	800	
EDC Department Agency	-	
Equipment-Small Tools	-	
Food	24	
Fuel	-	
Insurance	2,140	
Legal Services	37,718	
Maint. - Buidlings	-	
Maint. - Equipment	266	
Maint. Vehicle	791	
Memberships/Subscrip	-	
Office Supplies	877	
Postage	309	
Printing	20	
Professional Services	1,320	
Rent/Lease - Bldgs	32	
Telephone	2,536	
Utilities - Elec/Gas	-	
<i>Total Services and Supplies</i>	<u>50,428</u>	
<i>Total Expenditures</i>	<u>\$ 109,395</u>	
<i>Surplus (Deficit)</i>		<u>\$ (4,969)</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT
 Budget
 Fund 02 - CC&R
 Fiscal Year 2017-18 Actual

ACCOUNT	ACCOUNT DESC.	ACTUAL
<i>Revenues</i>		
	Fund Bal From County	
4115	CC&R Special Tax	\$ -
4118	Delinquent Costs and Penalties	-
4135	Special Assessment	64,975
4140	Arc Review Fees	15,510
4400	Reimbursement	-
4450	Settlements	-
4505	Interest	2,229
	<i>Total Revenues</i>	<u>\$ 82,713</u>
<i>Expenditures</i>		
5000	Salaries - Permanent	\$ 55,331
5130	Health/Dental	\$ -
5140	Vision	-
5150	Retirement Benefits	4,403
5160	Worker's Comp	624
5180	FICA/Medicare Employ	762
5190	UI/TT Contribtuion	864
	<i>Total salaries and benefifts</i>	<u>61,985</u>
5209	Advertising/Marketing	433
5210	Agency Administration Fee	-
5220	Audit/Accounting	-
5221	Bank Charge	125
5230	Clothing/Uniform	130
5231	Computer Software	2,150
5235	Contractual Services	560
5240	Contractual Services	2,624
5250	Director Compensation	-
5260	EDC Department Agency	-
5275	Equipment-Small Tools	-
5300	Food	100
5305	Fuel	-
5320	Insurance	-
5335	Legal Services	11,425
5345	Maint. - Buidlings	217
5350	Maint. - Equipment	285

CAMERON PARK COMMUNITY SERVICES DISTRICT
 Budget
 Fund 02 - CC&R
 Fiscal Year 2017-18 Actual

ACCOUNT	ACCOUNT DESC.	ACTUAL
5370	Maint. Vehicle	1,899
5380	Memberships/Subscrip	30
5400	Office Supplies	2,584
5410	Postage	319
5415	Printing	117
5420	Professional Services	2,613
5435	Rent/Lease - Bldgs	-
5470	Telephone	3,459
5492	Utilities - Elec/Gas	-
	<i>Total services and supplies</i>	29,069
	<i>Total Expenditures</i>	\$ 91,054
	Excess (deficit)	(8,340)



Agenda Transmittal

DATE: October 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #15: SOLAR ENERGY AD HOC COMMITTEE

RECOMMENDED ACTION: APPROVE

INTRODUCTION

The Cameron Park Community Services District's (District) Budget Action Plan calls for staff to investigate opportunities for solar generation to reduce electrical costs. Monthly electrical bills in July totaled \$40,000 as noted by the Budget and Administration Committee. Summer electrical costs escalated due to the Lagoon water pump and air conditioning at the Community Center.

DISCUSSION

There are many aspects of installing and funding solar power. Financing for public agencies is available. The District would structure a competitive process to evaluate and choose an appropriate vendor. Decisions regarding aesthetics will be considered, and coordination with PG&E will occur.

Staff is recommending that the Board of Directors form a Solar Energy Ad Hoc Committee, to begin in January 2019, dedicated to the assessment, reporting back to the Board and possible implementation of solar energy generation at the District to reduce costs. Policy 4060.1 allows for the formation of an Ad Hoc Committee *"as may be deemed necessary or advisable..."* This project has a specific task, beginning and ending, and meets the general criteria for an Ad Hoc Committee. This project may be for more than one year.

District staff will seek and endeavor to secure an interested community member to serve on the Committee.

Budget & Administration Committee

Budget and Administration Committee recommended staff to manage the Solar Ad Hoc Committee similar to a Standing Committee such as the Parks and Recreation Committee. Consistent with Standing Committees, agendas will be publicly noticed, a Committee Report will be included on the Board agenda and meetings are open to the public. The Solar Ad Hoc Committee will have a standard meeting time and location, which may vary due to the needs of the project, but public noticing and transparency practices will remain in place.