



# AGENDA

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

**REGULAR BOARD MEETING**  
**Wednesday, March 16, 2022**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
<https://us02web.zoom.us/j/89592422178>

**Meeting ID: 895 9242 2178**

(Teleconference/Electronic Meeting Protocols are attached)

## **Board Members**

Felicity Wood Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

## CALL TO ORDER

1. Roll Call
  2. Pledge of Allegiance
- 

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

---

## 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
- 

## 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.*

---

## 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. **APPROVE** Conformed Agenda – Parks & Recreation Committee Meeting – December 6, 2021
  5. **APPROVE** Conformed Agenda – Board of Directors Special Meeting - February 10, 2022
  6. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting - February 16, 2022
  7. **RECEIVE AND FILE** General Manager's Report
- 

## 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. **CONSIDER, DISCUSS, and APPROVE** First Responder Fee Analysis
10. **APPROVE** FY 21/22 Mid-Year Budget Adjustment
11. **RECEIVE AND COMMENT** on Fund 7 Balance

12. **RECEIVE AND COMMENT** on Cameron Park CSD Policy Handbook Review Schedule
  13. **CONSIDER AND APPROVE** 2022 Candidate Forum
  14. **APPROVE** Resolution 2022-05 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Directors meeting per AB 361
- 

## **BOARD INFORMATION ITEMS**

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

15. Committee Chair Report-Outs
    - a. Budget & Administration
    - b. Covenants, Conditions & Restrictions (CC&R)
    - c. Fire & Emergency Services
    - d. Parks & Recreation
  16. General Matters to/from Board Members and Staff
    - a. Upcoming Trainings & Community Meetings
      - SDRMA Spring Education Day, March 22, 2022, 9am – 4pm at Hilton Sacramento Arden West
      - Special District Leadership Academy (SDLA) – April 3<sup>rd</sup>-6<sup>th</sup> in San Diego, CA.
- 

## **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):*

17. Anticipated Litigation
- 

## **ADJOURNMENT**

---

Please contact the District office at (530) 677-2231 or [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at [admin@cameronpark.org](mailto:admin@cameronpark.org) for future notification of Cameron Park Community Services District meetings.

---



# Teleconference/Electronic Meeting Protocols

## Cameron Park Community Services District

(Effective April 2, 2020)

*WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and*

*WHEREAS, March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and*

*WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.*

*NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.*

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

### **BOARD AND COMMITTEE MEMBERS:**

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

## **PUBLIC PARTICIPATION:**

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
  - **How to Observe the Meeting:**
    - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91017600000> if the line is busy.
    - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
    - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
  - **How to Submit Public Comments:**
    - **Before the Meeting:** Please email your comments to [admin@cameronpark.org](mailto:admin@cameronpark.org), with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

#### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



**Parks & Recreation Committee  
Monday, December 6, 2021  
6:30 p.m.**

**Cameron Park Community Center  
2502 Country Club Drive, Cameron Park**

**Conformed Agenda**

Members: Chair Director Felicity Carlson (FC), Vice Chair Director Sidney Bazett (SB)  
Alternate Director Ellie Wooten (EW)

Staff: General Manager Jill Ritzman, Recreation Supervisor Kimberly Vickers,  
Parks & Facilities Superintendent Mike Grassle

**CALL TO ORDER 6:45**

**ROLL CALL FC/SB**

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

**APPROVAL OF AGENDA APPROVED**

**APPROVAL OF CONFORMED AGENDA APPROVED**

**OPEN FORUM**

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

**DEPARTMENT MATTERS**

- 1. Land & Water Conservation Fund Grant (J. Ritzman) APPROVED**

2. **Splash Pad Fundraising Ad Hoc Committee** (J. Ritzman) *APPROVED with addition of language regarding the term of the Committee*
3. **Final Design for Splash Pad – Information Item** (J. Ritzman)
4. **Staff Oral & Written Updates**
  - a. Recreation Report (K. Vickers)
  - b. Parks & Facilities Report (M. Grassle)
  - c. Air Quality Management District Emmission Reduction Grant for Summer Spectacular 2022 and 2023
5. **Items for January & Future Committee Agendas**
  - *Recreation Annual Report*
6. **Items to take to the Board of Directors**
  - *Land and Water Conservation Fund*
  - *Splash Pad Fundraising Ad Hoc Committee*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT 7:45**

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

---

Lindsay Dorosh for Jill Ritzman  
Board Secretary

---

Director Felicity Carlson, Chair  
Parks and Recreation Committee





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

**SPECIAL BOARD MEETING**  
**Thursday, February 10, 2022**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
<https://us02web.zoom.us/j/84283022533>

**Meeting ID: 842 8302 2533**

(Teleconference/Electronic Meeting Protocols are attached)

## **Board Members**

Felicity Wood Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

## **CALL TO ORDER - 6:30**

1. Roll Call – FC/SB/EA/MS/EW, present
  2. Pledge of Allegiance
- 

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

---

## **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*

*EA/SB – Motion passed*

*Ayes – FC/SB/EA/MS/EW*

*Noes – None*

*Absent – None*

*Abstain - 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.*

---

## **GENERAL BUSINESS**

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

4. **APPROVE** Resolution 2022-03 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Director meetings per AB 361 (Carlson)

*Motion to approve Resolution 2022-03*

*SB/MS – Motion passed*

*Ayes – FC/SB/MS/EW*

*Noes – None*

*Absent – None*

*Abstain - EA*

---

## **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.*

- *This vote will also be on February 16<sup>th</sup> Regular Board Meeting*
- 

## **ADJOURNMENT – 7:03**

---

Please contact the District office at (530) 677-2231 or [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at [admin@cameronpark.org](mailto:admin@cameronpark.org) for future notification of Cameron Park Community Services District meetings.

---

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

---

Lindsay Dorosh  
Board Secretary

---

Director Felicity Wood Carlson, President  
Board of Directors



# CONFORMED AGENDA

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

## BOARD MEETING

Wednesday, February 16, 2022

6:30 p.m.

## TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/81512292874>

**Meeting ID: 815 1229 2874**

(Teleconference/Electronic Meeting Protocols are attached)

### Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

## **CALL TO ORDER – 6:31**

1. Roll Call – FC/SB/EA/MS/EW, present
  2. Pledge of Allegiance
- 

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

---

## **ADOPTION OF THE AGENDA**

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

3. Adopt the Agenda

*Motion to Adopt the Agenda*

*MS/EA – Motion Passed*

*Ayes – FC/SB/EA/MS/EW*

*Noes – None*

*Absent – None*

*Abstain - 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.*

4. Community Wildfire Safety Program – PG&E (B. Sanders)
- 

## **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.*

---

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

5. **APPROVE** Amended Conformed Agenda – Board of Directors Special Meeting December 16, 2021
6. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting January 19, 2022

7. **APPROVE** Resolution 2022-04 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Directors and Committee Meetings per AB 361 (Carlson)
8. **RECEIVE AND FILE** Mid-Year Financial Status Report for Fiscal Year 2021-22
9. **RECEIVE AND FILE** Budget Calendar for Fiscal Year 2022-23
10. **RECEIVE AND FILE** General Manager’s Report

*Motion to approve Consent Agenda with Items 7 and 8 being pulled for discussion*

*MS/EW – Motion Passed*

*Ayes – FC/SB/EA/MS/EW*

*Noes – None*

*Absent – None*

*Abstain - None*

---

## GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for discussion

*Motion to approve Item 7, Resolution 2022-04*

*MS/EW – Motion Passed*

*Ayes – FC/SB/MS/EW*

*Noes – EA*

*Absent – None*

*Abstain – None*

*Item 8 discussed, reviewed, and filed.*

12. **APPROVE** Change to Admin Assistant II – Fire Prevention Specialist/Weed Abatement position and modify position from full-time to part-time

*Suggested by Director Carlson to send this back to Budget & Admin Committee to modify and clarify job description. Some suggestions and changes include...*

- *More emphasis in the job description on Weed Abatement/Fire Prevention Specialist duties*
- *Possibly remove Admin Assistant from job title, as this position does not do as much administrative duties as a typical Cameron Park CSD Admin Assistant.*
- *Discuss on who this position should report to.*
- *Comparison of this position’s salary v. Fire Marshal salary*

# AGENDA

- *Possible part time Admin support for Fire Department in the future so this position can focus on Fire Prevention/Inspections.*
- *Asked that Director Scobey and Director Aiston to email General Manager with more suggestions.*

*Motion to send Item 12 back to Budget & Admin Committee*

*FC/MS – Motion Passed  
Ayes – FC/SB/EA/MS/EW  
Noes – None  
Absent – None  
Abstain - None*

## 13. **REVIEW AND APPROVE** District Work Plan 2022

*Modifications to District Work Plan 2022*

- *Modify bullet 4 under Budget & Admin to read “Update and refine the Reserve Policy to establish a healthy reserve balance for asset improvements and economic uncertainty”*
- *Add a bullet point under Budget & Admin “Clarify Fund 7, fire reserve balances, refine policies for Fund 7 and bring proposals for use of reserve funds to the Board of Directors”*
- *Remove the bullet 5 under Fire & Emergency*
- *Modify bullet 4 under CC&R by removing “...to improve curb appeal” and instead have it read “Collaborate with Apartment community management groups to improve compliance.”*

*Motion to approve District Work Plan 2022 with modifications*

*EA/SB – Motion Passed  
Ayes – FC/SB/EA/MS/EW  
Noes – None  
Absent – None  
Abstain – None*

## 14. **DISCUSS AND ADVISE** Summer Spectacular Fireworks

- *Staff will have more discussions about Summer Spectacular specifics and whether it will be possible this year. Will report back to the Board at a future date.*

## 15. **APPROVE** Sustainability Ad-Hoc Committee

- *Not approved due to new staff settling in and the current workload of staff. Bringing it back for discussion at a future date, possibly September meeting.*

---

## **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.*

# AGENDA

---

## 16. Committee Chair Report-Outs

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation

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

- a. Upcoming Trainings & Community Meetings
  - SDRMA Spring Education Day, March 22, 2022, 9am – 4pm at Hilton Sacramento Arden West
  - Special District Leadership Academy (SDLA) – April 3<sup>rd</sup>-6<sup>th</sup> in San Diego, CA.

---

### **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.*

---

### **ADJOURNMENT – 10:18 (EA/SB)**

---

Please contact the District office at (530) 677-2231 or [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at [admin@cameronpark.org](mailto:admin@cameronpark.org) for future notification of Cameron Park Community Services District meetings

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

---

Lindsay Dorosh  
Board Secretary

---

Director Felicity Wood Carlson, President  
Board of Directors





## Agenda Transmittal

**DATE:** March 16, 2022

**FROM:** André Pichly, General Manager

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

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **CSD Attorney**

I sent Jason Epperson a copy of a more robust Professional Services Agreement; he provided suggestions that we both feel provide better protections for the District when used between the CSD and contractors / vendors. We will be using the new PSA with the fireworks contractor.

### **Budget and Administration**

Finance/Human Resources Office Christina Greek and I had a virtual meeting with Dr. April Mitts, Administration Services Director for the City of St Helena. Dr. Mitts was the Finance Director when I started in St Helena and I really like her approach to finance and budgeting. The three of us talked about developing budget instructions for staff, budget workshops for Board and staff, and best practices for managing budgets. Dr. Mitts and Christina talked about staying in touch as a professional resource.

### **Parks**

Parks Superintendent Mike Grassle and I met with Cameron Park Lake neighbors to discuss their concerns over noise issues on the north side of the park. We encouraged the residents to consider attending a Parks and Recreation Committee meeting to share their concerns, which one of them did on March 7<sup>th</sup>.

Mike, Recreation Supervisor Kim Vickers, and I met with the representative of El Dorado Disc Sports (EDDS) to discuss the lease agreement for the snack bar at Cameron Park Lake. Also discussed were challenges involving parking and parking fees during disc golf tournaments. Mike will serve as the liaison between the District and EDDS since their activities take place at a parks facility.

I am so proud of Mike, Parks & Facilities Supervisor Matt Bustabade, and the entire Parks Maintenance crew for all their hard work to get the site prepped for the propane vaporizer installation, as well as restoring the project site and constructing a fence around the unit to protect it and the public. They saved the District thousands of dollars and helped to get the pool operational again. Work continues on the fence and should be completed by next this week.





## Recreation

Kim will lead the planning efforts for the Summer Spectacular, to be held on Saturday, June 25<sup>th</sup>. Mike Grassle will coordinate the park operations-side of the event. Kim, Mike, Recreation Coordinator Kayla Thayer, and I met on-site at Cameron Park Lake to go over the event schedule, duties and responsibilities for the event, and next steps. The RFP for a fireworks vendor was released on March 1<sup>st</sup> and the last day to submit proposals is March 25<sup>th</sup>.

Kim was installed as the Recreation Therapy Section Representative to the California Park & Recreation Society District 2 Board of Directors. The installation occurred at the District 2 annual Awards and Installation Luncheon, which was held in Rocklin, CA, on March 2<sup>nd</sup>. Mike, Kayla, and I attended the event, in part, to support Kim.



## Fire and Emergency Services

Fire Chief Sherry Moranz and I had a follow-up discussion to the February Board of Directors meeting to talk about next steps for developing a job description for the District position of Fire Prevention Specialist. There is more work to do before bringing this item back to the Board.

## CC&R

CC&R Compliance Office Jim Mog and I have had discussions regarding his compliance campaigns along Country Club Drive and other neighborhoods, some compliance challenges in the community, and facilitation of the CC&R Committee meetings.

## Other

- On Thursday, February 26<sup>th</sup>, I participated in a 1-hour CAPRA Lead training refresher course hosted via Zoom by the National Recreation & Park Association.

CAPRA (Commission for the Accreditation of Park and Recreation Agencies) is a process whereby agencies demonstrate that they have adopted and implemented best practices per parks and recreation industry standards. To date there are 191 agencies in the United States that have achieved this recognition. My role in CAPRA is as a visitor. Visitors go to an agency seeking accreditation to review documentation used as evidence of compliance for 154 standards, 36 of which are fundamental. This year I will be the lead visitor for Town of Erie Parks and Recreation in Colorado. The visit is a virtual visit to be held in mid-June.

- On Saturday, February 26<sup>th</sup>, I attended the Recreation Leader Development Workshop hosted by the Cosumnes Community Services District in Elk Grove. I was invited to be a panel member for a Working Professionals Q&A session (all panel members are former employees of the CCSD, which I was in 1988-89). The session lasted about an hour and I was happy to be supportive of their effort to provide an educational session for their part-time staff.
- March 9, 10 and 11: Kim, Kayla and I attended the California Park & Recreation Society annual conference in Sacramento. This training and education event provides opportunities to learn from experts and peers about best practices, hear motivational stories, and engage in lively discussions about topics ranging from programming for disadvantaged communities to legislative initiatives in the state to leveraging technology to better serve residents. Networking is huge at CPRS conferences and is a great way for staff to make new contacts and spend time with old friends. One of the highlights of the conference is the Exhibit Hall that features vendors displaying all sorts of parks and recreation systems, programs, services and resources. Director Bazett and I walked the floor and saw lots of cool systems and played with some interactive play structures.



No Board Members were hurt while playing with playground equipment.



## **Agenda Transmittal**

**DATE:** March 16, 2022

**FROM:** Sherry Moranz, Assistant Chief

**AGENDA ITEM #9:** **FIRST RESPONDER FEE ANALYSIS**

**RECOMMENDED ACTION:** **CONSIDER, DISCUSS AND APPROVE**

### **Background**

A First Responder User Fee, authorized under Section 13916 of the California Health and Safety Code, is cost recovery for providing first responder Advanced Life Support Paramedic (ALS) services to the community.

On February 17, 2021, the Cameron Park CSD Board of Directors, approved resolution 2021-01, an agreement between the Cameron Park CSD and DTA, to complete a First Responder Fee Study.

The proposed First Responder Fee is designed to cover enhanced services of Advanced Life Support on engines. It is only charged on medical aids where engine personnel assist in patient care.

The fee is developed by an average of hourly costs for crew members, equipment costs, administrative and station support costs, multiplied by the average time spent on scene (including enroute and return time) of medical aids by first responders, as specifically outlined in the Nexus Study prepared for the CSD, by DTA Consulting.

On March 8, 2022, a final report was presented to the Fire and Emergency Services Committee for review and discussion.

## **Discussion**

The Nexus Study prepared by DTA indicates that a fee of \$213.75 (rounded to \$214) per engine response to medical aids, should be charged to recoup the costs.

Staff recommends that if the First Responder Fee is implemented, it be reviewed on an annual basis with the Fiscal Year Budget development process in order to determine whether the fee continues to be appropriate, meets its intended goals, and conforms to the mission of the Cameron Park Community Services District.

Staff also recommends that the collection of the First Responder Fee be conducted in a manner where patients, who have a demonstrated inability to pay the fee, qualify for a partial or full fee waiver through the CSD Board.

Staff also recommends that a fee schedule for medical supplies used on calls, be created to enable the CSD to recoup these costs.

Staff is recommending that the Cameron Park CSD Board of Directors consider and approve the Nexus Study and direct Staff to move forward with creating a First Responder Fee Ordinance.

### ATTACHMENTS:

9A - DTA First Responder Fee Analysis



[www.FinanceDTA.com](http://www.FinanceDTA.com)

## FIRST RESPONDER FEE ANALYSIS

CAMERON PARK FIRE DEPARTMENT  
C/O CAL FIRE AND CAMERON PARK  
COMMUNITY SERVICES DISTRICT

Report Date: November 29, 2021

Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds

*Newport Beach | San Jose | San Francisco | Riverside  
Dallas | Houston | Raleigh | Tampa*



[www.FinanceDTA.com](http://www.FinanceDTA.com)

99 Almaden Blvd., Suite 875  
San Jose, CA 95113

## CAMERON PARK FIRE DEPARTMENT FIRST RESPONDER FEE ANALYSIS



Prepared for:

Cameron Park Fire Department

C/O CAL FIRE

Attention: Sherry Moranz, Assistant Chief, CAL FIRE

Jill Ritzman, General Manager, Cameron Park Community Services District



# TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I EXECUTIVE SUMMARY.....	1
II STATE LAW.....	2
III ANALYSIS.....	3
A Cost Data.....	3
B True Hourly Rate Calculation.....	6
C Call Data.....	6
IV CALCULATION OF THE FEE.....	7
V COMPARATIVE ANALYSIS.....	8
VI IMPLEMENTATION.....	9

**I EXECUTIVE SUMMARY**

The Cameron Park Fire Department (the "Department") operates under a cooperative fire protection agreement between the Cameron Park Community Services District ("CPCSD") and the State of California's CAL FIRE. CAL FIRE is contracted by CPCSD to operate and staff two fire stations that are owned by CPCSD, Stations E88 and E89, which serve an estimated resident population of 18,000.

The Department is interested in determining the cost of providing first responder services in order to introduce a new First Responder Fee to recover these costs. A First Responder Fee is typically charged for the response of an engine or ambulance to an emergency medical call to provide Basic Life Support or Advanced Life Support care in cases where there is no transport to a hospital for further services and thus no mechanism by which to recover these costs through billing insurance or otherwise.

To assist with developing this new First Responder Fee, the Department engaged DTA to develop a cost of services (or user fee) analysis (the "Analysis"). DTA has prepared this Analysis using the Department's operating budget, three years of call data related to medical calls, and operational information provided by staff to determine the fee level that best suits the Department's needs in recovering their expenditures related to providing these services.

**Figure 1: Cameron Park Fire Department Stations**



## **II STATE LAW**

Proposition 26 (the "Proposition") was approved by California voters in November of 2010 and introduced, for the first time, a definition of what constitutes a local tax, as follows:

*"As used in this article, 'tax' means any levy, charge or exaction of any kind imposed by a local government..."*

By this definition, any local government revenues would be categorized as a local tax and consequently require a majority approval of the voters if the revenues are to be used for general governmental purposes, or a two-thirds (2/3) voter approval if the revenues are to be used for a particular purpose.

Fortunately for local agencies, this all-encompassing definition is mitigated by seven (7) exemptions in the Proposition. The exemption that is applicable for this Analysis is Section 1. (e).(2) of Article XIII C, which states that a fee imposed for a specific government service or product delivered directly to the payor which does not exceed the reasonable costs to the local government providing the service or product is not a tax. In the case of responding to a medical call, the services provided are specific to the individual patient, not to the public in general. Therefore, this type of user fee may be implemented and/or raised by a Board of Director's action up to the limit of actual cost, as stated in Government Code Section 66014(a).

### III ANALYSIS

#### A Cost Data

DTA received and analyzed costs related to providing first responder services to calculate the true cost of providing these services. The costs provided to DTA included:

##### A.1 Direct cost of medical first responder personnel

The first step in determining the true cost of providing first responder services is to determine the base hourly rate of the staff directly responsible for providing medical services. The total annual salary and benefits of these staff members is divided by annual hours of 1,667, which is a customary industry standard average number of hours that takes into consideration the annual number of holidays, vacation and sick time, and other possible time off, as shown below in Table 1.

Table 1: Direct Cost of Medical First Responder Personnel

Direct Cost	Total Annual Salary and Benefits of Each Position <sup>1</sup>	Base Hourly Rate (Salary and Benefits/1,667 Annual Hours) <sup>1</sup>
Paramedic Fire Captain (4 positions)	\$202,191.00	\$121.29
Paramedic Apparatus Engineer (6 positions)	\$176,544.00	\$105.91

Note:

1. Based on the highest salary currently paid for each position.

##### A.2 Non-Personnel Direct Costs

In addition to personnel, several costs are directly related to providing first responder medical services. These costs were identified and converted into an amount that could be added to the hourly cost of personnel as a method of capturing direct non-personnel costs as an hourly rate, as shown in Table 2 below.

Table 2: Non-Personnel Direct Costs

Direct Cost <sup>1</sup>	Total Amount <sup>2</sup>
Clothing/Uniforms	\$1,471.38
Computer Software	\$1,839.23
Computer Hardware	\$2,207.07
Contract Services - Other (Dispatch Services & IT Support)	\$22,806.42
Fire & Safety Supplies	\$735.69
Fire Turnout Gear	\$22,806.42
Fuel	\$22,070.72
Government Fees/Permits	\$735.69
Maintenance - Buildings	\$8,092.60
Maintenance - Equipment	\$18,392.27
Maintenance - Grounds	\$2,207.07
Maintenance - Radio/Phones	\$1,471.38
Maintenance - Tires & Tubes	\$7,356.91
Maintenance - Vehicle	\$14,713.82
Memberships/Subscriptions	\$625.34
Radios	\$2,207.07
Phones/Internet	\$9,563.98
Utilities - Water	\$7,356.91
Utilities - Electric/Gas	\$18,288.98
<b>Total Non-Personnel Direct Medical Services Costs</b>	<b>\$164,948.95</b>
<b>Total Number of Direct Personnel Annual Hours (10 Total Positions x 1,667 Annual Hours Each)</b>	<b>16,670</b>
<b>Non-Personal Direct Cost (per Hour)</b>	<b>\$9.89</b>

Notes:

1. Allocation based on medical calls representing 74% of total call volume.
2. Source: Cameron Park CSD General Fund Fire Account (3000)'s FY 2021-22 Budget.

**A.3 Indirect costs**

Finally, DTA evaluated the indirect costs of the Department. Indirect, or overhead, costs include personnel involved in overall management of the Department, such as the Battalion Chiefs and administrative staff, as well as other overall station management costs. The total indirect costs shown in Table 3 below are approximately 37% of the total direct costs of the Department. This percentage is applied to the direct hourly cost as a method of converting indirect costs to an hourly rate allocation in determining the true hourly cost of providing medical services, as reflected in Table 4 on the following page.

**Table 3: Indirect Costs**

Indirect Cost	Total Amount <sup>1</sup>
Indirect Personnel Costs	
Battalion Chiefs (2 positions) <sup>2</sup>	\$207,274.00 <sup>2</sup>
Part-Time Administrative Staff	\$34,118.94
Cal Fire Administrative Cost <sup>3</sup>	\$195,567.95 <sup>3</sup>
Cameron Park CSD Management Cost <sup>4</sup>	\$162,643.92 <sup>4</sup>
Cameron Park CSD Administrative Overhead Costs <sup>3</sup>	\$96,697.08
Educational Materials	\$735.69
Equipment-Minor/Small Tools	\$1,471.38
Stations Supplies	\$5,517.68
Professional Services	\$1,471.38
Staff Development	\$9,196.14
<b>Total Indirect Costs</b>	<b>\$714,694.16</b>
<b>Direct Costs (Personnel and Other Direct Expenses)</b>	<b>\$1,950,746.78</b>
<b>Indirect Costs as Percentage of Direct Costs</b>	<b>36.64%</b>

Notes:

1. Source: Cameron Park CSD General Fund Administration Account (1000)'s and Fire Account (3000)'s FY 2021-22 Budget
2. Battalion Chiefs oversee all Fire Department operations, including both medical and fire response activities, so are included at 50% of total salary and benefits.
3. Allocation based on medical calls representing 74% of the Cameron Park CSD's total call volume.
4. Allocation based on (i) the Fire & Emergency Services representing 62.3% of the Cameron Park CSD's FY 2021-22 Expenditures, and (ii) the medical calls representing 74% of the Cameron CSD's total call volume.

**B True Hourly Rate Calculation**

The purpose of categorizing and analyzing all direct and indirect cost data is to translate these costs into a comprehensive true hourly cost of providing medical services. This calculation of the true hourly cost is shown below in Table 4.

**Table 4: True Hourly Cost of Providing Medical Services**

Position	Base Hourly Rate (Salary and Benefits/1,667 Annual Hours)	Direct Costs Hourly Rate Allocation	Indirect Costs Hourly Rate Allocation <sup>1</sup>	True Hourly Cost, Including Direct and Indirect Overhead Costs
Paramedic Fire Captain	\$121.29	\$9.89	\$48.06	\$179.25
Paramedic Apparatus Engineer	\$105.91	\$9.89	\$42.43	\$158.23
<b>Total True Hourly Cost</b>				<b>\$337.48</b>

Note:

1. Indirect costs are 36.64% of direct costs; therefore, 36.64% of the total direct hourly rate has been calculated as a method of translating indirect costs to an hourly rate allocation in order to calculate a true hourly cost of providing medical services.

**C Call Data**

The final step in the Analysis was an in-depth review of the Department’s call data. Due to possible impacts of COVID-19 on 2020 call data, given many residents’ hesitancy to call 911 for medical attention during this time, DTA received and analyzed call data from both stations for the years 2018, 2019, and 2020. By averaging these three (3) years of data and analyzing the overall range of data clustering, DTA calculated an estimated arrival time and on-scene time to determine the total amount of time required of staff involved directly in medical calls, as shown below in Table 5.

**Table 5: Medical Call Data Analysis**

Position	Estimated Arrival Time per Call (in Hours)	Estimated Time On Scene per Call (in Hours, including RTQ)	Estimated Total Time per Medical Call (in Hours) <sup>1</sup>
Paramedic Fire Captain	0.13	0.50	0.63
Paramedic Apparatus Engineer	0.13	0.50	0.63

Note:

1. Subject to change.

**IV CALCULATION OF THE FEE**

The calculation of the Fee is based on applying the true hourly cost of providing services, as shown in Table 4, multiplied by the total estimated time per medical call shown in Table 5. The calculation of the Fee is shown below in Table 6.

**Table 6: Calculation of First Responder Fee**

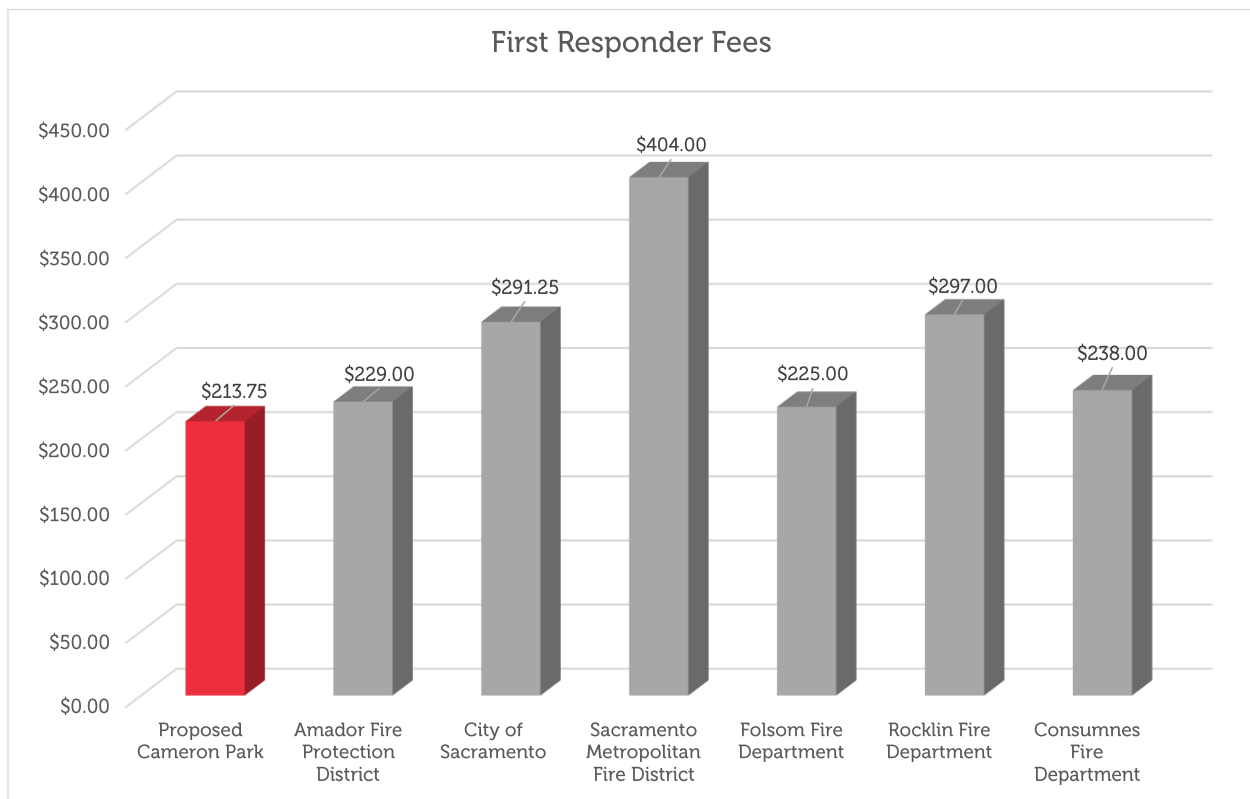
<b>Position</b>	<b>True Hourly Cost (Including Direct and Indirect Overhead Costs)</b>	<b>Total Estimated Time per Call</b>	<b>Total Actual Cost of Services</b>
Paramedic Fire Captain	\$179.25	0.63	\$113.53
Paramedic Apparatus Engineer	\$158.23	0.63	\$100.22
<b>Total</b>	<b>\$337.48</b>	<b>0.63</b>	<b>\$213.75</b>



**V COMPARATIVE ANALYSIS**

First Responder Fees, sometimes called "Treat/No Transport Fees" by other fire agencies, have become more common in California in recent years as a way to recover the true costs of providing medical services. A summary of First Responder Fees identified in nearby communities is shown below in Figure 2. The comparable fees shown below are for standalone fire agencies that serve larger populations and thus likely have higher staffing and overhead costs. As stated previously, Government Code Section 66014(a) limits a proposed fee for service to the agency's actual cost of providing that service. The Department's smaller size compared to nearby fire agencies and cost efficiencies of contracting staff through Cal Fire contribute to an overall lower cost of providing these services compared to nearby agencies, which is reflected in the proposed First Responder Fee as compared to the other agencies' fees.

**Figure 2: First Responder Fees**



## **VI IMPLEMENTATION**

As outlined in Section II, rendered medical services are specific to an individual patient, not the public, so a First Responder Fee may be approved and routinely updated by a Board of Director's action up to the limit of actual cost, as stated in Government Code Section 66014(a).

It is generally recommended that fees be increased annually by CPI or other appropriate indicator and that a new analysis or fee study be completed every five (5) years to ensure that the annual escalation of fees keeps pace with actual increases in the Department's costs. Notably, some fire agencies that have implemented First Responder Fees also simultaneously introduce a fee relief structure for patients who may not have the ability to pay the fees.



[www.FinanceDTA.com](http://www.FinanceDTA.com)

99 ALMADEN BLVD., SUITE 875  
SAN JOSE, CA 95113  
PHONE: (800) 969-4DTA

Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds



## **Agenda Transmittal**

**DATE:** March 16, 2022

**FROM:** André Pichly, General Manager  
Christina Greek, Finance Officer

**AGENDA ITEM #10:** **FISCAL YEAR 2021-2022 MID-YEAR BUDGET ADJUSTMENT,  
GENERAL FUND 001**

**RECOMMENDED ACTION:** **APPROVE**

### **INTRODUCTION**

Staff are recommending adjustments to the Fiscal Year 2021-2022 General Fund 001 Budget based on year-to-date expenditures and revenues, operational changes due to COVID, and an increase in revenues from the Community Center and for Recreation programs. The proposed adjusted budget funds important and essential services only.

The adjusted Fiscal Year 2021-2022 General Fund 001 Budget has \$7,078,515.68 in revenues and \$6,785,724.85 in expenditures, totaling a positive net position of \$292,790.83. The positive ending position is mostly due to revenues received for COVID relief and settlement money for community center repairs.

Fiscal Year 2021-2022 revenues were increased by \$453,590.83 due to an increase of revenues from Recreation programs and Community Center rentals as well as settlement money and COVID relief funds. Expenditures were increased by \$106,800 in response to the rise in goods and services and COVID impacts.

This report includes:

- General Fund 001 Proposed Fiscal Year 2020-21 Adjusted Budget,
- Budget Detail describing line item changes.

## CONCLUSION

Staff have made significant changes, budgetarily and operationally, due to the effects of the pandemic, and expect that operational guidelines to change little during the current fiscal year. The current proposed adjusted budget maintains the current staff structure to assist the District in emerging from the pandemic.

### Attachments

10A - General Fund 001 Proposed Fiscal Year 2021-22 Adjusted Budget

10B - Budget Detail describing line item changes.

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2021 Through 12/31/2021

01 - General Fund

		FY2020 21 Final			Current % of Final		
		Budget	7/1/20-12/31/20 Actual	Final 2021-22 Budget	7/1/21-12/31/21 Actual	Approved Budget	Expended to Date
						2021-22 Mid Year Budget Adjustments	New Proposed 2021-2 Budget
<b>Operating Revenue</b>							
Property Taxes	4110	4,363,061.00	2,204,983.27	4,582,358.00	2,351,966.83	51.32%	
Franchise Fees	4113	200,000.00	56,087.08	206,780.00	61,889.84	29.93%	
Fire Marshall Plan Review	4132	40,000.00	15,721.40	45,000.00	41,410.95	92.02%	60,000.00
Recreation Program Revenue	4154	116,918.38	710.00	122,639.00	54,094.16	44.10%	20,000.00
Transfer In	4165	24,570.00	0.00	39,598.85	0.00	0.00%	
Special Events	4170	0.00	(47.50)	0.00	0.00	0.00%	
Lake Entries - Daily (Kiosk)	4180	0.00	0.00	35,660.00	24,052.05	67.44%	
Annual Passes (Lake/Pool Comt)	4181	66,782.00	18,757.25	75,000.00	8,808.00	11.74%	
Picnic Site Rentals	4182	0.00	0.00	1,500.00	360.00	24.00%	
Assembly Hall & Classroom Ren	4185	15,304.00	9,000.00	35,139.00	7,604.50	21.64%	
Gym Rentals	4186	27,810.00	20,135.40	26,000.00	2,247.90	8.64%	
Pool Rental Fees	4187	87,215.00	59,630.69	98,000.00	25,275.41	25.79%	
Sports Field Rentals	4190	27,070.00	10,779.76	19,580.00	13,115.00	66.98%	
Donations	4250	0.00	1,200.00	0.00	0.00	0.00%	
Sponsorships	4255	14,500.00	0.00	20,000.00	0.00	0.00%	
JPA Reimbursable	4260	1,150,000.00	574,999.98	1,150,000.00	574,999.98	49.99%	
Fire Apparatus Equip Rental	4262	20,000.00	9,426.23	10,000.00	0.00	0.00%	
Reimbursement	4400	6,776.00	20,527.13	1,800.00	15,080.43	837.80%	
Weed Abatement	4410	4,020.00	5,378.61	15,750.00	4,455.06	28.28%	
Settlements	4450	0.00	0.00	0.00	0.00	0.00%	179,802.83
Interest Income	4505	25,000.00	2,717.43	19,000.00	416.23	2.19%	
Other Income	4600	12,000.00	886.08	8,000.00	187.53	2.34%	
Relief Funds	4601	0.00	0.00	0.00	193,788.00	0.00%	193,788.00
Grant - CCI	4605	153,794.00	53,517.66	113,120.00	129,344.68	114.34%	
Gain/Loss of Assets	4615	0.00	0.00	0.00	3,015.31	0.00%	
<b>Total Operating Revenue</b>		<b>6,354,820.38</b>	<b>3,064,410.47</b>	<b>6,624,924.85</b>	<b>3,512,111.86</b>	<b>53.01%</b>	<b>453,590.83</b>
<b>Expenditures</b>							
Salaries - Perm.	5000	668,160.00	338,367.75	777,784.00	360,581.93	46.36%	
Salaries - Seasonal	5010	90,540.00	50,653.61	138,175.00	86,772.85	62.79%	3,800.00
Overtime	5020	7,050.00	6,034.11	6,750.00	9,391.13	139.12%	7,000.00
In Lieu Benefits Stipend	5120	0.00	0.00	0.00	833.34	0.00%	6,000.00
Health Benefit	5130	118,523.00	61,513.93	109,540.00	74,180.23	67.71%	18,000.00
Retiree Health Benefit	5135	78,016.00	45,617.66	76,025.00	59,837.64	78.70%	36,000.00
Dental Insurance	5140	9,663.00	4,940.20	9,721.00	6,116.22	62.91%	
Vision Insurance	5150	1,396.00	871.92	1,513.00	904.50	59.78%	
CalPERS Employer Retirement	5160	207,664.00	175,307.90	248,154.00	215,394.92	86.79%	
Worker's Compensation	5170	57,914.00	53,016.48	31,622.93	31,996.85	101.18%	
FICA/Medicare Employer Contri	5180	23,999.00	10,437.22	24,516.00	13,410.09	54.69%	

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2021 Through 12/31/2021

01 - General Fund

		FY2020 21 Final		Current % of Final			
		Budget	7/1/20-12/31/20 Actual	Final 2021-22 Budget	7/1/21-12/31/21 Actual	Approved Budget	Expended to Date
						2021-22 Mid Year Budget Adjustments	New Proposed 2021-2 Budget
UI/TT Contribution	5190	10,689.00	2,660.40	10,682.00	3,055.76	28.60%	
Advertising/Marketing	5209	7,810.00	1,733.59	15,200.00	7,662.83	50.41%	
Agriculture	5215	14,816.00	6,664.32	14,400.00	7,496.72	52.06%	
Audit/Accounting	5220	30,000.00	3,472.50	36,000.00	7,295.00	20.26%	
Bank Charge	5221	10,000.00	2,738.16	3,800.00	3,498.89	92.07%	3,000.00
Clothing/Uniforms	5230	4,285.00	1,454.18	6,350.00	1,707.01	26.88%	
Computer Software	5231	27,200.00	16,667.90	31,721.00	20,915.47	65.93%	
Computer Hardware	5232	5,500.00	3,124.15	7,250.00	6,898.12	95.14%	
Contractual Services	5235	10,000.00	5,350.75	10,000.00	2,996.91	29.96%	
Contractual - Provider Services	5236	4,059,061.00	799,775.16	4,160,537.26	878,711.84	21.12%	
Contract Under Utilization	5237	(250,000.00)	0.00	(300,000.00)	0.00	0.00%	(300,000.00)
Contract Services - Other	5240	163,438.00	70,843.71	176,290.00	19,851.19	11.26%	
Director Compensation	5250	18,000.00	5,110.00	16,800.00	8,100.00	48.21%	
EDC Department Agency	5260	4,300.00	4,252.73	4,300.00	4,418.54	102.75%	
Educational Materials	5265	12,500.00	0.00	11,000.00	188.14	1.71%	
Elections	5270	0.00	45.00	0.00	0.00	0.00%	
Equipment-Minor/Small Tools	5275	9,340.00	3,455.92	8,500.00	3,974.73	46.76%	
Fire & Safety Supplies	5285	3,913.04	2,703.03	3,450.00	2,416.91	70.05%	
Fire Prevention & Inspection	5290	1,200.00	1,445.00	1,100.00	1,785.00	162.27%	
Fire Turnout Gear	5295	31,000.00	4,277.95	31,000.00	14,024.90	45.24%	
Fire- Intern paid	5296	14,200.00	7,760.00	20,200.00	2,560.00	12.67%	
Food	5300	2,750.00	1,034.38	2,500.00	1,759.77	70.39%	
Fuel	5305	38,200.00	18,877.91	34,000.00	23,598.38	69.40%	
Government Fees/Permits	5310	25,382.00	15,079.88	25,400.00	14,916.59	58.72%	
Janitorial / HH Supplies	5315	26,700.00	15,451.55	29,000.00	18,492.43	63.76%	6,000.00
Instructors	5316	1,000.00	39.00	6,500.00	5,684.70	87.45%	20,000.00
Insurance	5320	130,000.00	129,177.41	175,886.00	172,195.17	97.90%	
Legal Services	5335	15,000.00	8,542.50	15,000.00	6,467.00	43.11%	
Maint. - Vehicle Supplies	5340	1,700.00	948.67	2,200.00	0.00	0.00%	
Maint. - Buildings	5345	27,900.00	11,648.91	23,000.00	9,246.84	40.20%	
Maint. - Equipment	5350	42,225.00	18,250.63	43,040.00	14,892.77	34.60%	
Maint. - Grounds	5355	50,026.00	19,070.90	42,500.00	20,874.52	49.11%	
Maint. - Radio/Phones	5360	2,000.00	423.05	2,000.00	0.00	0.00%	
Maint. - Tires & Tubes	5365	14,800.00	4,216.55	13,600.00	9,782.30	71.92%	
Maint. - Vehicle	5370	33,750.00	26,655.42	25,500.00	26,282.11	103.06%	6,000.00
Medical Supplies	5375	700.00	0.00	0.00	0.00	0.00%	
Memberships/Subscriptions	5380	10,160.00	9,495.32	10,660.00	9,257.55	86.84%	
Mileage Reimbursement	5385	1,250.00	84.68	500.00	543.52	108.70%	700.00
Miscellaneous	5395	100.00	0.00	0.00	0.00	0.00%	

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2021 Through 12/31/2021

01 - General Fund

		FY2020 21 Final		Final 2021-22 Budget		Current % of Final	2021-22 Mid Year Budget Adjustments		New Proposed 2021-2 Budget
		Budget	7/1/20-12/31/20 Actual	Budget	7/1/21-12/31/21 Actual	Approved Budget Expended to Date			
Office Supplies/Expense	5400	10,200.00	4,537.88	9,700.00	4,096.76	42.23%			9,700.00
Pool Chemicals	5405	26,827.00	17,835.19	25,000.00	12,764.46	51.05%			25,000.00
Postage	5410	10,300.00	1,004.72	7,800.00	673.77	8.63%			7,800.00
Printing	5415	1,100.00	156.56	850.00	320.13	37.66%			850.00
Professional Services	5420	129,587.00	33,923.00	74,110.00	63,905.38	86.23%	15,000.00		89,110.00
Program Supplies	5421	2,579.00	37.47	19,730.00	5,454.08	27.64%	(6,000.00)		13,730.00
Publications & Legal Notices	5425	600.00	0.00	600.00	230.01	38.33%			600.00
Radios	5430	3,000.00	0.00	3,000.00	24.61	0.82%			3,000.00
Rent/Lease - Bldgs, Fields, etc.	5435	0.00	0.00	7,060.00	0.00	0.00%			7,060.00
Rent/Lease - Equipment	5440	4,200.00	1,451.59	3,400.00	1,550.24	45.59%			3,400.00
Staff Development	5455	19,300.00	8,039.82	23,250.00	7,353.37	31.62%			23,250.00
Special Events	5465	500.00	399.00	0.00	0.00	0.00%			0.00
Phones/internet	5470	41,600.00	20,594.97	42,100.00	23,309.46	55.36%			42,100.00
Utilities - Water	5490	38,500.00	24,259.93	46,000.00	28,189.27	61.28%			46,000.00
Utilities - Gas	5491	0.00	0.00	0.00	48,679.08	0.00%	80,000.00		80,000.00
Utilities - Electric/Solar	5492	147,860.00	96,870.56	167,798.00	62,722.95	37.38%	(70,000.00)		97,798.00
Utilites - Water - LLAD's	5495	350.00	510.61	0.00	0.00	0.00%			0.00
Vandalism	5500	2,200.00	985.10	1,700.00	0.00	0.00%	(1,700.00)		0.00
Cal Fire In Kind Purchases	5501	12,400.00	5,745.19	12,500.00	2,124.32	16.99%	(8,000.00)		4,500.00
Capital Equipment Expense	5625	0.00	0.00	0.00	5,307.92	0.00%	45,000.00		45,000.00
Transfer Out	7000	9,020.00	9,080.00	9,020.00	0.00	0.00%			9,020.00
Transfer to Reserve	7001	0.00	0.00	27,639.66	0.00	0.00%			27,639.66
<b>Total Expenditures</b>		<u>6,333,943.04</u>	<u>2,194,723.58</u>	<u>6,624,924.85</u>	<u>2,457,677.12</u>	<u>37.10%</u>	<u>160,800.00</u>		<u>6,785,724.85</u>
<b>Net Revenue Over Expenditures</b>		<u>20,877.34</u>	<u>869,686.89</u>	<u>0.00</u>	<u>1,054,434.74</u>	<u>0.00%</u>	<u>292,790.83</u>		<u>292,790.83</u>



**General Fund  
BUDGET DETAIL  
Fiscal Year 2021-22, Mid-Year Adjustment**

**ACCOUNT DESCRIPTIONS****Revenues**

4132                      Fire Marshall Plan Review Fees

Additional revenue from increased inspections

4154                      Recreation Program Revenues

COVID 19 restrictions lifted allowing instructor led classes, sports and special events to begin again

4450                      Settlements

Income acquired from settlements to make necessary repairs on the community center

460                        Relief funds

Funds obtained for COVID 19 negative impact on prior year operations/budget

**ACCOUNT DESCRIPTIONS****Expenditures**

5010                      Salaries – Part-Time Seasonal

First year having Kiosk open year around required additional funds moved from another expense department to cover

5020                      Overtime

The pandemic made hiring and retention difficult. There were several positions that took the District longer than normal to fill causing staff already in place to have to work more hours to cover the deficit.

5130                      In Lieu Benefit Stipend

Contracted amount not originally budgeted

5130                      Health Benefit

Health premiums went up that were not anticipated at the beginning of the FY

5135                      Retiree Health Benefit

Retiree health benefits also went up that were not anticipated at the beginning of the FY

5221 Bank Charge

More customers utilizing paying with credit card increasing the cost to the district in merchant fees

5315 Janitorial/HH Supplies

Increase in COVID cleaning protocols and increased prices on supplies

5316 Instructors

Increase in instructor lead classes revenue from classes offsets this cost

5370 Maint – Vehicles

Vehicles being used with more of a frequency needing maintenance more often.

5385 Mileage Reimbursement

Additional contracted amount not budgeted

5420 Professional Services

Amendment to contract for Solar project

5421 Program Supplies

Reduction made to offset cost of additional part time seasonal staff

5492 Utilities –Gas

Budget put in with electric needing to be separated out. Additional funds needed due to an issue with propane tank causing more propane to be used causing higher than normal propane bills

5492 Utilities – Electric/Gas

Reduction to remove propane

5500 Vandalism

Reduction to cover other expenditures

5501 CAL FIRE In-Kind Purchases

Reduction to cover other added expenditures

5625 Capital Equipment Expense

Repairs completed for safety of community and staff at the community center taken from the settlement money.

**Cameron Park Community Services District**  
Balance Sheet  
07 - Fire and Emergency Service Capital Asset Reserve  
As of 2/28/2022

	Fiscal Year 2021-22 Fund Balance
Beginning Fund Balance - June 2019	885,241.03
Actual Activity - Year to Date	
Grants	18,989.48
Other	<u>(273,423.94)</u>
Total Actual Activity - Year to Date	(254,434.46)
Fund Balance - Year to Date	630,806.57



## Agenda Transmittal

**DATE:** March 16, 2022

**FROM:** André Pichly, General Manager

**AGENDA ITEM #12:** CAMERON PARK COMMUNITY SERVICES DISTRICT POLICY  
HANDBOOK REVIEW SCHEDULE

**RECOMMENDED ACTION: RECEIVE AND COMMENT**

On February 16, 2022, the Board of Directors approved the Work Plans for each committee. One of the items approved for the Budget & Administration Committee was: Develop a schedule for reviewing and updating District policies. There are a total of 115 policies.

The review, under the direction of the General Manager, would use key staff to review up to 10 policies per month, make recommendations for which policies should remain as written, which policies should be considered for modification and update, and which policies could be eliminated or labeled as Administrative Orders (best practices but not necessary as Board policy). Those reviewed policies would be presented to the Budget & Administration Committee for review and discussion.

Considering staff's work load, time for meetings for this project, and review by the Budget & Administration Committee, I believe the timeline for a complete review is attainable by January 2023.

Lastly, I recommend that the Policy handbook be reviewed on a periodic schedule based on best practices per industry standards set by the Commission for the Accreditation for Parks and Recreation Agencies (CAPRA). CAPRA Standard 1.6.1 - Administrative Policies and Procedures states: "There shall be policies and procedures, encompassing administrative aspects of the organization that are kept up-to-date, reviewed periodically, and made available to pertinent administrative and supervisory personnel."

Attachments: None



## **Agenda Transmittal**

**DATE:** March 16, 2022

**FROM:** André Pichly, General Manager

**AGENDA ITEM #13:** **2022 CANDIDATE FORUM**

**RECOMMENDED ACTION:** **CONSIDER AND APPROVE A CANDIDATE FORUM FOR  
CAMERON PARK COMMUNITY SERVICES DISTRICT CANDIDATES  
RUNNING IN THE 2022 ELECTION**

In 2018, the Cameron Park Community Services District hosted a Candidate Forum for residents running for a position on the District's Board of Directors in advance of that year's election. The event was held at the District's Community Center and provided an opportunity for residents to meet, greet, and ask questions of those individuals to be on the ballot. The Board of Directors has expressed an interest in the District hosting another such event for the edification and benefit of Cameron Park residents.

At the request of the Board, staff is recommending that the Board of Directors consider and approve a similar event be held prior to the 2022 election. Staff, with input from the Board, would develop and manage the promotion and facilitation of an event modeled after the 2018 format.

Attachments:

13A – 2018 Candidate Forum Flyer

13B - 2018 Candidate Forum Agenda

CAMERON PARK  
COMMUNITY SERVICES DISTRICT  
**Board of Directors  
Candidate Forum**

Meet your candidates for the Cameron Park Community Services District Board of Directors. This event will feature formal presentations as well as an informal meet/greet period.

Bring ideas for questions to ask the candidates.

Beverages and light refreshments will be served.

**WHEN**

Wednesday  
October 24, 2018  
6:30 p.m. to 8:30 p.m.

**WHERE**

Cameron Park  
Community Services District  
2502 Country Club Drive  
Cameron Park

**SPONSORS**

- Cameron Park Community Foundation
- Cameron Park Rotary
- Shingle Springs/  
Cameron Park Chamber of Commerce
- Cameron Park Community Services District

For additional information, contact:

Cameron Park  
Community Services  
District

(530) 677-2231

Specialprojects  
coordinator@  
cameronpark.org

[www.cameronpark.org](http://www.cameronpark.org)

## **Board Member Candidate Forum 2018**

- 6:30 Residents arrive and write down their questions for the candidates on 3x5 cards
- 6:45 Greet Audience - Mark Harris, Cameron Park Foundation
- 7:00 Presentations and Formal Question/Answer Period – Tiffany Ortega, Cameron Park Rotary
- Candidates will be given **three minutes** each to introduce themselves, provide information on their backgrounds and why they want to represent the CSD
  - Each candidate will be given a question and **two minutes** to respond to each question
  - A timer will be used to keep time for each candidate
- 8:00 Informal Meet/Greet and Desserts
- Candidates will be introduced in alphabetical order by last name
  - The questions will be asked randomly and each candidate will be given a different question
  - There will be a table to display campaign flyers/brochures





## Agenda Transmittal

**DATE:** March 16, 2022

**FROM:** André Pichly, General Manager

**AGENDA ITEM #14:** Resolution 2022-05 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Director and Committee meetings per AB 361

**RECOMMENDED ACTION:** **APPROVE RESOLUTION NO. 2022-05**

### Background

Assembly Bill 361, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

On February 16, 2022, the District Board of Directors passed Resolution 2022-04 that permitted the Board and Committees to hold virtual meetings from February 17, 2022, to March 18, 2022.

### Discussion

By adopting Resolution 2022-05, the Board of Directors would be able to implement virtual meetings for the Board of Directors, as well as standing and ad hoc committees, as warranted, while remaining compliant with the State's Brown Act, for a 30-day period beginning March 17, 2022, to April 16, 2022. Given the potential health risks posed by the continuing pandemic of COVID-19, adopting this resolution would permit the Board of Directors the option of any and all Cameron Park Community Services District public meetings to be held virtually while allowing members of the public to join during all open and public proceedings. A new resolution

will need to be adopted by the Board of Directors at least every 30-days in order to have the option of having public meetings held virtually.

Attachment: 14A – Resolution 2022-05

**RESOLUTION NO. 2022-05  
of the Board of Directors  
of the Cameron Park Community Services District  
March 16, 2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-23-21 ON DECEMBER 16, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CAMERON PARK COMMUNITY SERVICES DISTRICT FOR THE PERIOD MARCH 17, 2022, TO APRIL 16, 2022, PURSUANT TO BROWN ACT PROVISIONS.**

**WHEREAS**, the Cameron Park Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Cameron Park Community Services District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District, specifically, the Governor of the State of California’s Proclamation of a State of Emergency executed on March 4, 2020; and

**WHEREAS**, the Governor of the State of California’s Proclamation of a State of Emergency to exist in California, and that requiring large numbers of individuals to gather, and potentially travel long distances, for in-person meetings in the midst of an on-going pandemic

could potentially, and unnecessarily, expose numerous people to COVID-19, which has caused, and will continue to cause; and

**WHEREAS**, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the Proclamation of State of Emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Cameron Park Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the District encourages the safety protocols of wearing a mask and maintaining social distancing.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Cameron Park Community Services District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings may present an imminent risk should the County of El Dorado see an increase in COVID-19 cases.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Cameron Park Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 17, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Cameron Park Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED** by the Board of Directors of Cameron Park Community Services District, this 16th day of March 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Director Felicity Wood Carlson, President  
Board of Directors

---

André Pichly  
General Manager



**Budget and Administration Committee**  
**Tuesday, March 8, 2022**  
**6:45 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/82251051680>**

**Meeting ID: 822 5105 1680**

(Teleconference/Electronic Meeting Protocols are attached)

**Agenda**

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)  
Alternate Director Eric Aiston (EA)

Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER**

**ROLL CALL**

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

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

1. Conformed Agenda – Budget & Administration Committee Meeting – February 1, 2022

**OPEN FORUM**

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

**DEPARTMENT MATTERS**

- 2. FY 21/22 Mid-Year Budget Adjustment (C. Greek)**
- 3. Fund 7 Balances (C. Greek)**
- 4. Staff Updates**
  - a. Check Register Review (C. Greek)
- 5. Items for Future Committee Meetings**
- 6. Items to take to the Board of Directors**

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

**ADJOURNMENT**

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, March 7, 2022**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/89253197487>**

**Meeting ID: 892 5319 7487**

(Teleconference/Electronic Meeting Protocols are attached)

### **Agenda**

Members: Chair, Kelly Kantola (KK) V. Chair, Director Ellie Wooten (EW) Candace Hill-Calvert (CHC),  
Tim Israel (TI), Director Eric Aiston (EA),  
Alternate: Monique Scobey (MS)

Staff: General Manager André Pichly, CC&R Compliance Officer Jim Mog

### **CALL TO ORDER**

### **ROLL CALL**

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

### **APPROVAL OF AGENDA**

### **APPROVAL OF CONFORMED AGENDA**

1. Conformed Agenda – CC&R Meeting – January 10, 2022
2. Conformed Agenda – CC&R Meeting – February 7, 2022



## **OPEN FORUM**

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

## **DEPARTMENT MATTERS**

### **3. Monthly Staff Report**

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
  - o Total Cases Open = 39
    - Initial Notices – 2
    - Referred to Legal – 1
    - Pre-Legal Notices – 0
    - Final Notices - 7
  - o Courtesy Notices – 15
  - o Variance – 1 (Expired) – Letter of CC&R Committee Review sent to Owner.
  - o Prior Month’s Cleared Cases – 17
  - o Prior Month’s New Cases - 7
  
- b. Architectural Review Projects – Period – February 2022
  - o Projects Reviewed – 14
  - o Approved – 13 (1 case coming back with more data)

### **4. Staff Updates**

- a. Neighborhood Campaign Update (oral, J. Mog)

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

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

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

## **ADJOURNMENT**



**Fire and Emergency Services Committee**  
**Tuesday, March 8, 2022**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/83508102451>**

**Meeting ID: 835 0810 2451**

(Teleconference/Electronic Meeting Protocols are attached)

### **Agenda**

Members: Chair, Director Eric Aiston (EA) & Vice Chair, Director Sidney Bazett (SB)  
Alternate, Director Felicity Wood Carlson (FC)

Staff: General Manager André Pichly, Chief Sherry Moranz

### **CALL TO ORDER**

### **ROLL CALL**

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

### **ADOPTION OF AGENDA**

### **APPROVAL OF CONFORMED AGENDA**

1. Conformed Agenda – Fire & Emergency Services Committee Meeting – February 1, 2022

### **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.*

2. FireWise Community Presentation - Placer (L. Dowling)

## **OPEN FORUM**

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

## **DEPARTMENT MATTERS**

- 3. First Responder Fee Analysis (S. Moranz)**
- 4. Staff Updates**
  - a. Fire Department Report (J. Agustin)
- 5. Items for Future Committee Agendas**
- 6. Items to take to the Board of Directors**

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

## **ADJOURNMENT**



**Parks & Recreation Committee**  
**Monday, March 7, 2022**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/81506815993>**

**Meeting ID: 815 0681 5993**

(Teleconference/Electronic Meeting Protocols are attached)

### **Agenda**

Members: Chair, Director Monique Scobey (MS), Vice-Chair, Ellie Wooten (EW)  
Alternate: Director Sidney Bazett (SB)

Staff: General Manager André Pichly, Parks & Facilities Superintendent Mike Grassle,  
Recreation Supervisor Kimberly Vickers

#### **CALL TO ORDER**

#### **ROLL CALL**

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

#### **APPROVAL OF AGENDA**

#### **APPROVAL OF CONFORMED AGENDAS**

1. Conformed Agenda – Parks & Recreation Committee Meeting – February 7, 2022

#### **OPEN FORUM**

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

## **DEPARTMENT MATTERS**

- 2. Conduct in Parks - Ordinance No. 2001-01**
- 3. Staff Oral & Written Updates**
  - a. Recreation Report (K. Vickers)
  - b. Parks & Facilities Report (M. Grassle)
- 4. Items for February & Future Committee Agendas**
- 5. Items to take to the Board of Directors**

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

## **ADJOURNMENT**