

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



**Landscaping & Lighting Assessments Districts
(LLAD) Ad Hoc Committee
Monday, July 6, 2020
9:30 a.m.**

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/87056486712>

Meeting ID: 870 5648 6712

(Teleconference/Electronic Meeting Protocols are attached)

LLAD Ad Hoc Committee responsibilities include:

- *Reviewing reconciled fund balance and current approved budgets;*
- *Recommending appropriate fiscal changes to the Board of Directors;*
 - *Assisting in identifying LLADs to address;*
- *Outreach to neighborhoods and participation at neighborhood meetings;*
- *Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.*

Agenda

Members: Chair Director Holly Morrison (HM), Director Eric Aiston (EA), Dyana Anderly (DA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

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 – 11/18/19 & 12/16/19 Conformed Agendas

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. Review LLAD Ad Hoc Committee Draft Final Report to the Board of Directors (J. Ritzman)**
- 2. Staff Updates**
- 3. Items to Take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

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

WHEREAS, March 17, 2020, Governor Newsome 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 Newsome 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/911111111111> 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, 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.



**Landscaping & Lighting Assessments Districts
(LLAD) Ad Hoc Committee
Monday, November 18, 2019
4:00 p.m.
2502 Country Club Drive, Cameron Park**

LLAD Ad Hoc Committee responsibilities include:

- *Reviewing reconciled fund balance and current approved budgets;*
- *Recommending appropriate fiscal changes to the Board of Directors;*
 - *Assisting in identifying LLADs to address;*
- *Outreach to neighborhoods and participation at neighborhood meetings;*
- *Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.*

Conformed Agenda

Members: Chair Director Holly Morrison (HM), Director Eric Aiston (EA), Dyana Anderly (DA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

CALL TO ORDER – 4:23pm

ROLL CALL – HM/EA/DA

ADOPTION OF AGENDA – *Approved, with additional request of expenditures to actuals*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. Fund Balances at County and District for prior year balances (V. Neibauer; handout)

- *Reviewed fund balances at County and District for prior year balances.*

2. LLAD Priorities and Options (M. Grassle; oral report)

- *Reviewed LLAD priorities and options. Staff will move forward with items on LLAD Review Handout; District will also hold a community meeting for LLADs that need community input; staff to come back with more information for David West.*

3. Staff Report Backs & Updates:

- **Discussion of District's Sphere of Influence and Strategy for Capturing New Residential Developments (J. Ritzman; handout)**
- **Trail Connectivity - Update District Staff work with Transportation Commission Alternative Transportation Modes (J. Ritzman)**
- **Bar J 15A 1 & 2 Accounting (J. Ritzman; handout)**

4. Items for Next & Future Committee Agendas

- Next Meeting Date
 - *Monday, December 16th at 4:00pm*
- *Review David West*
- *Report back on actual expenditures and history of transfers from the County*
- *Report back on PG&E*

5. Items to Take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 5:55pm

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



**Landscaping & Lighting Assessments Districts
(LLAD) Ad Hoc Committee
Monday, December 16, 2019
4:00 p.m.**

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

LLAD Ad Hoc Committee responsibilities include:

- *Reviewing reconciled fund balance and current approved budgets;*
- *Recommending appropriate fiscal changes to the Board of Directors;*
 - *Assisting in identifying LLADs to address;*
- *Outreach to neighborhoods and participation at neighborhood meetings;*
- *Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.*

Conformed Agenda

Members: Chair Director Holly Morrison (HM), Director Eric Aiston (EA), Dyana Anderly (DA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

CALL TO ORDER – 4:07pm

ROLL CALL – HM/EA/DA

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 AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA – *Due to illness, conformed agenda will be included on next agenda for approval.*

OPEN FORUM

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

DEPARTMENT MATTERS

1. Review Fiscal Years 2016-17, 2017-18 and 2018-19 expenditures (V. Neibauer)

- *Completed discussion of Fiscal Year 2016-17, 2017-18 and 2018-19 expenditures. If Committee members have follow-up questions, they can meet individually with staff.*

2. Next Steps & Timeline (M. Grassle)

- Bar JA
- Bar JB
- *Discussed Bar JA & Bar JB next steps and timeline. Staff will move forward with timeline for Bar JB timeline with committee support.*
 - LLADs with street lights only.
- *PGE is unresponsive to replace light bulbs with LEDs. Next steps is to meet with LLAD residents to discuss turning off lights or increasing assessment.*

3. Review David West Budget Elements (M. Grassle)

- Open Spaces
 - Sports Field
 - Street Lights
- *Discussed David West budget elements and staff recommendation for General Fund support of David West community park/sports fields.*

4. Staff Updates

5. Items for Next & Future Committee Agendas

- Next Meeting Date
 - *Monday, February 24 at 4:00pm.*
 - *Review policy for budget development and tracking expenditures*
 - *Final report to the Board of Directors summarizing Ad Hoc Committee work*

6. Items to Take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 5:47pm



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: July 6, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: **LANDSCAPING AND LIGHTING DISTRICT (LLAD) Ad Hoc COMMITTEE FINAL REPORT**

RECOMMENDED ACTION: REVIEW, PROVIDE INPUT, AND FORWARD TO THE BOARD OF DIRECTORS

Introduction

The following is a draft final report from the LLAD Ad Hoc Committee to the Board of Directors for the Committees review and input.

Background

The LLAD Ad Hoc Committee was formed on July 17, 2019 with the following assigned responsibilities:

1. Reviewing reconciled fund balance and current approved budgets;
2. Recommending appropriate fiscal changes to the Board of Directors;
3. Assisting in identifying LLADs to address;
4. Outreach to neighborhoods and participation at neighborhood meetings;
5. Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.

Directors Morrison and Aiston were assigned to the Committee. Dyana Anderly joined as a community member. Three meetings were held on October 21, 2019, November 18, 2019, and December 16, 2019. Meeting were to resume in early 2020 but were delayed due to the COVID outbreak.

Discussion

The LLAD worked with staff to complete the assigned responsibilities as follows:

1. Reviewing reconciled fund balance and current approved budgets

Committee members reviewed several financial documents and received a detailed explanation from staff regarding processes to:

- ✓ Develop budgets for the District budget and Engineer's Report,
- ✓ Calculate actual expenditures in Abila,
- ✓ Enter data expenditures,
- ✓ Reconcile fund balances,
- ✓ Claim reimbursement for expenditures from the County.

Current Finance Office staff corrected the past practice of requesting the LLAD budgeted amount and now requests actual expenditures from the County. Staff have also clarified the distinction between the Engineer's Report and the District LLAD budgets. The purpose of the Engineer's Report is to calculate the tax assessment, and its approval is on a different timeline from the District budget; therefore the Engineer's Report contains estimated (not actual) Fund Balances.

2. Recommending appropriate fiscal changes to the Board of Directors

LLAD Ad Hoc Committee is recommending improvements to *District Policy 3020 Budget Preparation* to outline clear roles and responsibilities for Board and staff in the budget development and approval process (Attachment 1A).

3. Assisting in identifying LLADs with budget deficits to address

The following LLADs that have landscape or park amenities were identified as at or near a deficit Fund Balance:

- *David West (Fund 43)*

David West LLAD has three components: 1) community sports field with park amenities (parking lot, shrubbery and trees throughout the park), 2) street lights on Crazy Horse, and 3) open space with detention basins. Due to the nature of David West serving as a community park with sports fields, the LLAD Ad Hoc Committee recommended \$9,020 be allocated from the General Fund 001 to

support the operations of the community park elements in Fiscal Year 2020-21. This allocation will remedy David West's deficit Fund Balance and support the maintenance of the community park amenities. In addition, \$2,500 is budget through the CCI Grant to help maintain the open space and facility use revenues from Little League are allocated to the LLAD.

- *Cameron Valley (Fund 46)*

Cameron Valley consists of long stretches of landscape along roadways, and is projected to dip into the Fund Balance in future years. Staff is utilizing Growlersburg and taking other cost saving measures to correct the deficit spending without reducing services at this time.

- *Bar JA (Funds 39 & 50)*

Bar J A consists of landscaping along Country Club and Merrychase Drives, a pedestrian pathway, and several street lights in the nearby sub-division. Historically, staff expended funds from only Fund 39, instead of using the resident approved new assessment Fund 50. Staff will budget in both Funds to address the deficit in Fund 39. Bar J A maintenance activities is adequately funded with both Funds.

- *Bar JB (Fund 40)*

Bar J B consists of landscaping along walkways and paths. Due to the deficit spending, the LLAD Ad Hoc Committee recommended removal the turf grass on the corners throughout the LLAD to reduce maintenance costs. After a community outreach meeting was held, staff removed two-thirds of the turf grass and replaced it with decomposed granite. Removal of turf grass will save costs by reducing water use and staff time correcting the deficit spending. Additional steps to reduce maintenance costs may need to be taken in the future.

- *Street Light Only LLADs*

Two street light only LLADs, Viewpoint and Goldorado, currently have a deficit Fund Balance. PG&E replaced standard bulbs with LED bulbs in 2019 in Goldorado; therefore, a full year of LED bulb savings may correct the deficit Fund Balance. For both Viewpoint and Goldorado, if an alternate savings remedy

cannot be reached with PG&E or the LLAD residents, and if the residents are unwilling to pay more for the street lights, then some or all of the lights will need to be turned off. Staff will meet with residents to determine solutions.

Three additional LLADs, Unit 7, Unit 12 and Cambridge Oaks, are spending more than their annual assessment, but each has a substantial Fund Balance. Fund Balances will not be exhausted for more than 50 years, and do not need to be addressed at this time. LED bulbs should be available before the Fund Balance is depleted.

4. Outreach to neighborhoods and participation at neighborhood meetings; and
5. Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.

Staff provided information to the Bar JB residents about the changes to the landscaping via a letter in the mail and a community meeting. One person responded to the mail with a phone call and another resident attended the meeting. Both were in agreement with the landscape changes to save costs. Additional meetings will be held to address the Viewpoint and Goldorado in the near future.

Conclusion

Staff appreciated the involvement of Board members and a community member to discuss and review the operations and funding of the LLADs. Practical solutions were determined to improve the financial processes and address the deficit LLADs. Staff will work with residents in Viewpoint and Goldorado to address the operational deficit for street lights in those LLADs.

Attachments:

1A – Proposed Policy 3020 Budget Preparation

1B – Landscaping and Lighting District Fund Balances

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 The Board of Directors shall approve a Preliminary budget for all funds by June 30 and a Final budget for all funds to be appropriated by September 1 to meet state legal requirements.

3020.2 The Board of Directors shall approve Preliminary and Final Lighting and Landscape District budgets in an Engineer's Report to meet annual tax assessment requirements.

3020.3 The General Manager shall propose a budget development calendar for the District's Preliminary and Final budgets for all District funds, which will be approved by the Board of Directors.

3020.4 The General Manager shall prepare an annual Preliminary and Final budget proposal for all District Funds for appropriation.

3020.5 The Board's standing Budget and Administration Committee shall meet with the General Manager and review his/her annual budget proposals prior to review by the Board of Directors.

3020.6 The annual Preliminary and Final budgets as reviewed and amended by the Budget and Administration Committee shall be forwarded to the Board of Directors for final review and adoption. .

Cameron Park Community Services District
Lighting and Landscape District Fund Balances
As of 6-8-2020

Attachment 1B

	<u>Airpark LL&D</u>	<u>Unit 6 LL&D</u>	<u>Unit 7 LL&D</u>	<u>Unit 8 LL&D</u>	<u>Viewpoint LL&D</u>	<u>Goldorado LL&D</u>	<u>Unit 11 LL&D</u>	<u>Unit 12 LL&D</u>	<u>Cameron Woods 1-4 LL&D</u>	<u>Bar J15A LL&D</u>	<u>Bar J15B LL&D</u>	<u>Creekside LL&D</u>	<u>Eastwood LL&D</u>
Beginning Fund Balance - July 2019	86,923.71	70,942.76	39,893.78	43,578.40	(5,801.67)	(4,078.46)	24,060.51	33,396.69	20,627.31	(57,054.02)	6,359.61	2,317.14	164,022.52
Actual Activity - Year to Date	158.45	15,362.15	(256.24)	(144.29)	(2,041.95)	(598.15)	39.27	(569.47)	943.25	(6,270.40)	(977.25)	499.68	11,267.55
Fund Balance - Year to Date	87,082.16	86,304.91	39,637.54	43,434.11	(7,843.62)	(4,676.61)	24,099.78	32,827.22	21,570.56	(63,324.42)	5,382.36	2,816.82	175,290.07

Cameron Park Community Services District
Lighting and Landscape District Fund Balances
As of 6-8-2020

Attachment 1B

	David West LL&D (Crazy Horse)	Cambridge Oaks LL&D	Northview LL&D	Cameron Valley II&D	Cameron Woods 8 LL&D	Silver Springs LL&D	Bell Woods	BarJ a5ANo 2
Beginning Fund Balance - July 2019	(19,678.41)	10,245.62	(10,251.64)	51,445.47	46,559.19	11,944.63	(598.86)	103,339.19
Actual Activity - Year to Date	(3,516.95)	(70.75)	16,050.92	5,147.20	3,951.51	186.11	0.79	21,898.39
Fund Balance - Year to Date	(23,195.36)	10,174.87	5,799.28	56,592.67	50,510.70	12,130.74	(598.07)	125,237.58