



Budget and Administration Committee

Tuesday, June 5, 2018

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)

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

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. Assembly Bill 2258 Support Letter** (J. Henriquez, LAFCO)
- 2. Bell Woods Easement** (J. Ritzman)
- 3. Board Agenda Template** (J. Ritzman)
- 4. Draft FY 2018/19 Budget** (J. Ritzman, V. Neibauer and Department Heads)
- 5. Appropriation Limitation for Fiscal Year 2018/19**

6. Items for the July Committee Meeting

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee

Tuesday, May 1, 2018

6:30 p.m.

2502 Country Club Drive, Cameron Park

Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)

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

CALL TO ORDER – 6:33 p.m.

ROLL CALL – MM, HM

ADOPTION OF AGENDA - *Adopted*

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.

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DEPARTMENT MATTERS

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- 1. El Dorado Disposal Annual Rate Request – Oral Report Back** (J. England)
- 2. Discuss and Consider Support Senate Bill 929 (McGuire): Special Districts, Internet Web Sites** (J. Ritzman)
- 3. Draft FY2018/19 Budget** (V. Neibauer and Dept. heads)

4. Items for the June Committee Meeting

- *Draft FY 2018/19 Budget*

5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – *9:45 p.m.*

Agenda Transmittal

DATE: June 5, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: **ASSEMBLY BILL 2258**

RECOMMENDED ACTION: Support and forward to the Board of Directors for
Consideration Support of Assembly Bill 2258

BUDGET ACCOUNT: TBD

BUDGET IMPACT: Possible Savings on Local Area Formation Commission Fees

The El Dorado Local Agency Formation Commission (LAFCO) is requesting support from Cameron Park Community Services District regarding Assembly Bill 2258. Sponsored by California Association of Local Agency Formation Commissions (CALAFCO), the bill establishes a funding program to provide grants to LAFCOs for conducting in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2023.

The Little Hoover Commission recommended that the Legislature provide one-time grant funding to pay for specified LAFCO activities, particularly to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

Jose Henriquez, Executive Officer, El Dorado County LAFCO, will be present to speak to this item.

Attachment: Sample Letter

Assembly Bill 2258 Draft Support Letter

Page 1 of 2

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

March 28, 2018

Honorable Anna Caballero
California State Assembly
State Capital Room 5158
Sacramento, CA 95814

Subject: SUPPORT of Assembly Bill 2258 (as amended March 15, 2018)

Dear Assemblymember Caballero,

The El Dorado Local Agency Formation Commission (LAFCO) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support for **Assembly Bill 2258**. Sponsored by CALAFCO, the bill establishes a funding program to provide grants to LAFCOs for conducting in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2023.

The Legislature established LAFCOs in 1963 to encourage the orderly formation of local government agencies. Since that time, the regulatory role and responsibilities of LAFCOs has substantially increased without additional funding. Operating in all 58 California counties, LAFCOs are responsible for meeting important statutory directives to maintain orderly boundaries and seek greater efficiencies in delivering local services, and yet these directives often times cannot be met under current funding mechanisms. As a result, much needed LAFCO activities are sometimes delayed or rejected.

In August 2017, the Little Hoover Commission published a report on special districts and their oversight by LAFCOs, which contained several recommendations directly related to LAFCO. One recommendation was for the Legislature to provide one-time grant funding to pay for specified LAFCO activities, particularly to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

Z:\BOARD OF DIRECTORS CSD\BOARD COMMITTEES\BUDGET & ADMINISTRATION COMMITTEE\2018\6.5.18 Budget & Admin Meeting\1a. AB 2258 Support Letter draft.docx

COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Michael Powell
City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli
Special District Members: Ken Humphreys, Tim Palmer • Alternate Special District Member: Holly Morrison

STAFF

José C. Henriquez, Executive Officer • Erica Sanchez, Assistant Executive Officer
Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

Assembly Bill 2258 Draft Support Letter

Page 2 of 2

Assembly Bill 2258 (Caballero)

March 28, 2018

Page 2 of 2

By establishing this one-time grant funding, **AB 2258** provides an additional tool for LAFCOs to conduct detailed studies and implement greater efficiencies in delivering local services based on local circumstances and conditions. For these reasons, El Dorado LAFCO is pleased to support **AB 2258**.

Thank you for authoring this important piece of legislation. Please feel free to contact me or José Henríquez, El Dorado LAFCO's Executive Officer, should you have any questions about El Dorado LAFCO's position.

Respectfully,

Cc: Members, Assembly Local Government Committee
Debbie Michel, Chief Consultant, Assembly Local Government Committee
William Weber, Consultant, Assembly Republican Caucus
Pamela Miller, Executive Director, CALAFCO

Agenda Transmittal

DATE: June 5, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #2: DRAINAGE EASEMENT FOR BELL WOODS DEVELOPMENT,
LENNAR HOMES

RECOMMENDED ACTION: Review and Discuss

BUDGET ACCOUNT:

BUDGET IMPACT: No Impact

Lennar Homes will be breaking ground soon for Bell Woods, a new residential area in Cameron Park. The development will be approximately 50 new homes and an open space area located at the north end of Covello Circle. A presentation will be scheduled for the Board of Directors later this summer.

Storm water run-off is planned to be directed into Knollwood Park and into the creek. The requested drainage easement will be between the Cameron Park Community Services District and El Dorado County. The size is approximately 4,000 square feet for an outfall area, strengthened by rock, for the storm water. Staff will be walking the site prior to the June 5 Committee meeting and will bring additional information for consideration.

Attachments:

- A: Irrevocable Offer of Dedication Application
- B: Irrevocable Offer of Dedication for a Drainage Easement
- C: District Policy 3060 – Easement Acceptance

IRREVOCABLE OFFER OF DEDICATION (IOD) APPLICATION

The Irrevocable Offer of Dedication (IOD) process may take eight to sixteen weeks after the applicant has turned in a completed application. A completed application includes the Application Deposit and all supporting documents listed under the Required Materials section. The processing time may be extended if any of the required materials submitted are found to require further review. Application expires one (1) year after date of submission. Applicant may apply for an extension. Fees may apply.

I (we) hereby petition the El Dorado County Board of Supervisors, to initiate proceedings to dedicate a:

- checkbox Road Right of Way Easement
checkbox Road Right of Way, in fee
checkbox Drainage Easement
checkbox Public Utility Easement
checkbox Slope Easement
checkbox Other

checkbox \$500 ~ Base Deposit for IOD

Assessor's Parcel Number: 082-261-11

Name of all Property Owner (s): Cameron Park Community Services District

Mailing Address: 2502 Country Club Drive

City: Cameron Park State: CA Zip: 95682

Phone: 530-677-2231 Email: cpcsd@cameronpark.org

(Use additional pages if needed)

Representative: (if applicable) CTA Engineering & Surveying

Address: 3233 Monier Circle

City: Rancho Cordova State: CA Zip: 95742

Phone: 916-638-0919 Email: kheeney@ctaes.net

Street Address of Property:

Address: 2607 Knollwood Drive

City: Cameron Park State: CA Zip: 95682

Please describe in detail why this Right of Way/Easement is being offered:

To provide for a drainage outfall from the Bell Woods subdivision to the existing swale located on this parcel.

Four horizontal lines for additional description.

County Project Number necessitating IOD application. TM 01-1380

Name(s) of other County employee(s) and/or department(s) working on files related to this request (such as a Building Permit or Boundary Line Adjustment). Please list the project number(s), department(s) and contact person(s):

D.O.T. - Improvement Plans for Bell Woods

If applicable, please attach a copy of the Conditions of Approval provided to you by the County, which specify the right of way and/or easement(s) that are to be dedicated.

By signing here, you are acknowledging that you believe the statements above to be true and correct as they relate to the Irrevocable Offer of Dedication.



Signature

4/23/18

Date

Signature

Date

LETTER OF AUTHORIZATION

If Applicable

I (We), the undersigned, Owner(s) of Record with vested interest in Assessor's Parcel No. 082-261-11, hereby authorize CTA Engineering & Surveying to act as my agent or representative to prepare and process the necessary documents relative to my property with the County of El Dorado, on my behalf.

Owner(s) of Record: Cameron Park Community Services District

Mailing Address: 2502 County Club Drive

City: Cameron Park State: CA Zip: 95682

Phone: 530-677-2231 Email cpcsd@cameronpark.org

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

For multiple owners, attach additional pages as needed.

Agent for Applicant(s): CTA Engineering & Surveying

Mailing Address: 3233 Monier Circle

City: Rancho Cordova State: CA Zip: 95742

Phone: 916-638-0919 Email kheeney@ctaes.net

Attachment B

Bell Woods Easement

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

COUNTY OF EL DORADO
BOARD OF SUPERVISORS OFFICE
330 FAIR LANE
PLACERVILLE, CA 95667

Name: Cameron Park Community Services Dist.

Project: Bell Woods
A.P.N.: 082-261-11
Date:

Mail Tax Statement to above.
Exempt from Documentary Tax Transfer
Per Revenue and Taxation Code 11922

Above section for Recorder's use

IRREVOCABLE OFFER OF DEDICATION FOR A DRAINAGE EASEMENT

CAMERON PARK COMMUNITY SERVICES DISTRICT, hereinafter called GRANTOR, owner of the real property herein described, does hereby irrevocably offer for dedication to the COUNTY OF EL DORADO, a political subdivision of the State of California, an easement for drainage purposes, over, under, and across that certain real property situate in the unincorporated area of the County of El Dorado, State of California, described as:

See Exhibits A & B, attached hereto and made a part hereof.

It is understood that this offer of dedication shall remain in effect and run with the land until such time the County of El Dorado Board of Supervisors makes a finding of necessity for public purposes and accepts said offer by resolution.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed (his) (her) (their) name(s) this _____ day of _____, 20____.

GRANTORS

CAMERON PARK COMMUNITY SERVICES DISTRICT

By:

Name:

Title:

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____ 20____, before me, _____,

a Notary Public, personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said County and State

Notary Public Seal

Exhibit 'A'

**IRREVOCABLE OFFER OF DEDICATION
APN 082-261-11
Drainage Easement**

All that real property situated in the County of El Dorado, State of California, being a portion of the real property conveyed by deed to CAMERON PARK COMMUNITY SERVICES DISTRICT, recorded in Book 1360, Page 597, Official Records of said County, hereinafter referred to as "CSD" property, being a portion of Lot 1520 as shown on the plat of "Cameron Park North Unit No. 3", filed in the office of the County Recorder of said County in Book 'D' of Maps, Page 13, and being more particularly described as follows:

BEGINNING at a point on the Westerly line of said "CSD" property, from which the Southernmost corner of said Lot 1520 bears South 45°57'03" East, 62.81 feet; thence along said Westerly line, North 45°57'03" West, 41.42 feet; thence leaving said Westerly line, North 29°00'37" East, 87.00 feet; thence South 60°59'23" East, 40.00 feet; thence South 29°00'37" West, 97.74 feet to the POINT OF BEGINNING, containing 3,695 square feet, more or less.

See Exhibit B attached hereto and made a part of this description.

End of description

The Basis of Bearings for this description is the California State Plane Coordinate System, Zone 2, NAD 83.

This description has been prepared by me or under my direct supervision.

Kevin A. Heeney, P.L.S. 5914



Date

CTA Engineering & Surveying
3233 Monier Circle
Rancho Cordova, CA 95742
916-638-0919

1520
CAMERON PARK
COMMUNITY SERVICES DISTRICT
1360 O.R. 597

1518

CAMERON PARK NORTH UNIT NO. 3 S.D. D-13 1519

S60°59'23"E
40.00'

EXISTING

SWALE

3,695 Sq.Ft.

1521

PARCEL 1
PM 24-40
N45°57'03"W
41.42'

N29°00'37"E
87.00'
97.74'
S29°00'37"W

S45°57'03"E
62.81'

POINT OF BEGINNING

1522

SOUTHERN MOST CORNER
LOT 1520

LOT A
OPEN SPACE

1523

PROPOSED BELL WOODS SUBDIVISION

N

10

9

1524

11

8

KNOLLWOOD DRIVE

12

7

13

W-cta-E

S



EXHIBIT 'B'

DATE: 04/18/2018

DRAWN BY: KAH

SHEET

SCALE: 1"=100'

JOB NO. 16-017-004

1 OF 1

A.P.N.: 082-261-11

IRREVOCABLE OFFER OF DEDICATION

OWNER: CAMERON PARK
COMMUNITY SERVICES DISTRICT

EL DORADO COUNTY
DRAINAGE EASEMENT

PORTION OF LOT 1520, "CAMERON PARK
NORTH UNIT NO. 3", S.D. D-13 LYING IN THE
NE1/4 SEC. 5, T.9 N., R.9 E. M.D.M.

cta Engineering & Surveying

DATE:

COUNTY OF EL DORADO

STATE OF CALIFORNIA

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Easement Acceptance
POLICY NUMBER: 3060

3060.1 Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3060.2 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

3060.2.1 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO.
[DISTRICT NAME]

ACCEPTING [*SPECIFY TYPE OF SERVICE*] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of [*District Name*] that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of [*Name of County District is in*], State of California.

Agenda Transmittal

DATE: June 5, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: BOARD OF DIRECTORS AGENDA TEMPLATE

RECOMMENDED ACTION: Keep Existing Agenda Template

At the May Board of Directors Meeting, Director Scobey requested that the Budget and Administration Committee review the agenda template to determine an appropriate time for Board members to speak on non-agenda items after *Open Forum*. During the meeting, Legal Counsel Jason Epperson suggested that the most appropriate time would be during *General Matters to/from Board Members and Staff* which is currently at the end of the agenda.

The Board of Directors agenda template was recently updated. Staff is recommending no changes to the agenda template, and that Board members speak on non-agenda items during *General Matters to/from Board Members and Staff*.



CAMERON PARK

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 5, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #5: **JUNE 20 BOARD TO HOLD PUBLIC HEARING AND APPROVAL OF RESOLUTION NO. 2018-09 - ESTABLISHING APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2018/19 FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

BACKGROUND

Every year, the District is required to calculate and adopt the new tax spending limit for the upcoming fiscal year in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."

DISCUSSION

The District's new limit for the 2018/19 fiscal year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for the County.

The change in the Per Capita Personal Income has been reported to be 3.69%, and the reported increase in population in the County's unincorporated areas to be 0.45%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0367 \times 1.0083 = 1.0453$$

A public hearing will be held at the June Board of Directors' meeting (June 20, 2018) regarding the appropriations limitation. At the conclusion of the hearing the Board will be asked to adopt Resolution 2018-09 declaring the FY 2018/19 Appropriation Limitation.

**RESOLUTION NO. 2018-09
of the Board of Directors
of the Cameron Park Community Services District
June 20, 2018**

**RESOLUTION ESTABLISHING APPROPRIATIONS LIMITATION FOR FY 2018/19
FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

WHEREAS, the Board of Directors of the Cameron Park Community Services District conducted a hearing on the appropriations limitation for the Cameron Park Community Services District on Wednesday, June 20, 2018; and

WHEREAS, the hearing was advertised and noticed as required by law; and

WHEREAS, the Board received testimony and other evidence regarding the appropriations limitation to be established for the Cameron Park Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District that the appropriation limit for the 2018/2019 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$10,532,953 computed as follows:

<u>\$10,076,488</u>	(x) 1.0453 =	<u>\$10,532,953</u>
2017/18 Appropriations Limit		2018/19 Appropriations Limit

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20st day of June 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board