



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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

# AGENDA

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

**REGULAR BOARD MEETING**  
**Wednesday, January 15, 2020**  
**6:30 p.m.**

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

The Board will convene into Closed Session after Board Information Items.

**Board Members**

Monique Scobey	President
Eric Aiston	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member

# AGENDA

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## **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.*

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## **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
- 

## **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.*

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## **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.*

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

4. Conformed Agenda – Board of Directors Meeting December 18, 2019
  5. Conformed Agenda – Board of Directors Special Meeting December 18, 2019
  6. General Manager’s Report
  7. **APPROVE** Amended 2020 Board & Committee Calendar (N. Garrison)
  8. **APPROVE** Facility Use Fees - Sports Field, Community Center, Picnic Areas (W. Kahn, J. Ritzman)
  9. **RECEIVE & FILE** Fiscal Year 2019-20 Second Quarter Budget to Actuals (V. Neibauer)
  10. **APPROVE** Fiscal Year 2020-21 Budget Timeline (V. Neibauer)
-

# AGENDA

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## 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
  12. **APPROVE** Fiscal Year 2019-20 Mid-Year General Fund 001 Budget Adjustments (V. Neibauer)
  13. **APPROVE** Fiscal Year 2019-20 Mid-Year Quimby Fund 003 Budget Adjustment (V. Neibauer)
  14. **APPROVE** Changes to Policy 4060 Committees of the Board of Directors (J. Ritzman)
  15. **APPROVE** Cameron Park Lake Convenience Neighborhood Gate Fees & Process (J. Ritzman)
  16. **RECEIVE AND FILE** Strategic Plan Status Report
- 

## 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.*

17. General Matters to/from Board Members and Staff
    - Upcoming Trainings & Community Meetings
      - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22<sup>nd</sup> (San Andreas)
      - SDRMA Spring Education Day – Tuesday, March 24<sup>th</sup> (Sacramento)
  18. Local Area Formation Commission (LAFCO)
  19. Committee Reports
    - a. Budget & Administration
    - b. Covenants, Conditions & Restrictions (CC&R)
    - c. Fire & Emergency Services
    - d. Parks & Recreation
    - e. Solar Energy Ad Hoc
    - f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc
- 

## 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.*

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# AGENDA

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## **CONVENE TO CLOSED SESSION**

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

1. Pursuant to California Government Code §54956.9(d)(4)

Conference with Legal Counsel – Potential Litigation (1 case)

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## **RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

*Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.*

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## **ADJOURNMENT**

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*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 now taking email requests at [admin@cameronpark.org](mailto:admin@cameronpark.org) for future notification of Cameron Park Community Services District meetings.*



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

The Board will convene into Closed Session after Board Information Items.

### **Board Members**

Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	Board Member

# CONFORMED AGENDA

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## **CALL TO ORDER – 6:33pm**

1. Roll Call – MS/HM/FC/EW/EA
  2. Pledge of Allegiance
- 

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## **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.*

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

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## **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.*

- Recognition of Eagle Scout Projects – Mike Grassle
    - Eli Johnson
    - Max Patrick
  - Aaron Mann, Senior Planner, El Dorado County
- 

## **OPEN FORUM FOR NON-AGENDA ITEMS**

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# CONFORMED AGENDA

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

4. Conformed Agenda – Board of Directors November 20, 2019
5. General Manager’s Report
6. **REVIEW AND APPROVE** ARC & CC&R Fee Schedule (K. Magoolaghan)
7. **REVIEW AND APPROVE** District Fees – CDs/Copies; Encroachment Permits (N. Garrison)
8. **REVIEW AND APPROVE** Fire Department Fees for Services – Fire Prevention (J. Ritzman, S. Moranz)
9. **APPROVE** Accountability Act Report for Fiscal Year 2018-19 (V. Neibauer)
10. **APPROVE** 2020 Board & Committee Calendar (J. Ritzman)

### *Motion to adopt the Consent Agenda*

*EA/MS – Motion Passed*

*Ayes – MS/HM/FC/EW*

*Noes – EA*

*Absent – None*

*Abstain – None*

### *Motion for reconsideration*

*EA/MS – Motion Passed*

*Ayes – MS/HM/FC/EW/EA*

*Noes – None*

*Absent – None*

*Abstain – None*

### *Motion to adopt the Consent Agenda with the following correction:*

- *Pull Item #5*

*EA/HM – Motion Passed*

*Ayes – MS/HM/FC/EW/EA*

*Noes – None*

*Absent – None*

*Abstain – None*

# CONFORMED AGENDA

## 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

- *Item #5 General Manager's Report*

*Motion to approve Item #5.*

*EW/FC – Motion Passed*

*Ayes – MS/FC/EW/EA*

*Noes – HM*

*Absent – None*

*Abstain – None*

### 12. **APPROVE** Cameron Park Lake Dam EAP (J. Ritzman)

*Motion to Approve Cameron Park Lake Dam EAP.*

*FC/EW – Motion Passed*

*Ayes – MS/HM/FC/EW/EA*

*Noes – None*

*Absent – None*

*Abstain – None*

### 13. **NOMINATE & ELECT** President and Vice President (*Standing Committee assignments will be posted on the District's website by December 31<sup>st</sup>*)

*Motion to Nominate Eric Aiston as President of the Board of Directors.*

*HM – Motion Fails (Nomination Declined)*

*Motion to Nominate Monique Scobey as President of the Board of Directors.*

*EA/EW – Motion Passed*

*Ayes – MS/FC/EW/EA*

*Noes – HM*

*Absent – None*

*Abstain – None*

# CONFORMED AGENDA

*Motion to Nominate Eric Aiston as Vice President of the Board of Directors.*

*FC/EW – Motion Passed*

*Ayes – MS/HM/FC/EW/EA*

*Noes – None*

*Absent – None*

*Abstain – None*

## **BOARD INFORMATION ITEMS**

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

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

- Upcoming Trainings & Community Meetings
  - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22<sup>nd</sup> (San Andreas)
  - SDRMA Spring Education Day – Tuesday, March 24<sup>th</sup> (Sacramento)

*MS – Attended the El Dorado City Transportation Meeting - sidewalk and bike path planning; went to the Christmas Tree Lighting; Santa Parade was great.*

*HM – Need to advertise events more; went to the Christmas Craft Fair, Christmas Tree Lighting, and Pancake Breakfast.*

*FC – Saw the Santa Parade; attended the Cameron Park Design Review Committee this month.*

*EW – Would like to attend the CSDA January workshop and the SDRMA Spring Education Day.*

*EA – Attended the Chamber Mixer; went to the Christmas Craft Fair – the vendors were happy to be here; went to the Christmas Tree Lighting; complimented Mike Grassle.*

### 15. Local Area Formation Commission (LAFCO)

- *Meeting was cancelled.*

# CONFORMED AGENDA

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## 16. Committee Reports

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation
- e. Solar Energy Ad Hoc
- f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc

- *The Special Meeting ran concurrent to the Regular Board Meeting. The Special Meeting commenced at 8:00pm.*
- 

### **PUBLIC COMMENT**

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### **CONVENE TO CLOSED SESSION**

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

1. Pursuant to California Government Code §54956.9(d)(4)

*Conference with Legal Counsel – Potential Litigation (1 case)*

---

### **RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

*Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.*

- *The Board discussed in closed session the item agendaized for closed session discussion. Director Aiston moved and Director Morrison seconded a motion to approve legal action for an Airpark CC&R violation for 3115 Boeing Road. The motion was approved unanimously.*
- 

### **ADJOURNMENT – 9:08pm**

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## CONFORMED AGENDA

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Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	Board Member

# CONFORMED AGENDA

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- *The Special Meeting will run concurrent to the Regular Board Meeting.*
- 

## **CALL TO ORDER – 8:00pm**

1. Roll Call – *MS/HM/FC/EW/EA*
  2. Pledge of Allegiance
- 

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Ayes – MS/HM/FC/EW/EA  
Noes – None  
Absent – None  
Abstain – None*

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- *The Board discussed in closed session the item agendaized for closed session discussion and direction was given to staff.*
-

# CONFORMED AGENDA

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**ADJOURNMENT – 9:08pm**

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## Agenda Transmittal

**DATE:** January 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #6:** GENERAL MANAGER'S REPORT

**RECOMMENDED ACTION: RECEIVE AND FILE**

The Cameron Park Lake Dam Emergency Action Plan is being submitted to the State Department of Safety of Dams. I also met with Mark Range, Cameron Park Country Club, to inform them about the Plan and to also include them on the call-out list.

Mike Grassle and I had a conference call with ARC Alternatives to determine next steps for the solar energy project. Staff is collecting past records for energy consumption. An on-site tour will be held in mid-January. In addition, staff is working with a contractor on the State procurement list for energy efficiency upgrades at the Community Center.

A Request for Qualifications was released during the holidays to secure a landscape architecture firm to assist the District with park planning and park improvement projects to be funded by Park Impact Fees and future grants. Deadline for submittal is January 24, 2020. This contract is within the General Manager's purchasing authority and funded by Park Impact Fees.

President Monique Scobey and Mike Grassle were the guest speakers at the January Rotary luncheon. They provided information about the District's services, how to get involved, strategic objectives and efforts to eliminate the District's budget deficit.

### Administration

Vicky Neibauer launched the Fiscal Year 2020-21 budget development process with staff from all the departments. Records regarding actual expenditures and revenues are greatly improved from the past. Abila has a full budget cycle, Fiscal Year 2019-20, of revenues and expenditures. RecTrac has a full calendar year (2019) of records for program registration, facility reservations, and revenues.

### Fire Department

Staff is developing recommendations for changes to the Weed Abatement Ordinance which will provide staff more flexibility with timelines, notifications, and enforcement options. Staff is planning for projects funded by the California Climate Investment grant; a required California Environmental Quality Act application is one of the next steps. Tickets are on sale later this month for the Annual Crab Feed to benefit the Cameron Park Fire Fighters Association, Resident Firefighters Program.

### Parks

Bar J B residents will be notified about upcoming landscape changes to reduce costs in their Landscaping and Lighting District. A meeting with residents will be held in later January. A shed was constructed at the Parks yard to keep equipment out of the weather; equipment was previously stored uncovered in the yard. In partnership with El Dorado Disposal, large dumpsters were used to remove Christmas trees collected by boy scouts and residents dropping off at Cameron Park Lake. Due to the overwhelming amount of trees, this practice for removal is much safer and more efficient than past chipping and burning.

### Recreation

Staff met with Sierra Sharks and AquaSol regarding 2020 swim schedules. Ponderosa water polo team rented the pool during the holidays. Staff reached out to Camerado School to inquire about their interest in incorporating swimming into their physical education curriculum. Activity Guides were delivered to residents during the holidays. This is the first Activity Guide with a new format incorporating all of the District's services.

Happy New Year!

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** January 15, 2020

**FROM:** Niki Garrison, Board Clerk

**AGENDA ITEM #7:** **AMENDED 2020 BOARD AND COMMITTEE CALENDAR**

**RECOMMENDED ACTION:** **APPROVE AMENDED 2020 BOARD AND COMMITTEE CALENDAR**

Due to typos in the original 2020 Board and Committee Calendar, staff is seeking approval of an amended 2020 calendar (Attachment 7A).

Staff is recommending approval of the Amended 2020 Calendar for Regular Board and Committee Meetings. If any further changes or updates are needed from the dates cited in the attached calendar, staff will seek approval from the Board.

Attachment:

7A – Amended 2020 Calendar

## Cameron Park Community Services District

**Board and Committee Meeting Dates**

2020

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>January</b>	6 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	6 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	7 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	15 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>February</b>	3 <sup>rd</sup> – Monday	5:30 p.m.	CC&R
	3 <sup>rd</sup> – Monday	6:30 p.m.	Parks & Recreation
	4 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	4 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	19 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>March</b>	2 <sup>nd</sup> – Monday	5:30 p.m.	CC&R
	2 <sup>nd</sup> – Monday	6:30 p.m.	Parks & Recreation
	3 <sup>rd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>rd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>April</b>	6 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	6 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	7 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	15 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>May</b>	4 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>June</b>	1 <sup>st</sup> – Monday	5:30 p.m.	CC&R
	1 <sup>st</sup> – Monday	6:30 p.m.	Parks & Recreation
	2 <sup>nd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 <sup>nd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
	24 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>July</b>	6 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	6 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	7 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	15 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>August</b>	3 <sup>rd</sup> – Monday	5:30 p.m.	CC&R
	3 <sup>rd</sup> – Monday	6:30 p.m.	Parks & Recreation
	4 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	4 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	19 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>September</b>	August 31 <sup>st</sup> - Mon	5:30 p.m.	CC&R
	August 31 <sup>st</sup> - Mon	6:30 p.m.	Parks & Recreation
	1 <sup>st</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	1 <sup>st</sup> – Tuesday	6:30 p.m.	Budget & Administration
	16 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>October</b>	5 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	5 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	6 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	21 <sup>st</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>November</b>	2 <sup>nd</sup> – Monday	5:30 p.m.	CC&R
	2 <sup>nd</sup> – Monday	6:30 p.m.	Parks & Recreation
	3 <sup>rd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>rd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>December</b>	7 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	7 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	1 <sup>st</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	1 <sup>st</sup> – Tuesday	6:30 p.m.	Budget & Administration
	16 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors



## Agenda Transmittal

**DATE:** January 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #8:** **PROPOSED 2020 - COMMUNITY CENTER USE FEES, SPORTS FIELDS USE FEES, AND PICNIC AREA FEES**

**RECOMMENDED ACTION:** APPROVE

### RECOMMENDATION

Change user fees for Cameron Park Community Services District facilities as follows:

- Sports Fields - 10% fee increase;
- Picnic Areas – No change;
- Community Center’s classrooms and assembly hall - No change;
- Gymnasium - 20% fee increase.

### PARKS AND RECREATION COMMITTEE

Parks and Recreation Committee supported forwarding staff’s recommendation to the Board of Directors.

### INTRODUCTION

As part of the Cameron Park Community Services District (District) annual fee review, Recreation and Administration staff evaluated the use fees for sports fields, picnic areas and Community Center, including classrooms, assembly hall, and gymnasium. The evaluation included identifying where capacity exists to increase fees and comparing fees to surrounding agencies who have comparable facilities.

### DISCUSSION

The following staff report outlines fee recommendations.

### Sports Field Use Fees

Sports field user groups have two ways to pay for field use - by either an hourly rate or a monthly rate. Most local sports leagues, such as little league and soccer, pay the monthly fee due to their frequency of use. Staff is recommending monthly field use fees increase by 10% for local sports leagues (Attachment 8A). In 2019, sports field use fees increased by 20% because fees were very low compared to other agencies. In addition, a non-resident hourly fee that is \$5.00 more per hour than the resident fee was added; the non-resident rate is recommended to continue.

Staff and league representatives met earlier this month to discuss proposed changes to the fees, and to touch base regarding scheduling, agreements, and maintenance practices. The league representatives were generally accepting of the fee increases, acknowledging the fees are low and that District has made improvements in maintenance and communication about schedules. Little league expressed some concerns which was discussed by the group.

The District received \$67,860 in FY 2018-19 in field use revenues, divided between Recreation (20%) and Parks (80%). A 10% increase will increase revenues by an estimated \$6,786 if current use stays the same. There is not much capacity to increase use.

### Picnic Area Use Fees

Cameron Park Lake has two picnic areas and an overflow area available to groups for rent: Flagpole Area, Gazebo, and the grounds that are called the "Event Area" just outside of the Gazebo. Picnic areas are rented approximately five times a month during the summer months, typically on Saturdays. Many groups use the area on a first come, first serve basis at no charge. If a group has reserved a picnic site, Park staff clean the site and have trash cans emptied and ready.

In 2019, staff recommended, and the Board approved, fundamental changes in Picnic Area Use Fees. The picnic site fees were reduced significantly, and the park entry fees were no longer included in the picnic site fees. Instead, reservation holders and their guests paid the park entry fee as they entered the park. This change worked as intended. There was less confusion at the kiosk, process for distributing entry tickets to reservation holders eliminated, and overall the program ran efficiently and smoothly.

Due to the significant changes implemented in 2019, staff is recommending no changes in 2020, but will evaluate increasing fees in 2021. During the summer 2019, the District received \$1,647 in Picnic Site revenues. The current Picnic Area Use Fees are:

- Flagpole Picnic Site \$50
- Gazebo Picnic Site \$120
- Both sites \$170

#### Community Center Use Fees

Staff is recommending no fee increases for the Community Center's classrooms and assembly hall, but is recommending a 20% increase for the gymnasium.

In 2019, the Board approved a 10% increase to the Community Center use fees, except for returning customers were offered the 2018 prices. This created a two-tier system that District staff is now implementing. Staff's recommendation is to bring all users to the 2019 fees and to continue those fees in 2020. Community Center use fees for the assembly hall continue to be just under comparable facilities, specifically the County Fairgrounds and El Dorado Hills' Pavilion (Attachment 8C). In FY 2018-19, the Community Center use fees generated \$37,583. Staff estimates a 15% increase \$5,637 in revenues, based upon increased fees and increased use.

Staff is recommending a 20% increase in gymnasium fees to \$79/hour. The gymnasium fees are significantly less than El Dorado Hills, but the gymnasium in El Dorado Hills is not very available for rent. By contrast, the District transacts a lot of rentals in the gymnasium. While 20% increase is significant, staff is hopeful to not lose rental groups and individuals. In FY 2018-19, the District generated \$29,375 in gym use revenues, shared 50/50 between Parks and Recreation.

#### Attachments:

8A – District Field Use Fees Current and Proposed

8B – Field Use Fee Comparison

8C – Facility Use Fee Comparison

**Cameron Park Community Services District  
2020 Sports Field Use Fee Schedule**

<b>2020</b>	<b>Non-Resident Use</b>	<b>Resident Use</b>	<b>Non-Profit Use (25% discount)</b>	<b>Monthly Field Use Fee</b>
Field Use Deposit	\$100.00 per reservation	\$100.00 per reservation	\$100.00 per reservation	\$600.00 per field
Christa McAuliffe Park Field	\$40.00/hour	\$33.00/hour	\$24.75/hour	\$600.00 per field per month
Rasmussen West Field	\$40.00/hour	\$33.00/hour	\$24.75/hour	\$600.00 per field per month
Rasmussen East Field	\$40.00/hour	\$33.00/hour	\$24.75/hour	\$600.00 per field per month
Dave West Field	\$40.00/hour	\$33.00/hour	\$24.75/hour	\$600.00 per field per month

<b>2019</b>	<b>Non-Resident Use</b>	<b>Resident Use</b>	<b>Non-Profit Use (25% discount)</b>	<b>Monthly Field Use Fee</b>
Field Use Deposit	\$100.00 per reservation	\$100.00 per reservation	\$100.00 per reservation	\$500.00 per field
Christa McAuliffe Park Field	\$35.00/hour	\$30.00/hour	\$22.50/hour	\$550.00 per field per month
Rasmussen West Field	\$35.00/hour	\$30.00/hour	\$22.50/hour	\$550.00 per field per month
Rasmussen East Field	\$35.00/hour	\$30.00/hour	\$22.50/hour	\$550.00 per field per month
Dave West Field	\$35.00/hour	\$30.00/hour	\$22.50/hour	\$550.00 per field per month

## Local Park District's Field Use Fees

### Fair Oaks Recreation & Park District

2018	Non-Resident Use	Resident Use	Non-Profit Use
Field Use Deposit	\$50.00	\$50.00	\$50.00
Fair Oaks Park	\$40.00/hour	\$30.00/hour	\$25.00/hour

### El Dorado Hills Community Services District

2018	Non-Resident Use	Resident Use
Field Use Deposit	\$250-\$300	\$250-\$300
Baseball Field (First 2 Hours)	\$125/hour	\$95/hour
Baseball Field (Additional Hourly Fee)	\$60/hour	\$55/hour
Soccer Field (First 2 Hours)	\$125/hour	\$95/hour
Soccer Field (Additional Hourly Fee)	\$60/hour	\$55/hour
Promotary Park Half Field (First 2 Hours)	\$190/hour	\$125/hour
Promotary Park Half Field (Additonal Hourly Fee)	\$100/hour	\$65/hour

### Orangevale Recreation & Park District

2018	Hourly	Full Day Resident (8am-8pm)	Full Day Non-Resident (8am-8pm)
Field Use Deposit	N/A	N/A	N/A
Orangevale Community Center Park Softball Field	\$17.00/hour	\$99.00	\$132.00
Orangevale Community Park Soccer Field	\$13.00/hour	\$112.00	\$112.00
Orangevale Youth Center Park Baseball Field	\$13.00/hour	N/A	N/A
Athletic Field	\$13.00/hour	N/A	N/A

### Cordova Recreation & Park District

2018	Weekdays before 4pm	Weekdays after 4pm/Weekends	Full Day
Field Use Deposit	\$200.00 per reservation	\$200.00 per reservation	\$200.00 per reservation
Softball Fields	\$30.00/hour	\$85-\$95/hour	N/A
Soccer Fields	\$30.00/hour	\$85-\$95/hour	N/A
Natural Turf Ball Fields - Gates	\$35.00/hour	\$35.00/hour	\$245/day
Natural Turf Ball Fields	\$25.00/hour	\$25.00/hour	\$175/day
Natural Turf Soccer Fields	\$25.00/hour	\$25.00/hour	\$175/day

## Local Park District's Field Use Fees

### Carmichael Recreation & Park District

<b>2019</b>	<b>No Lights</b>	<b>With Lights</b>	<b>All Day, No Lights</b>
Softball Fields	\$40/hour (2 hr min)	\$45/hour (2 hr min)	\$140 per day per field

### Mission Oaks Recreation & Park District

<b>2019</b>	<b>Single Day</b>	<b>Yth Rec Program (up to 5 mos)</b>	<b>Yth Comp. &amp; Adult Program (up to 5 mos)</b>
Outdoor Athletic Field	\$85.00	\$500.00	\$1,000.00

### City of Placerville

<b>2019</b>	<b>Application Fee</b>	<b>Per Day</b>	<b>Deposit</b>
Lions Park Softball Fields	\$25.00	\$200.00	\$250.00 per field

### Lincoln Recreation & Parks

<b>2019</b>	<b>Yth &lt; than 100 Players Hr/ Yth More than 100 Players</b>	<b>Adult</b>
All Athletic Fields	\$20/hr or \$80/mo.	\$10.00 per player \$30/hr

### Southgate Recreation & Park District

<b>2019</b>	<b>Practice Rate</b>	<b>Game Rate</b>	<b>Tournament Rate</b>
Soccer Field	\$25/field/day	\$50/field/day	\$60/field/day

### Consumnes Community Services District

<b>2019</b>	<b>Hourly</b>	<b>Daily</b>	<b>Tournament</b>
Deposit	\$1,000.00	\$1,000.00	\$1,000.00
Grass Field	\$30.00	\$165.00	\$160.00/day plus Staff fees (\$23.00/hr)

### City of Galt

<b>2019</b>	<b>Hourly</b>	<b>Daily</b>	<b>Other</b>
Deposit	\$100.00	\$100.00	\$100.00
Green Basin Field	\$25.00	N/A	N/A
Harvey Baseball Park	\$25.00	\$300.00	N/A
Community Baseball Park	\$25.00/hr/field	\$800.00	\$550.00 for half day rental
Veterans Soccer Field	\$25.00	N/A	\$55.00 per game
Walker Park Grass Field	\$25.00	N/A	\$55.00 per game

**Facility Rental Comparision**  
December 2019

**Cameron Park Community Services District**

Facility	sq foot	assembly	banquet	deposit	hourly rate	min 2 hours	daily/10 hours
Assembly Hall (full)	3,759	537	252	\$ 300	\$ 165	\$ 330	\$ 1,320
Assembly Hall (east 1/2 with stage)	1,787	269	102	\$ 300	\$ 92	\$ 184	\$ 760
Assembly Hall (west 1/2 without stage)	1,787	269	102	\$ 300	\$ 75	\$ 150	\$ 605
Assembly Hall (northwest 1/4)	882	134	54	\$ 40	\$ 55	\$ 110	\$ 440
Kitchen				\$ 300	\$ 55	\$ 110	\$ 440
Gym current 2019	6,363	908 (210 w/ bleachers)		\$ 300	\$ 66	n/a	\$ 525
<i>proposed 2020</i>					<b>\$ 79</b>	<i>n/a</i>	<b>\$ 630</b>
Social Room	784	112	53	\$ 40	\$ 55	\$ 110	\$ 440
Dance Studio	804	115	54	\$ 40	\$ 55	\$ 110	\$ 440
Classroom A or B	648	93	43	\$ 40	\$ 28	\$ 56	\$ 220
Podium, Audio/Visual or PA \$30 flat rate If serving/selling alcohol after 4pm: <ul style="list-style-type: none"> <li>• Additional Deposit \$300</li> <li>• Additional Security Guard fee \$25/hr per guard</li> </ul>							

**El Dorado Hills Community Services District**

Facility	Square Footage	Assembly Seating	Banquet Seating	*Security Deposit	Hourly Minimum	**Hourly Resident Fee
Pavilion	1,900	199	104	\$300/\$500	4	\$113
Gymnasium	8,400	1,190	525	\$600/\$800	4	\$196
Exercise Room	960	45	40	\$300/\$500	2	\$55
Gym Kitchen (only)	–	–	–	\$300/\$500	4	\$67
Oak Knoll Club House	384	45	40	\$300/\$500	2	\$50

*\* Please note the lower deposit amount is an event with no food/no drink/no alcohol*

*\*\*Please note that there is a 10% increase to the hourly fee for non-residents*

**Facility Rental Comparision**

December 2019

**El Dorado County Fair & Event Center**

Facility	Size	Assembly	Banquet	Hourly: M-Th only	Hourly: M-Th only	Daily	Daily
Mark D. Forni Building	96'x160'	2,165	1,010	\$370 with Kitchen	\$328 without Kitchen	\$1,475 with Kitchen	\$1,310 without Kitchen
Optional walk away Cleanup fee: \$880, and if Kitchen was rented, additional \$65 per man hour, with a 2 hour minimum.							

**Fair Oaks Recreation and Park District**

Facility	Size	Assembly	Banquet	Deposit	Hourly	Hourly	Hourly
Community Clubhouse Auditorium	-	182	-	\$300/\$400/\$500	-	\$95	\$105
McMillan Center	-	70	-	\$200/\$300/\$400	-	\$55	\$65
Arts & Crafts Building	-	25	-	\$200	-	\$25	\$30
Village Hall	-	70	-	\$300/\$400	-	\$75	\$85
Old Library Building	-	40	-	\$200	-	\$40	\$50
Fireside Room	-	50	-	\$100	-	\$25	\$30
*No Alcohol/Alcohol/Alcohol and/or Youth Event							

**Security Guards**

1-149 people in attendance: 1 guard required	\$30 per hour	250-359 people in attendance: 3 guards required.	\$90 per hour
150-249 people in attendance: 2 guards required.	\$60 per hour	350-449 people in attendance: 4 guards required.	\$120 per hour

**Sunrise Recreation and Park District**

Facility	Size	Assembly Seating	Banquet Seating	Deposit	Hourly fee (going up)
Rusch Park Auditorium	-	400	350	-	\$690 1st 4 hrs, \$153 each addtl.

These fees had not been raised since 2017. The old fees were \$660 for the 1st 4 hours, and \$146 each additional hour.

**Orangevale Parks and Recreation**

Facility	Size	Assembly Seating	Banquet Seating	Deposit	Hourly M-Th, F-Sun.	Hourly Res/Non
Auditorium	60'x90'	700	300	\$300/\$400/\$500	2, 4	\$116/\$144
Classroom	22'x18'	25	25	\$100 \$0 \$0	2, 4	\$35/\$35

\*the hourly minimums and rates vary by day of the week



## **Agenda Transmittal**

**DATE:** January 15, 2020

**FROM:** Vicky Neibauer, Finance and Human Resources Officer

**AGENDA ITEM #9:** **FISCAL YEAR 2019-20 SECOND QUARTER BUDGET TO ACTUALS REPORT**

**RECOMMENDED ACTION: RECEIVE AND FILE**

### **INTRODUCTION**

The Fiscal Year 2019-20 Second Quarter Budget to Actuals report is attached, and the District is on track with revenue/expenditures to budget. The reporting period is 7/1/19 through 12/31/19 or 50% of the Fiscal Year.

### **BUDGET AND ADMINISTRATION COMMITTEE**

The Budget and Administration Committee reviewed the second quarter financial report and supported forwarding to the Board of Directors.

### **DISCUSSION**

For the Second Quarter Budget to Actuals report, variances are common due to one-time payments at the beginning of a fiscal year and seasonal programs. Some accounts appear to be over-expended, such as the one-time liability insurance payment, and seasonality of services such as pool and lagoon operations. Paid registration takes place for summer recreation programs during the months of April through June, and less revenues are transacted during July and August. Most of the summer expenditures occur during the months of July and August, and less during the month of June.

Total revenues are 15.5% collected at this time. This is largely due to the timing of property tax payments which are generally received in January, March, and July. Also, much of our revenues for programs are collected between April and June. This is due to the seasonality of our operations.

Total Expenditures are 23.8% expensed at this time. Again, this is largely due the seasonality of our operations where most of our program expenditures occur during the summer. Also, some expenses are on an annual basis so it may appear as though some accounts are over expended.

Staff is working towards better tracking of recreation and community center revenues, in both Abila and RecTrac. As staff reviews and updates the Recreation Department budget, measures will be put into place to more accurately track revenues and their sources.

Attachment:

9A – Fiscal Year 2019-20 Second Quarter Budget to Actuals report

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2019 Through 12/31/2020

**Attachment 9A**

01 - General Fund

		Total Budget - Final 2019-20	7/1/19-12/31/19 Actual	Actual to Budget Variance	Actual to Budget Variance Percentage
<b>Operating Revenue</b>					
Property Taxes	4110	4,134,387	89,853	4,044,534	2.17%
Franchise Fees	4113	200,000	53,188	146,812	26.59%
Park Impact Fees	4115	52,000	0	52,000	0.00%
Quimby Fees	4120	28,554	0	28,554	0.00%
Fire Development	4125	10,000	0	10,000	0.00%
Fire Marshall Plan Review	4132	18,000	27,451	(9,451)	152.50%
Tuition Fees	4142	0	150	(150)	0.00%
Youth Classes	4145	38,000	6,325	31,675	16.64%
Adult Classes	4146	36,727	10,260	26,468	27.93%
Youth Sports	4147	100,000	37,045	62,955	37.04%
Adult Sports	4148	18,800	3,739	15,061	19.88%
Camp Revenues	4149	12,800	0	12,800	0.00%
Senior Programs	4153	12,000	5,661	6,339	47.17%
Recreation Program Revenue	4154	0	943	(943)	0.00%
Special Events	4170	25,000	9,440	15,560	37.76%
Park Lake Kiosk Revenues	4180	21,012	23,196	(2,184)	110.39%
Lake Season Pass	4181	21,666	796	20,870	3.67%
Picnic Site Rentals	4182	27,436	170	27,266	0.61%
Summer Kids Camp	4183	42,000	11,778	30,223	28.04%
Cameron Park Lake Concessions	4184	3,250	4,013	(763)	123.48%
CC Facility Rentals	4185	129,114	26,482	102,632	20.51%
Gym Rentals	4186	33,650	11,484	22,166	34.12%
Pool Use Fees	4187	195,882	43,400	152,482	22.15%
Parks Facility Revenue	4190	27,061	15,557	11,504	57.48%
Donations	4250	1,000	0	1,000	0.00%
Sponsorships	4255	30,000	5,800	24,200	19.33%
JPA Reimbursable	4260	1,150,000	582,018	567,982	50.61%
Fire Apparatus Equip Replcmt	4262	100,000	40,000	60,000	40.00%
Reimbursement	4400	64,717	4,438	60,279	6.85%
Weed Abatement	4410	23,263	0	23,263	0.00%
Interest Income	4505	9,000	26,383	(17,383)	293.14%
Other Income	4600	111,592	1,132	110,461	1.01%
Grant - CI	4605	<u>23,000</u>	<u>0</u>	<u>23,000</u>	<u>0.00%</u>
<b>Total Operating Revenue</b>		<u>6,699,911</u>	<u>1,040,701</u>	<u>5,659,210</u>	<u>15.53%</u>
<b>Expenditures</b>					
Salaries - Permanent	5000	668,113	349,903	318,210	52.37%
Salaries - Part-time	5010	103,175	100,113	3,062	97.03%
Overtime	5020	5,000	5,626	(626)	112.51%
Health Benefit	5130	111,542	75,672	35,870	67.84%
Retiree Health Benefit	5135	63,420	42,377	21,043	66.81%
Dental Insurance	5140	10,716	6,465	4,251	60.32%
Vision Insurance	5150	1,503	966	537	64.27%
CalPERS Employer Retirement	5160	223,586	191,256	32,330	85.54%
Worker's Compensation	5170	53,501	58,277	(4,776)	108.92%
FICA/Medicare Employer Contribution	5180	12,835	13,897	(1,062)	108.27%

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2019 Through 12/31/2020

**Attachment 9A**

01 - General Fund

		Total Budget - Final 2019-20	7/1/19-12/31/19 Actual	Actual to Budget Variance	Actual to Budget Variance Percentage
UI/TT Contribution	5190	37,513	4,236	33,277	11.29%
Advertising/Marketing	5209	27,245	15,551	11,694	57.07%
Agriculture	5215	18,485	3,612	14,873	19.54%
Audit/Accounting	5220	47,500	29,542	17,958	62.19%
Bank Charge	5221	14,141	5,065	9,076	35.81%
Clothing/Uniforms	5230	9,525	1,500	8,025	15.75%
Computer Software	5231	24,380	12,179	12,201	49.95%
Computer Hardware	5232	47,750	28,665	19,085	60.03%
Contractual Services	5235	20,000	1,823	18,177	9.11%
Contractual - Provider Services	5236	3,710,059	0	3,710,059	0.00%
Contract Services - Other	5240	96,627	23,621	73,006	24.44%
Director Compensation	5250	13,700	6,559	7,141	47.87%
EDC Department Agency	5260	4,268	4,268	(0)	100.00%
Educational Materials	5265	6,845	2,204	4,641	32.19%
Equipment-Minor/Small Tools	5275	9,500	3,940	5,560	41.47%
Fire & Safety Supplies	5285	4,750	3,599	1,151	75.77%
Fire Prevention & Inspection	5290	1,800	1,100	700	61.11%
Fire Turnout Gear	5295	31,000	8,946	22,054	28.85%
Fire- Volunteer/Resident	5296	29,200	5,560	23,640	19.04%
Food	5300	4,600	3,433	1,167	74.62%
Fuel	5305	71,000	32,768	38,232	46.15%
Government Fees/Permits	5310	29,934	12,380	17,554	41.35%
Household Supplies	5315	26,695	16,617	10,078	62.24%
Instructors	5316	66,500	26,698	39,802	40.14%
Insurance	5320	103,500	97,996	5,504	94.68%
Legal Services	5335	14,250	2,907	11,344	20.39%
Maint. - Vehicle Supplies	5340	4,000	27	3,973	0.66%
Maint. - Buildings	5345	50,495	11,006	39,489	21.79%
Maint. - Equipment	5350	47,540	24,826	22,714	52.22%
Maint. - Grounds	5355	86,488	14,224	72,264	16.44%
Maint. - Radio/Phones	5360	2,000	1,152	848	57.61%
Maint. - Tires & Tubes	5365	16,100	25	16,075	0.15%
Maint. - Vehicle	5370	21,000	14,154	6,846	67.39%
Medical Supplies	5375	1,650	116	1,534	7.04%
Memberships/Subscriptions	5380	9,445	9,935	(490)	105.18%
Mileage Reimbursement	5385	1,475	609	866	41.29%
Miscellaneous	5395	0	40	(40)	0.00%
Office Supplies/Expense	5400	10,848	7,667	3,181	70.68%
Pool Chemicals	5405	21,500	12,636	8,864	58.77%
Postage	5410	4,400	938	3,462	21.32%
Printing	5415	595	19	576	3.22%
Professional Services	5420	135,800	28,765	107,036	21.18%
Program Supplies	5421	15,000	7,242	7,758	48.27%
Publications & Legal Notices	5425	595	0	595	0.00%
Radios	5430	2,500	632	1,868	25.29%
Refund-Activity Pass	5431	1,500	0	1,500	0.00%
Rent/Lease - Bldgs, Fields, etc.	5435	8,300	30	8,270	0.36%
Rent/Lease - Equipment	5440	4,180	6,972	(2,792)	166.78%

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2019 Through 12/31/2020

**Attachment 9A**

01 - General Fund

		Total Budget - Final 2019-20	7/1/19-12/31/19 Actual	Actual to Budget Variance	Actual to Budget Variance Percentage
Staff Development	5455	26,600	7,223	19,377	27.15%
Special Events	5465	6,000	3,410	2,590	56.84%
Summer Spectacular	5466	0	828	(828)	0.00%
Phones/internet	5470	44,675	18,986	25,689	42.49%
Utilities - Water	5490	42,500	20,640	21,860	48.56%
Utilities - Electric/Gas	5492	168,350	110,539	57,811	65.66%
Utilites - Water/Irrigation	5495	0	410	(410)	0.00%
Vandalism	5500	2,000	0	2,000	0.00%
Cal Fire In Kind Purchases	5501	13,500	8,978	4,522	66.50%
Capital Equipment Expense	5625	451,117	76,646	374,471	16.99%
Transfer Out	7000	_0	65,311	(65,311)	0.00%
Total Expenditures		<u>6,924,311</u>	<u>1,653,307</u>	<u>5,271,004</u>	<u>23.88%</u>
Net Revenue Over Expenditures		<u>(224,400)</u>	<u>(612,606)</u>	<u>388,206</u>	<u>272.99%</u>



## **Agenda Transmittal**

**DATE:** January 15, 2020

**FROM:** Vicky Neibauer, Finance/HR Officer

**AGENDA ITEM #10:** **FISCAL YEAR 2020-21 BUDGET TIMELINE**

**RECOMMENDED ACTION:** **APPROVE FISCAL YEAR 2020-21 BUDGET TIMELINE**

This report outlines the Fiscal Year 2020-21 Budget Timeline.

There are several items to note:

- The budget process has been moved back one month from February to January.
- The Board of Directors now has two Public Hearings scheduled, one for the Operating Fund and another for the LLAD's and Special Funds.
- The majority of the Special Funds are being brought to the Board for the first time.

In addition, the timeline includes consideration for the Preliminary Budget approval deadline of June 30 and the Final Budget approval deadline of September 1.

Attachment:

10A – Fiscal Year 2020-21 Budget Timeline

## FY 2020-21 BUDGET TIMELINE

- April 3** Draft Preliminary Budget posted - B&A (Friday)
- April 7** Draft Preliminary Budget, 1st Review - B&A
- May 1** Draft Preliminary Budget posted - B&A (Friday)
- May 5** Draft Preliminary Budget, 2nd Review - B&A
- May 20** Board of Directors 1st Public Hearing, Final Preliminary Budget - Operating
- June 17** Board of Directors 2<sup>nd</sup> Public Hearing, – Final Preliminary Budget Special Funds. Must be approved by June 30.
- July** Prepare Final Budget
- August 14** Final Budget posted – (Friday)
- August 19** Board of Directors Public Hearing - Approve Final Budget. Must be approved by September 1.



## Agenda Transmittal

**DATE:** January 15, 2020

**FROM:** Vicky Neibauer, Finance Officer

**AGENDA ITEM #12:** FISCAL YEAR 2019-20 GENERAL FUND 001 MID-YEAR BUDGET ADJUSTMENT

**RECOMMENDED ACTION:** APPROVE

### INTRODUCTION

This report summarizes staff's recommendation for Fiscal Year 2019-20 General Fund 001 Mid-Year Budget Adjustment. Adjustments are related to increased revenues from property taxes, interest earned on the new money market account, and recreation program revenues. Changes in expenditures are related to the Recreation Department.

### BUDGET AND ADMINISTRATION COMMITTEE

Budget and Administration Committee reviewed changes with staff in detail and supported moving this item to the Board of Directors.

### PARKS AND RECREATION COMMITTEE

Staff presented an annual, conceptual Recreation Department budget and program service levels to the Parks and Recreation Committee. The Committee members had mixed opinions regarding the new, conceptual budget. One member supported staff's strategy to identify and eliminate under-performing programs and classes, which would create capacity within Recreation to expand successful programs and to develop new offerings. Another member expressed concern about staff's strategies and did not support the reduced recreation offerings.

### DISCUSSION

When department heads reviewed their budgets in December, Parks, Fire and Administration staff did not need changes to their current approved department operating budgets. The exception is the Recreation Department. The proposed Fiscal Year 2019-20 General Fund 001 Mid-Year Budget Adjustment (Attachment 12B) includes changes proposed for the Recreation Department. In addition, the General Fund budget

is being adjusted for additional revenues, interest earnings, and property taxes. The additional interest earnings is based on an analysis of the District's new money market account at Umpqua Bank. The additional property tax revenues is based upon actual revenues from last Fiscal Year 2019-20.

### Recreation Department Adjustments

Staff's objective is to develop a Recreation Department budget that relies on program revenues, donations, and sponsorships. Staff identified program priorities and strategies to guide their decisions (Attachment 12C). Service levels in the current proposed budget are close to past service levels, and provide capacity to expand in the future (Attachment 12D).

The budget was built from the ground up, program by program, and this practice will continue for future budgets. Staff will provide program financial reports to the Parks and Recreation Committee, based on tracking numbers in Abila, to evaluate a program's success starting in Fiscal Year 2020-21. Most programs are fully or mostly self-sustaining with fees. Three program areas do not generate revenues to offset costs: Senior programming, special events and outreach activities.

Staff is recommending the following personnel changes, which are included in the budget adjustment:

- Recreation Supervisor salary be elevated to the same scale as the CC&R Officer.
- Consider filling the vacant Recreation Coordinator position during Fiscal Year 2020-21 Budget Hearings.

### **FISCAL IMPACT**

In summary, the staff is adding a total of \$111,609 in revenues and \$69,700 in expenditures. The District's General Fund 001 budgeted deficit will be reduced from \$224,400 to \$182,491, of which most is dedicated to fixed asset purchases. The ending budgeted Fund Balance is \$3,280,259.

### Attachments:

12A – Resolution 2020-01

12B – Fiscal Year General Fund 001 Mid-Year Budget Adjustments

12C - Recreation Department Program Priorities & Strategies

12D – Recreation Annual Calendar

**RESOLUTION No. 2020-01  
of the Board of Directors  
of the Cameron Park Community Services District  
January 15, 2020**

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES  
FISCAL YEAR 2019/20 GENERAL FUND 001  
MID-YEAR BUDGET ADJUSTMENT**

*WHEREAS*, a Final Fiscal Year 2019/20 Budget was adopted by this Board on August 21, 2019; and

*WHEREAS*, the Budget & Administration Committee reviewed the proposed Fiscal Year 2019/20 General Fund 001 Mid-Year Budget Adjustment on January 7, 2020; and

*WHEREAS*, the Fiscal Year 2019/20 General Fund 001 Mid-Year Budget Adjustment adds of \$111,609 in revenues and \$69,700 in expenditures, reducing the budgeted deficit from \$224,400 to \$182,491, of which most is dedicated to fixed asset purchases. The ending budgeted Fund Balance is \$3,280,259.

*NOW THEREFORE BE IT RESOLVED* that the Cameron Park Community Services District adopts Attachment 12B, attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2019/20 General Fund 001 Mid-Year Budget Adjustment.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 15<sup>th</sup> day of January 2020 by the following vote of said Board:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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Director Monique Scobey  
President, Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board

**Cameron Park Community Services District**  
**Proposed Programmatic District Budget - Total Budget with MidYear Adjustment**  
**Fiscal Year 2019-20**

<b>General Fund SUMMARY:</b>	<b>Approved Budget 2019-20</b>	<b>MidYear Adjustment 2019-20</b>	<b>Adjusted Budget 2019-20</b>
<b>Beginning General Fund Balance 7/1</b>	3,462,750		3,462,750
<b>Revenues</b>			
Property Taxes	4,134,387	50,000	4,184,387
Interest	9,000	50,000	59,000
Parks and Rec Revenues (Program Fees, Special Events and Facility Rentals)	775,398	11,609	787,007
Intergovernmental -JPA	1,150,000		1,150,000
Reimbursement (rebates), Grants, Accounting Fee, Quim	201,534		201,534
Franchise Fees	200,000		200,000
Other Income	111,592		111,592
Fire Dept Revenues (Apparatus Equipment, Fire Marshall Tuition, Weed Abatement Reimbursement)	118,000		118,000
Total revenues and other sources:	<u>6,699,911</u>	<u>111,609</u>	<u>6,811,520</u>
<b>Expenditures</b>			
Administration	635,578		635,578
Fire	4,048,809		4,048,809
Parks and Facilities*	853,703		853,703
Community Center*	0		0
Recreation*	404,523	69,700	474,223
Fixed Cost	384,882		384,882
Weed Abatement	76,679		76,679
Capital Outlay	520,137		520,137
Total Expenditures:	<u>6,924,311</u>	<u>69,700</u>	<u>6,994,011</u>
Net Surplus (Deficit)	<u>(224,400)</u>	41,909	<u>(182,491)</u>
Interfund Transfer	224,400	(41,909)	182,491
Net Change in General Fund Balance	<u>(224,400)</u>	<u>41,909</u>	<u>(182,491)</u>
<b>Ending General Fund Balance</b>			
<b>Unreserved, undesignated</b>	<u><u>3,238,350</u></u>	<u><u>41,909</u></u>	<u><u>3,280,259</u></u>

## Recreation Department Program Strategies & Priorities

- Concentrate on programming District facilities, especially programs and events at the Community Center and Community Pool
- Leverage partnerships recognizing that the success of swim teams and youth sports leagues is the District's success as well in terms of increasing rental revenues at a low cost
- Leverage partners, volunteers, and contractors to provide services instead of hiring District employees
- Seek funding partners by finding common goals: Friends of Seniors and Marshall Medical Center
- Tracking attendance is important and future decisions will be based on attendance and reaching underserved populations
- Implement new class protocols for instructors: minimum class sizes (currently 3 but will increase to 5 in future); classes must be held on District property
- Consolidate and re-fresh special events when opportunity arises: Halloween & Community Showcase
- Eliminate low performing programs at District, especially those offered at neighboring agencies (ie: adult softball)
- Be cost conscious and efficient: reduce Activity Guide pages dedicated to Recreation; reduce front office time registering participants in classes that are cancelled due to low attendance
- Spread recreation overhead costs to all program budgets

	jan	feb	mar	apr	may	june	july	aug	sept	oct	nov	dec	
<b>events</b>	1. concert	2. affair of heart		3. clean up Easter	4. 5. free swim lesson day	6. Trucks & Tunes	7. Summer Spectacular	8. Trucks & Tunes	9. Labor Day @ Pool Trucks & Tunes 11. Community clean up	10. 12. Halloween	13. Craft fair	14. santa swim 15. tree light 16. symphony	
<b>pool</b>	aquasol												
				sharks									
					public swim, lessons								
<b>sports</b>			football										
	open gym/rentals												
											sports field sched		
	youth basketball												youth basketball
	adult basketball - year round												
<b>seniors</b>													
<b>lake operations</b>					lake operations - kiosk								
<b>enrichmt classes</b>													
<b>activity guide</b>	development								development		development		
<b>day camp</b>						day camp							

**ON GOING:** website updates, social media posting, Enewsletter, charter school billing & agreemts, rec trac maint, community calendars

**Activities, Events eliminated to date:** July T&T, Community Camp Out, Wedding Affair, Spring Garden Show, March Concert, Movie with Library, Yard Sale, Lake Concessions

**FUTURE POSSIBILITIES:** Fall Community Camp-out, Family Fun Day(s) at Lake



## **Agenda Transmittal**

**DATE:** January 15, 2020

**FROM:** Vicky Neibauer, Finance and Human Resources Officer  
Mike Grassle, Parks Superintendent

**AGENDA ITEM #13:** **FISCAL YEAR 2019-20 QUIMBY FUND 03 MID-YEAR BUDGET  
ADJUSTMENT**

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

### **INTRODUCTION**

This report summarizes the Fiscal Year 2019-20 Mid-Year Budget Adjustment for Quimby Fund 03. The Quimby Fund is a restricted fund within the District and funded by the Quimby Act, which assesses fees to developers that can only be used for the purpose of developing new or rehabilitating existing neighborhood or community park and recreation facilities (California Government Code Section 66477).

### **BUDGET AND ADMINISTRATION COMMITTEE**

The Budget and Administration Committee supported this recommendation at their meeting on January 7, 2020.

### **DISCUSSION**

Staff is recommending a FY 2019-20 Mid-Year Budget Adjustment to appropriate funds of \$45,000 for the Rasmussen Parking Lot Asphalt Repairs and Re-striping (Attachment 13B). This appropriation adjustment will be made to the District Quimby Fund 03 and does not affect the General Fund budget.

The Quimby Fund 03 currently has an available fund balance of \$44,344, considering previously approved projects. With the proposed expenditure request of \$45,000 and a revenue adjustment for interest of \$800, the remaining fund balance will be \$144.

Attachments:

13A – Resolution 2020-02

13B - Rasmussen Park Repair Project Description

13C - Fiscal Year 2019-20 Quimby Fund 03 Mid-Year Budget Adjustment

**RESOLUTION No. 2020-02  
of the Board of Directors  
of the Cameron Park Community Services District  
January 15, 2020**

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES  
FISCAL YEAR 2019/20 QUIMBY FUND 03  
MID-YEAR BUDGET ADJUSTMENT**

*WHEREAS*, a Final Fiscal Year 2019/20 Budget was adopted by this Board on August 21, 2019; and

*WHEREAS*, the Quimby Fund is a restricted fund with the District, funded by Quimby Act Fees assessed to developers and can only be used for the purpose of developing new or rehabilitating the existing neighborhood or community park and reaction facilities; and

*WHEREAS*, the Budget & Administration Committee reviewed the proposed Fiscal Year 2019/20 Quimby Mid-Year Budget Adjustment on January 7, 2020; and

*WHEREAS*, the Fiscal Year 2019/20 Quimby Mid-Year Budget Adjustment increases interest revenues by \$800 and expenditures by \$45,000 to be used for the Rasmussen Parking Lot Asphalt Repairs and Re-striping project, reducing the budgeted Fund Balance to \$144.

*NOW THEREFORE BE IT RESOLVED* that the Cameron Park Community Services District adopts Attachment 13C, attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2019/20 Quimby Fund 03 Mid-Year Budget Adjustment.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 15<sup>th</sup> day of January 2020 by the following vote of said Board:

**AYES:**

**NOES:**

**ABSENT:**

**ASTAIN:**

**ATTEST:**

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Director Monique Scobey  
President, Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board

DOUG VEERKAMP GENERAL ENGINEERING, INC.  
CA Lic. No. 440233  
2585 Cold Springs Rd.  
Placerville, CA 95667  
www.dougveerkamp.com  
(530) 676-0825

# PROPOSAL

In the State of California: Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar of the board whose address is:  
Contractors' State License Board  
9835 Goethe Road, Sacramento, CA 95827  
Mailing Address:  
P.O. Box 26000, Sacramento, CA 95826

Submitted To: Attn: Mike Grassle  
Cameron Park CSD  
2502 Country Club Drive  
Cameron Park, CA 95682

JOB NAME/NO. Asphalt Repairs, Re-Stripe

PHONE 530-558-1146; Permits; Excavation; Paving; Engineering; Compaction; Testing; Repair, removal or replacement of unknown lines or utilities; Tree trimming; Repair of Cracks opening over time; Tracking of oil in any way; Any item not listed above  
DATE 10/1/19  
JOB LOCATION Rasmussen Park  
ARCHITECT  
DATE OF PLANS

We hereby submit specifications and estimates for:

Option #1: Sawcut and Excavate the 6 most damaged areas on the East side of Parking lot as followed: Areas totaling: Approx. 2,360SF. Saw cut and excavate to a depth of 4" recompact Subgrade, water and compact. Pave areas back with 4" compacted depth asphalt placed in two lifts and rolled smooth. Price Includes removing, replacing 10- 4' Parking bumpers as needed and re-striping per existing.

Lump Sum Bid: \$18,365.00

Option #2: Includes East side of Parking Lot and 6,890SF of Failing asphalt in West Side of parking lot for a total of 9,250 SF of failing asphalt. Grind the 8 Worst Locations in parking lot to a depth of 4" recompact subgrade, water and compact. Pave areas back with 4" compacted depth asphalt placed in two lifts and rolled smooth. Price Includes Removing and replacing 29 -4' Parking bumpers as needed and re-striping per existing.

Lump Sum Bid: \$49,946.00

Note: This work to be completed weather permitting in December of 2019 or Spring of 2020

Mid Year Quimby Request

Rasmussen Parking lot

Service Charge of 1-1/2% per month will be assessed on the unpaid balance.

The prevailing party in any dispute or litigation arising from this agreement shall be entitled to attorney fees.

THE OWNER HAS THE RIGHT TO REQUIRE CONTRACTOR TO HAVE A PERFORMANCE OR PAYMENT BOND, EXPENSE TO BE BORNE BY THE OWNER.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature \_\_\_\_\_

*Thomas Weber*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Construction Lender? \_\_\_\_\_ no \_\_\_\_\_ yes. If yes, who \_\_\_\_\_ Initial: \_\_\_\_\_

## Quimby Fund 3 Summary

	<b>Final Approved Budget 2019-20</b>	<b>MidYear Adjustment 2019-20</b>	<b>Total Adjusted Budget 2019-20</b>
<b>Beginning General Fund Balance 7/1</b>	72,898		72,898
Revenues			
Quimby Fees	0	0	0
Interest	0	800	800
Total revenues and c	<u>0</u>	<u>800</u>	<u>800</u>
Expenditures			
Parks and Facilities*	28,554	45,000	73,554
Total Expenditures:	<u>28,554</u>	<u>45,000</u>	<u>73,554</u>
Net Surplus (Deficit)	<u>44,344</u>	<u>(44,200)</u>	<u>144</u>
Interfund Transfer	(44,344)	44,200	(144)
Net Change in Gener	<u>44,344</u>	<u>(44,200)</u>	<u>144</u>
<b>Ending General Fund Balance</b>			
<b>Unreserved, undesig</b>	<u><b>44,344</b></u>	<u><b>(44,200)</b></u>	<u><b>144</b></u>

1/15/2020



## Agenda Transmittal

**DATE:** January 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #14:** **POLICY 4060: COMMITTEES OF THE BOARD OF DIRECTORS**

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

### INTRODUCTION

Board Policy 4060 describes the Standing Committees, Ad Hoc Committees, and the appointment process.

### BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee discussed the proposed changes, made a few edits, and supported forwarding to the Board of Directors.

### DISCUSSION

In December 2017, the General Manager provided the Board President a list of best practices for appointing Board members to Committees. These practices were taken from other local agencies in the region, and are used by Board Presidents when assigning Board members to Standing Committees. Since this same document has been used by the past three Presidents, staff is recommending that these best practices be considered for inclusion in *Policy 4060: Committees of the Board of Directors*.

### Attachment:

14A – Policy 4060 in Track Changes

# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE: Committees of the Board of Directors**

**POLICY NUMBER: 4060**

**4060.1** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.2** The following shall be standing committees of the Board:

**4060.2.1** —Covenants Conditions & Restrictions Committee;

**4060.2.2** Parks and Recreation Committee;

**4060.2.3** Budget & Finance Committee; and,

**4060.2.4** Fire & Emergency Services Committee

**4060.3** The purpose and objectives of standing committees is to: have Board members become familiar with all aspects of the District's operations; build strong staff-Board member and Board member-Board member relationships; provide feedback and in-depth discussion on topics prior to Board consideration; work with staff to prepare items for Board agendas; and prepare all Board members for serving as Vice President and President. The President will consider an equal, fair division of labor and influence when assigning Board members to committees.

**4060.3.1** Rotate Board members through all committees depending upon the Board member's longevity.

**4060.3.2** Board members may serve up to two consecutive years on same committee leaving one Board member behind for continuity; or Board members serve one year.

4060.3.3 Consider having existing member serve as committee chair.

4060.3.4 Avoid pairing same two Board members on two committees.

4060.3.5 In a four year term, Board member has opportunity to serve on at least two committees.

4060.3.6 President and/or Vice President serves on Budget and Administration Committee.

**4060.43** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than ~~the Board's regular meeting in January.~~ December 31<sup>st</sup>.

**4060.45-** The Board's standing committees may be assigned to review District functions, activities, policies, and/or operations pertaining to their committee's area of responsibility. ~~designated concerns, as specified below.~~ Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



## **Agenda Transmittal**

**DATE:** January 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #15:** **CAMERON PARK LAKE NEIGHBORHOOD CONVENIENCE GATES  
AND KEY PROGRAM**

### **RECOMMENDATION**

- Return neighborhood convenience gate ownership to private property owners and/or Home Owners Associations (HOAs);
- For neighborhood convenience gates without private property owner or HOA, District continues ownership and maintenance (Baron Court may be the only location);
- Eliminate administrative fees and deposits for gates & keys under private property or HOA ownership.

### **BACKGROUND**

For the past twenty years, Cameron Park Community Services District (District) has managed a neighborhood convenience gate, key and lock program that provides exclusive access to residents surrounding Cameron Park Lake. There are up to 24 convenience gates around the Lake. This program is offered to three property owner groups: private residences that border the northern half of the Cameron Park Lake, property owners of condominiums (HOAs) and residents of Airpark Estates who reside along airplane width roads.

In 1999, the Board of Directors provided framework for the neighborhood convenience gate program, including fees, gate ownership and operational responsibilities. Archived documents from 1999 helped greatly in understanding the scope and background of the program (Attachment 15A). Staff met with longtime residents from the Airpark and HOAs to obtain information about the past and current program.

## **PARKS AND RECREATION COMMITTEE**

The Parks and Recreation Committee supported staff's recommendation coming forward to the Board of Directors.

## **DISCUSSION**

The current program involves both Parks and Recreation staff and has changed since the 1999 program framework. Currently, Parks staff provides and maintains gates, locks and the key system for these groups of residences; tasks include gate repairs and changing locks. Recreation staff communicates with historical participants each April to advise them about renewing their season pass, to pay the administrative fee and receive gate keys. This packet is distributed to approximately 118 recipients and includes season pass applications, individual key agreement contracts and instructions. For HOAs, the president communicates with residents and returns the applications and monies collected to the District office. Using financial figures from 2019, revenues collected from these groups during the 2019 season was \$11,792.25 in lake or combination pass sales, including a 15% administrative fees.

Attachment 15B compares the 1999 Board-directed program framework, current program practices, and staff's recommendations for moving ahead. The current program is problematic for several reasons.

- Inconsistent with the Board's 1999 directives.
- Managed for selected residents without fully recovering the cost of the program.
- Not applied consistently to all eligible residents, including the notification, application of fees, changing of locks, maintenance of gates, and expectations of signing the resident key agreement. There are currently six season pass variations depending on address and time of pass purchase.
- Paper and US mail driven process, making program costly, time consuming, and problematic for record keeping.
- Three property owner groups treated differently:
  - There is not an HOA in the Airpark. Residents of Airpark Estates who reside along airplane width roads pay a one-time \$50 key deposit, receive annually new key and are expected to purchase a pass plus 15% administrative fee.
  - For HOAs, the president communicates with residents and returns the applications and monies collected to the District office. These residents pay an

annual fee of 15% above the cost of a season pass, and a deposit is not charged. The District does not routinely change out the locks and keys for the HOAs.

- Private residences along northern border are treated the same as the HOAs above, but the District communicates directly with these residents.

## CONCLUSION

The best use of District time and limited resources is to return to the Board directives of 1999, including returning the responsibility of changing and monitoring use, locks and keys to the private property owners, primarily HOAs. In addition, ownership and maintenance of the gates would be returned to property owners, including maintaining gates in good working order. Repairs and/or replacement becomes the gate owner's responsibility. Property owners would also have an option to abandon a convenience gate. A convenience gate letter of agreement will be executed (one-time) with HOAs and residents along the north side of the lake, outlining roles and responsibilities. If an HOA or a specific property owner does not exist, such as in the Airpark with Baron Court, District will continue to maintain the lock and gate.

Approval of this recommendation will largely minimize the District's role to the sale and issuance of season passes to individual residents, consistent with other Cameron Park residents. HOA and property owners will be responsible for managing and maintaining privately held neighborhood convenience gates.

Staff will meet with HOA presidents and property owners discuss upcoming changes. At this time, information about the availability of keys for the convenience gates in Airpark is largely word of mouth. To inform residents about these changes, a postcard will be sent to all eligible residents within Airpark Estates.

### Attachments:

15A - 1999 private & convenience gate access renewal letter and contract for private gate access

15B - Past, current, and proposed program comparison chart

## Attachment 15A

CAMERON PARK COMMUNITY SERVICES DISTRICT  
3200 Country Club Drive, Cameron Park, CA 95682 (530) 677-2231

Date: February 1, 1999  
To: All Persons Utilizing Private/Convenience Access Gates  
Subject: Annual Renewal of Gate Contracts and Annual Pass Applications

Dear Neighbor:

The time of year for renewal of Gate Contracts and Lake Annual Passes is upon us. As Of March 1, 1999, the new annual passes will be needed to initiate or continue use of the private access gates. **Please find enclosed a billing invoice for your unit.** Gate Contracts and Annual Passes **will not** be available prior to March 1, 1999.

If you are a resident within a multiple dwelling unit adjacent to the lake facility, **we request your complex complete the necessary paperwork as one organized unit making sure all enclosed materials are distributed and completed by each tenant. Once completed return to the designated group representative. It is the designated representative's responsibility to make sure all contracts are completed and returned to the CSD. Enclose the contracts and make ONE CHECK payable from your group to the Cameron Park CSD.**

Please note that during the annual Board of Directors review of district facility fees and policies a gate/use fee equal to the purchase of an annual pass, **plus 15% per household or unit**, was determined applicable for use of a private or convenience gate. (\*Please be advised, a refundable key deposit of \$50.00 is applicable for each user household at the time of initial **"convenience gate"** application). In the event, you decide to discontinue use of a gate the \$50.00 key deposit will be cheerfully refunded upon the key being returned.

Please be reminded your private/convenience gate is provided as a courtesy to residents adjacent to or in close proximity of our facility. **This is maintained by legal agreement between the resident(s) and the District. This privilege is not a given right obtained through the purchase of any property adjacent to the facility.** The rules and regulations stipulated in this contract are the same for each and every unit, and all gate users are obligated to abide by them. Please be sure all persons affected by this contract are aware of the content and conditions of this agreement. Disregard for agreement conditions by one gate user can have a negative result on all persons utilizing that specific gate. Due to the nature of the facility and the staff available to enforce such rules, the system depends on the honesty and integrity of all persons involved. We appreciate the individuals that have continued to follow the rules and/or monitor persons that may not be aware or have forgotten the rules.

Due to the timely distribution of 1999 Gate Contracts and Annual Pass applications it is our request that all contracts and applications be submitted **no later than April 1, 1999.** A late fee of \$50.00 will be imposed starting April 2, 1999, and assessed monthly at \$50.00 per month for paperwork submitted after the April 2, 1999 deadline. Please allow seven working days for passes to be completed and returned.

Thank you for your cooperation.

Sincerely,

Heidi Weiland

CAMERON PARK COMMUNITY SERVICES DISTRICT

1999 CONTRACT FOR PRIVATE GATE ACCESS  
TO CAMERON PARK LAKE

The CAMERON PARK COMMUNITY SERVICES DISTRICT ("CPCSD") and the undersigned Cameron Park Property Owner ("Owner") agree as follows:

1. CPCSD grants to Owner the right to use an access gate in the fence that separates Owner's property from the Cameron Park Lake Recreational Area, owned and operated by the CPCSD. All costs for initial installation of the gate shall be borne by the Owner, however upon completion the gate shall be donated and accepted as CPCSD property.
2. All Owners agree to renew the Gate Contract and pay the established annual pass fee, plus 15% per household annually to the CPCSD. An annual pass will be provided to each gate user. When applying for the annual pass, Owner shall provide identification of Owner's household members who are entitled to utilize the private gate access. (See Annual Pass Application) In the event of sale or lease, Annual Passes are not transferable to new owners.
3. Owner will be responsible for providing a lock for Owner's gate and will be responsible for restricting the use of the gate to members of Owner's household only.
4. Owner will not permit persons other than members of Owner's household to enter the Lake area by use of the key.
5. Owner agrees to indemnify and hold CPCSD harmless for any claims, demands, actions, judgment, or other liabilities for injury or death of persons, or for property damage, arising from or in connection with Owner's exercise of privileges conferred by this Agreement.
6. Owner and members of his household are authorized to be within the Lake recreational area only during the hours that CPCSD keeps the area open for regular park users.
7. Owner agrees not to place any structures or personal property within the Lake recreational area and not to trim or alter any vegetation or landscaping within that area, without permission from the CPCSD.
8. No pets, bicycles, or motorized vehicles are permitted in the Lake Park facility.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CONTRACT FOR PRIVATE GATE ACCESS TO CAMERON PARK LAKE**

9. Owner acknowledges that in the event Owner or members of Owner's household violate any of the provisions of this Contract, CPCSD shall be entitled to immediately revoke Owner's privileges under this Contract. Owner understands that upon receipt of written notice the Owner's privileges will be withdrawn and the CPCSD will place a lock and chain on gate to assure discontinued use.

10. If a gate is installed for access from property with multiple dwelling units on it, each dwelling unit shall abide by the terms contained in this contact.

11. If Owner either sells or leases his property, it shall be Owner's obligation to inform his buyers or tenants of the terms of this Contract.

12. In the event of any litigation to interpret or enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney's fees as fixed by the Court.

**SUMMER HOURS:** April 1st through September 30th, 7:00 A.M. to Sunset (dusk).

**WINTER HOURS:** October 1st through March 31st, 8:00 A.M. to 5:00 P.M.

**It shall be a trespass punishable by law for Owner or members of his household to be present within the Cameron Park Lake recreational area when it is closed to other users.**

\_\_\_\_\_  
**OWNER** \_\_\_\_\_  
**Date**

**If Multiple Dwelling Units list name of units and how many units within your complex:**

\_\_\_\_\_

\_\_\_\_\_  
**Property Address**

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
**Approved By** \_\_\_\_\_  
**Date**

Recpt. # \_\_\_\_\_ By \_\_\_\_\_

**Attachment 15B**

1999 BOD Directives	Current Operations	Moving Forward
<b>FEES &amp; PROGRAM ADMINISTRATION</b>		
<p>15% per household or unit administration fee.</p> <p>One-time \$50 refundable gate key deposit.</p> <p>Lake season pass required.</p>	<p>15% admin fees collected were \$1,768.84 in 2019.</p> <p>One-time \$50 key deposit sometimes collected.</p> <p>Lake season pass required.</p>	<p>No Admin Fee except for Airpark residents.</p> <p>No key deposit.</p> <p>Lake season pass required.</p>
	<p>Application packets (six variations) are mailed to 118 individuals from three property owner groups.</p>	<p>District ends mailings of applications and annual contracts to property owners. Postcard mailer to Airpark eligible residents promoting the purchase of passes and information about the convenience gate.</p>
	<p>HOA presidents return applications, contracts and collected monies to District office.</p>	<p>One-time letter of expectations implemented with HOAs and property owners. Residents purchase pass individually from District Office.</p>
<b>GATE &amp; KEY RESPONSIBILITIES</b>		
<p>Owners provided gate installation and then donated gates to District. Owner's responsibility to purchase lock and keys; monitor use; and advise the District about key.</p>	<p>Gate locks and keys are provided by Parks Dept., but practice is applied inconsistently to the three property owner groups.</p>	<p>Return ownership and management responsibility for gate, lock and key to HOAs and property owners, except for areas where a HOA doesn't exist (Airpark).</p>
	<p>Maintenance of gates responsibility of District.</p>	



## Agenda Transmittal

**DATE:** January 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #16:** FIVE YEAR STRATEGIC PLAN REVIEW

**RECOMMENDED ACTION:** RECEIVE AND FILE

### Background

On February 17, 2016, the Board of Directors approved the Five Year Strategic Plan 2016-2021 (Plan) for the Cameron Park Community Services District (District). The Plan is a comprehensive document which is meant to serve as a roadmap for decision making over a five-year period. The effort kicked-off in late 2015 with two Special Board of Directors Meetings/Community Workshops to collect information and provide feedback about elements for the Plan.

A key part of the Plan process is to conduct annual reviews. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and current needs of the District. The reviews are to be documented and followed up by either a Plan supplement or an updated Plan. Staff did not find record of any past reviews or updates. The Plan is now 4 years into its term.

### Standing Committee Review

Each Standing Committee reviewed objectives which fell into their area of responsibility; and each committee supported moving their comments to the Board of Directors.

### Discussion

Standing Committees evaluated whether the Strategic Objective was:

- ✓ Not Implemented,
- ✓ Partially Implemented,
- ✓ Implemented,
- ✓ Objective Recommended to Roll Forward

Attachment 16A is a compilation of the Standing Committees' review.

In total, the Plan had forty-nine Goals (D.8 cited 4 distinct plans) with the following outcomes.

Implemented	Partially Implemented	Not Implemented	Total	Roll Forward
35	9	5	= 49	13

The District accomplished 71% of the Goals set forth in the plan, a great accomplishment. Only five Goals were not implemented. Committee members felt that several high priority items should roll forward to the next Strategic Plan including:

- Long range financial plan
- Adoption of a Reserve Policy
- Policy Handbook Update
- Five Year Strategic Plan
- Several Fire Department items including, Fire Training Center and Station 88 Improvements

### **Conclusion**

Strategic Plans are important, useful and practical tools to Boards, staff and communities. For agencies with limited resources, a Plan provides framework that sets priorities, focuses resources, strengthens operations, and ensures that Board members, staff, and stakeholders are working toward common goals. Benefits of Strategic Plans include:

- Makes an agency proactive rather than reactive,
- Provides framework for an agency's durability and longevity,
- Establishes a sense of direction and purpose,
- Increases operational efficiency,
- Serves as a communication tool with the community.

Through a Strategic Plan, agreement around intended outcomes/results is established amongst Board members, staff, and stakeholders. An agency can assess and adjust the direction in response to a changing environment.

Staff recommends that the Board of Directors pursues development of a new Strategic Plan in the coming months, and will include a budget allocation in Fiscal Year 2020-2021. Even with the limited District resources, a Strategic Plan is an organizational necessity which directs and streamlines operations to the fullest potential.

Attachment:

16A – Strategic Plan “At A Glance” updated

16B – Five Year Strategic Plan 2016-2021, updated

## The Strategic Plan “At a Glance”

<i>REVIEW</i> January 15, 2020	<i>STRATEGIC GOALS</i>	<i>Original</i> <i>ESTIMATED DATE</i> Fiscal Year Completed
<b>A. OPTIMIZE RESERVE PROGRAMS</b>		
Partially implemented; roll fwd	A.1 Long-Range Financial Plan	2015/16
✓ Implemented	A.2 Browning Reserve Study Update	2016/17
✓ Implemented	A.3 Postretirement Health Benefit (Actuarial) Report	2012/13, 2015/16, 2017/18
✓ Implemented	A.4 Postretirement Pension Benefit (Actuarial) Report	2015/16, then annually
Not implemented; roll fwd	A.5 Adoption of Reserve Policies	2016/17
<b>B. INCREASE REVENUES</b>		
✓ Implemented	B.1 Funding	2015/16, then annually
	B.2 Recreation	2015/16, then annually
	B.3 Parks & Facilities	2015/16, then annually
	B.4 CC&R/Architectural Review and Evaluate Fees	2016/17
<b>C. INCREASE PARTICIPATION IN PROGRAMS AND FACILITIES USAGE</b>		
Partially Implemented; roll fwd	C.1 Provide Top-Quality Programs	Ongoing
Partially Implemented; roll fwd	C.2 Increase Marketing and Public Relations	Ongoing
Partially Implemented; roll fwd	C.3 Increase Facility Rentals and Identify New and Diverse Opportunities	Ongoing
✓ Implemented	C.4 Volunteer Involvement	Ongoing
✓ Implemented	C.5 Improve the Image of the CSD	Ongoing
<b>D. CONTINUE TO FOLLOW OUR EXISTING TOP-LEVEL PLANS</b>		
✓ Implemented	D.1 GASB 45 Actuarial Valuation Report Update	2016/17
✓ Implemented	D.2 Browning Reserve Study Update	2016/17
✓ Implemented	D.3 Parks and Recreation Master Plan Update	2019/20
✓ Implemented	D.4 Marketing and Program Plan Update	2016/17
Partially Implemented; roll fwd	D.5 Fire Department Master Plan and CIP Update	2019/20
✓ Implemented	D.6 Fire Impact Fee Nexus Study Update	2020/21
✓ Implemented	D.7 Park Impact Fee Nexus Study Update	2020/21
✓ Implemented	D.8 Pending New Plans	2018/19
Partially implemented; roll fwd	• Long-Term Financial Plan	2016/17
✓ Implemented; roll fwd	• Five-Year Strategic Plan 2016-2021	2015/16
✓ Implemented	• Park and Open Space Evaluation	2017/18
Not implemented; roll fwd	• District Policy Handbook Update	2018/19

<b>STRATEGIC ELEMENTS</b>	<b>STRATEGIC GOALS</b>	<b>ESTIMATED DATE Fiscal Year Completed</b>
<b>E. MAINTAIN AND IMPROVE FIRE SERVICE</b>		
Not implemented; roll fwd	E.1 Fire Station 88 Improvements	2017/18
Partially implemented; roll fwd	E.2 Long-Range Financial Planning	2017/18
Partially implemented	E.3 Capital Improvement Plan	2020/21
Not Implemented; roll fwd	E.4 Training Facility	2018/19
Partially Implemented	E.5 Maintain and Improve Fire Prevention Program	2016/17
<b>F. ENHANCE OUR RELATIONS WITH THE COUNTY AND COMMUNITY</b>		
✓ Implemented	F.1 Participate with other Public Organizations	2016/17
	F.2 Keep the District Website Current	2015/16
	F.3 Branding and Marketing	2016/17
	F.4 Community Involvement	2017/18
	F.5 Media Relations	2017/18
	F.6 Governmental Relations	2017/18
<b>G. STRENGTHEN COMMUNITY PARTNERSHIPS</b>		
✓ Implemented	G.1 Partnership Development	2016/17
	G.2 Build Strong Community Partnerships	2016/17
	G.3 Government Partnerships	2017/18
	G.4 Non-Profit Partnerships	2017/18
	G.5 Program Partnerships	2018/19
	G.6 Youth Sports Partners	2018/19
	G.7 Seniors	2017/18
<b>H. ADDRESS DEFERRED MAINTENANCE NEEDS</b>		
✓ Implemented	H.1 Browning Reserve Study	2016/17
Not Implemented; roll fwd	H.2 Adopt Reserve Plan	2017/18
<b>I. STAY AHEAD OF BEST PRACTICES FOR ADMINISTRATION OF THE DISTRICT</b>		
✓ Implemented	I.1 Staff and Board Development	2017/18
	I.2 Certifications	2018/19
	I.3 Strategic Plan Update	2017/18

*Cameron Park  
Community Services District*

*Five-Year Strategic Plan  
2016-2021*

*February 17, 2016*

**Review January 15, 2019**



**Board of Directors**

- Greg Stanton, President
- Margaret Mohr, Vice President
- Amy Blackmon, Director
- Scott McNeil, Director
- Holly Morrison, Director

**District Executive Management Team**

- Mary Cahill, General Manager
- Tina Helm, Recreation Supervisor
- J.R. Hichborn, Interim Park Superintendent
- Ted Williams, Senior Accountant
- Lyle Eickert, CC&R Compliance Officer
- Bob Counts, Fire Battalion Chief
- Mike Smith, Fire Battalion Chief

**Strategic Plan Consultant – BHI Management Consulting**

- Brent H. Ives, Principal/Project Manager



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## Introduction

A Strategic Plan is a top level planning document for an organization to set clear direction for the operational aspects of its mission over a given timeframe. For the Cameron Park Community Services District (CSD) it serves as a roadmap for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a collective course of action by the Board of Directors and Staff. Beginning with foundational statements, the District's Mission and Strategic Vision, the overall structure of this Strategic Plan was developed by the Board in a series of workshops. Within the framework of that structure, strategies and tactics were developed to sustain and, where appropriate, improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and to leverage and implement planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

## Strategic Planning Definitions

**Mission Statement:** A declaration of the District's purpose which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.

**Vision Strategies:** A set of concise statements from the Board that, taken in total, comprises the vision of the Board and outlines that Vision as a set of bullet point strategies.

**Board Guiding Objective and Strategy Statement:** Board derived statement for each Vision Strategy that outlines general guidance for objective and general strategy for each Vision

**Tactics:** These are supportive actions, projects and initiatives that make the Vision Strategies successful over the term of the Plan.

## **Strategic Plan Development**

In FYE 2015 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's Five-Year Strategic Plan. To prepare for the workshops the Consultant interviewed the District Board members individually on matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission;
- Vision;
- Strengths;
- Weaknesses;
- Opportunities; and
- Threats.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. Three public Board workshops were conducted. At these workshops the Board reviewed input, revisited and refined the existing Mission Statement of the District, created Vision Strategies and guiding statements for each Vision for the District.

Senior District staff participated in the workshops and then worked with BHI to develop the tactics that support each Vision Strategy. Using this process the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years.

### **Continuation Process of the Plan**

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

## Mission Statement and Five-Year Vision Strategies

### ***DISTRICT MISSION***

*It is the Mission of the Cameron Park Community Services District to preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.*

### ***DISTRICT FIVE-YEAR VISION STRATEGIES***

*The following are areas where the District will focus time and resources to strengthen and improve over the next five years.*

- ***Optimize Reserve Programs***
- ***Increase Revenues***
- ***Increase Participation in Programs and Facilities Usage***
- ***Continue to Follow our Existing Top-Level Plans***
- ***Maintain and Improve Fire Service***
- ***Enhance our Relations with the County and Community***
- ***Strengthen Community Partnerships***
- ***Address Deferred Maintenance Needs***
- ***Stay ahead of Best Practices for Administration of the District***

## Strategic Implementation

The Implementation Plan below contains tactics organized around the Vision Strategies and plan actions and initiatives then sorted by year within the planning period. They are provided in tabular form in Table 1 - Strategic Plan “At-a-Glance” (page 22).

**A. Optimize Reserve Programs** – *Our objective is to institute and fund reserves to support a wide variety of District needs. Our strategy is to implement a reserve program by establishing necessary reserves in the early stages of this Plan and those being substantially funded and in accordance with our long-range financial plan.*

**A.1 Long-Range Financial Plan** – *A long-range financial plan will examine the District’s finances in depth. An independent consultant will analyze the District’s finances and provide an opinion on the District’s current financial condition and ability to fund future need, including our reserves. The Board and staff will use this plan to determine the appropriate financial reserves for the District.*

**Partially Implemented; Roll Forward.** A Five Year Budget Projection, FY 2017-2021 was implemented in April 2016; staff is working to update the projection in early 2020. No plan for financial reserves was developed.

**A.2 Browning Reserve Study Update** – *A detailed analysis of the District’s physical assets is necessary to plan for future needs and allow the District to set aside the money required to meet those needs. Staff has engaged the Browning Reserve Group to create a detailed study that recommends the appropriate reserve levels needed to keep the District’s physical assets in good working condition. The Board will use this study when considering the amount to be reserved each year for maintenance or replacement of District assets.*

**Implemented.** Browning Reserve Study completed in 2016, is being used as a guide by staff to plan for the Capital Improvement Plan, and includes a 30 year forecast.

- A.3 Postretirement Health Benefit (Actuarial) Report** – *An analysis of the District’s postretirement health benefit obligations and Annual Required Contributions in accordance with Government Accounting Standard GASB 45 will identify for the Board projected funding amounts annually for the next 50 years. The Board can use this information to make decisions regarding amounts to reserve now for to cover these future obligations.*

**Implemented.** Report implemented; an annual allocation to fund Postretirement Health is included in the District’s budget. This amount lowered significantly in FY 2019-20 due to attrition. Policy changes in 2007 significantly lowered new financial obligations for retiree health.

- A.4 Postretirement Pension Benefit (Actuarial) Report** - *An analysis of the District’s postretirement pension obligations and Annual Required Contributions in accordance with Government Accounting Standard GASB 48 will identify for the Board projected funding amounts annually for the next 30 years. The Board can then use this information to make decisions regarding amounts to reserve now to cover these future obligations.*

**Implemented.** An annual allocation to fund Postretirement Health is included in the District’s annual budget. Due to contracting of the Fire Department personnel, the District’s financial responsibility is lower than most other agencies of the same size. Contracting for Fire services significantly lowers financial obligations for pension benefits.

- A.5 Adoption of Reserve Policies** - *Upon completing the studies above, the staff will prepare and propose to the Board the adoption of policies that reflect the needed reserves for the District now and in the future.*

**Not Implemented; Roll Forward.** The District established Policy 3272 Reserve Policies in 2011. Staff will initiate updating the policy with the Budget and Administration Committee during Fiscal Year 2020-21 Budget Hearings.

**B. Increase Revenues** – Our objective is to increase revenues to improve services provided to our community. Our strategy is to adopt policies that acknowledge community's needs and desires by appropriately staffing, supporting and providing quality, diverse and cost-appropriate activities, programs, events, services.

**B.1 Funding** – Evaluate District fees. The ability for the CSD to increase revenues from non-property tax revenue sources will be key to having adequate resources to implement many of the recommendations from the Master Plan. This evaluation will study the following:

- Sources - Other potentially important funding sources that will be studied include park impact fees, grants, donations, sponsorships, and more.
- Staffing – The ability of the CSD to develop proper funding will depend on having adequate staffing numbers, with the right professional qualifications, training, and support.

<p><b>Implemented.</b> Fees under review annually. Grants and sponsorships sought routinely.</p>
--------------------------------------------------------------------------------------------------

**B.2 Recreation** – Support and provide quality, diverse, cost-appropriate activities, programs, leagues, and events that meet the community needs and latest trends while building revenues.

- Evaluate Program Partnerships – In order to offer such a variety of programs, the CSD will explore partnerships with other local agencies, non-profits, and businesses. Staff will work to continue current partnerships and to create new partnerships in order to expand program areas such as classes, special events, recreational sports, aquatics, and mature adult programming.
- Program Fee Evaluation – To provide efficient and affordable programs the CSD will evaluate program fees, event pricing, and rental charges. Pricing will be analyzed against similar and surrounding agencies in order to keep pricing comparable, when equitable.

**Implemented.** Ongoing effort to maintain current partnerships, seek new partnerships and review and increase fees as appropriate.

**B.3 Parks & Facilities** – Ensure our existing parks and facilities are well maintained with ongoing development. This process is addressed in the Parks and Facilities Master Plan and in updates as needed.

- *District Master Plan* – Use the District Master Plan as a document that directs the CSD’s future management of growth and direction in compliance with those points, including a comprehensive evaluation of all the CSD’s parks and facilities and proposes priority areas for potential acquisition and/or development.
- *Potential Rental Revenue* – Ensure our existing parks and facilities are maintained to a safe and clean manner and are attractive to renters. Create and maintain amenities that meet the needs of sports and special-interest groups.

**Implemented.** Maintenance efforts will be challenging due to budget constraints; effects on rental revenues will be monitored by staff.

**B.4 Architectural Review Committee** – The District will review and evaluate the fee structure and periodically review policies and procedures related to the processing of permit applications through the Architectural Review Committee as required by the various Covenants, Conditions and Restrictions (CC&Rs). Such an evaluation may warrant an increase in processing fees resulting in increased revenue to support the application processing function.

**Implemented.** Fees reviewed annually. Policy update planned for FY 2019-20.

**C. Increase Participation in Programs and Facilities Usage** – Our objective is to increase participation at all of our facilities, programs and services. Our overarching

strategy is to meet community needs, generate community pride and create interesting and compelling programs that generate community interest and participation.

- C.1 Provide Top-Quality Programs** – Provide top-quality programs by participating in industry specific professional organizations for programming ideas and assessment approaches. Staffing at appropriate levels and with top talent. Providing regular training, surveying participants and the community, keeping up to date with programming trends, and providing the best facilities possible to conduct classes, programs, rentals, services, and special events in support of higher attendance and participation.

**Partially Implemented; Roll Forward.** Staff are assessing programs' success and implementing changes in the Recreation Department to maintain high quality programs, maximize revenues to offset program costs.

- C.2 Increase Marketing and Public Relations** – Increase the marketing effort and focus on the website so it will become the hub of information. Keep the website current and expand it into social media. In order to do that, we suggest hiring a marketing professional.

**Partially Implemented.** Part-time employee dedicated to social media and website updates. Website updated in 2018 and 2019. Marketing professional has not been hired due to budget constraints.

- C.3 Increase Facility Rentals and Identify New and Diverse Opportunities** – Increase advertising that highlights our facilities and rentals on our website, newsletters, and social media outlets that will in turn lead to increased use and revenues.

**Partially Implemented.** Ongoing process improvement. Staff providing quarterly reports to Parks and Recreation Committee regarding use.

- C.4 Volunteer Involvement** – The CSD will increase the level of volunteer involvement. Many of our youth leagues, programs, and special events rely

*heavily on volunteers to make them run successfully and cost efficiently. We will recruit volunteers at the various community events, programs, and through local entities.*

**Implemented.** Ongoing process improvement in Parks and Recreation departments.

- C.5 *Improve the Image of the CSD*** – *CSD staff will be responsive and welcoming to visitors. Ongoing staff training on Customer Service Standards Policy will maintain the appropriate level of quality service to raise the level of customer participation and satisfaction.*

**Implemented.** Ongoing process improvement with staff training and setting expectations.

**D. Continue to Follow our Top-Level Plans** – *Our objective is to leverage and implement existing long-range plans. Our strategy is to execute, integrate and update plans in the next five years.*

- D.1 *GASB 45 Actuarial Valuation Report Update*** – *(Adopted March 20, 2013)*  
*Details the amount we need to budget for retiree health care expenses.*

- D.2 *Browning Reserve Study Update*** – *(Adopted April 16, 2014)*  
*Lists the physical assets and plan for future needs, allowing CSD to set aside money to meet those needs.*

- D.3 *Parks and Recreation Master Plan Update*** – *(Adopted May 14, 2014)*  
*Includes the diverse recreational, parks and facility needs, such as lit ball fields, quality turf, safe playgrounds and technological facility upgrades.*

- D.4 *Marketing and Program Plan Update*** – *Set of goals, strategies and tactics that can be used to build a strong relationship with District residents and visitors which result in mutual value with the Cameron Park CSD. (Details outlined below, Section F3.) (Adopted August 19, 2015)*

- D.5 Fire Department Master Plan and Capital Improvement Plan 2015-2020 Update** – Planning tool for future expenditures. (Adopted August 19, 2015)

**Partially Implemented; Roll Forward**

- D.6 Fire Impact Fee Nexus Study Update** – Establishes the legal and policy basis for a new fire impact fee program for the District. (Adopted September 16, 2015)

- D.7 Park Impact Fee Nexus Study Update** – Establishes the legal and policy basis for a new park impact fee program for the District. (Adopted November 18, 2015)

**D1, 2, 3, 4, 6, 7 Implemented.** Plans are used for budget and planning purposes by staff.

**D.8 Pending New Plans**

- Long-Term Financial Plan – To be initiated January 31, 2016  
Examines the District's finances in depth, analyzing current financial condition and ability to fund future needs.
- Five-Year Strategic Plan 2016-2021 – Completion February 29, 2016  
States clear direction over all operational aspects of the CSD and serves as a framework for decision making over a five-year period.
- Park and Open Space Evaluation - Completion 2016/17
  - Analysis of Future Value to the District
  - Park Maintenance Standards

**Implemented; Roll Forward Long Term Financial Plan and Five-Year Strategic Plan.** Staff will update the five year forecast in early 2020. Strategic Plan implemented in 2016 and annual review is under review. Fire fuel reduction program implemented in open space areas.

- District Policy Handbook Update – Completion 2017/18
  - Series 1000 – General

- Series 2000 - Personnel
- Series 4000 – Board of Directors
- Series 5000 – Board Meetings

**Not Implemented; Roll Forward.**

**E. Maintain and Improve Fire Service** – Our objective is to provide our highest standards of fire and emergency services possible to our community. Our strategy is to follow our fire master plans and implement those plans while addressing fiscal strategies.

**E.1 Fire Station 88 Improvements** – The District will renovate Fire Station 88 to accommodate and modernize staff living quarters and work space. Designed to meet current construction standards.

**Not Implemented; Roll Forward.** Budget allocation funded by Fire Impact Fees to hire an architect to evaluate possible improvements at Station 88.

**E.2 Long-Range Financial Planning** – The District will maintain current staffing levels and review increased staffing needs. Review funding strategies that would address increased staffing and operational costs such as benefits assessments.

**Partially Implemented; Roll Forward.**

**E.3 Capital Improvement Plan** – We will continue to participate in updates of a District-wide Capital Improvement Plan that identifies Department needs for replacement of apparatus, equipment, and facilities.

**Partially Implemented.**

**E.4 Training Facility** – The District will develop an analysis of a training facility for local training of Cameron Park Fire Department (CPFD) staff which would minimize extended travel and overtime costs and identify revenue potential.

**Not Implemented; Roll Forward.**

**E.5 Maintain and Improve Fire Prevention Program** – CSD will review our Fire Prevention program periodically. The responsibilities include civil plan reviews, public fire safety education, weed abatement ordinances, alarm and sprinkler plan review, business inspections, State mandated school and convalescent home inspections, and community fire safe plans.

<b>Partially Implemented.</b>
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**F. Enhance our Relations with the County and Community** – The objective is to actively communicate with the public and promote the District. We will educate the public on our programs, services, parks and facilities while projecting a positive image in the community. Ensure involvement and representation at meetings where issues are discussed affecting the District and work toward solution-oriented outcomes. Our strategy is to be aware of and engaged when plans are proposed that impact the District and provide exceptional customer service.

**F.1 Participate with other Public Organizations** - The District will develop an approach for staff participation on public committees, membership in community organizations and non-profit boards, whose missions are consistent with the District's.

- Participating in County Technical Advisory Committee (TAC)
- Attending Development Projects Meetings – District on mailing list
- Attending and participating in El Dorado County Board of Supervisors Meetings – staff and appropriate CSD Board members attend.
- Keeping community apprised of meetings pertinent to Cameron Park.
  - List or link on CSD website
  - Disburse information via email list
- Working with the County department staff on projects such as sign ordinance, special use permits, General Plan and certifications

- *Attending community and individual meetings such as civic, chamber, faith-based, etc.*
- *Anticipating community needs and meeting with pertinent groups*
- *Exploring joint CSD Board of Directors and El Dorado County Board of Supervisors meetings*

**Implemented.**

**F.2 Keep the District Website Current** - *The number of citizens accessing District information and registering for programs continues to grow. It is strategically important that the District work with a marketing professional to help keep up with technology to better serve the community. An updated website can also provide for improved operations and ease of access to District programs by including a new registration software system including on-line registration. The goal is to make the website a place for frequent visits by the consumer.*

**Implemented.**

**F.3 Branding and Marketing** – *The District will develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding, as outlined in the CSD Marketing and Program Plan 2015/2016.<sup>1</sup> Positive public recognition is important to the District's success. Consistency in how the District presents itself will provide for a uniform and clear communication of the District's message.*

**Implemented.** Staff continue to evaluate effectiveness and improve processes.

**F.4 Community Involvement** – *District employees and Board members should and will be involved in the community, whether as committee members,*

<sup>1</sup> Cameron Park Community Services District Marketing and Program Plan 2015/2016, Public Relations, 4. Goal: Increase awareness of programs and facilities, A. Strategy: Develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding.

*partners or participants. Members of the Board of Directors and designated employees will become more involved in the community via attending community group meetings and local events and fairs (per the CSD Marketing and Program Plan 2015/2016). Community involvement is simply a part of the continued strategic success of the District. Responsiveness and collaboration within the community shall be a priority of the District.*

**Implemented.**

**F.5 Media Relations** – *Media relations are essential to getting the District’s message disseminated to the general public, as well as for the promotion of our programs, events and facilities. This will be accomplished by growing the CSD email list, enhancing the CSD Facebook page and promoting programs via several social media outlets, print, radio and television as outlined in the CSD Marketing and Program Plan 2015/2016.<sup>2</sup>*

**Implemented.**

**F.6 Governmental Relations** – *Relations and Legislation advocacy are critical to the District. Establishing good working relationships with local legislators, (City, County and State) is an essential responsibility for Board members and the General Manager and this must continue to be a high priority. Board members and the General Manager will meet individually with key members of local government to maintain and enhance these relationships. Active participation in legislature and programs that impact the District will continue to be a primary focus for both the Staff and Board of Directors.*

<sup>2</sup> Cameron Park Community Services District Marketing and Program Plan 2015/2016, Public Relations, 4. Goal: Increase awareness of programs and facilities, A. Strategy: Develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding.

**Implemented.** Staff are meeting routinely with key governmental agencies, businesses and community groups such as Marshall Medical Center, Cameron Park Foundation, Chamber of Commerce, Rotary, County of El Dorado and neighboring special districts.

**G. Strengthen Community Partnerships** – *Our objective is to seek opportunities to strengthen existing partnerships and enter into new relationships to maintain a high level of community engagement. Our overarching strategy is to articulate District value and seek support for District programs, services, and initiatives.*

**G.1 Partnership Development** – *In order to enhance strategic partnerships, the District will initiate meetings with the County of El Dorado, neighboring public agencies, and local agencies to include community and county Civic Groups.*

**G.2 Build Strong Community Partnerships** – *The District will reach out to the community to explore how CSD can work with community supporters to build stronger partnerships. The District will increase staff participation at the Shingle Springs/Cameron Park, El Dorado County and El Dorado Hills Chambers of Commerce activities and other community groups to make sure the CSD is out in the community. Build on partnerships with different organizations throughout the Cameron Park Community and look for and solicit new relationships and partnerships.*

**G.3 Government Partnerships** – *The District will create ad hoc committees with government partners, as needed, to discuss relevant District issues. The District will partner with existing governing agencies and tribal nations to mutually implement a permanent desired solution to our current major corridor issues such as weed abatement projects.*

**G.4 Non-Profit Partnerships** – *To strengthen community events and spread costs on an on-going basis, the District will seek out and develop co-sponsorship*

opportunities with community based non-profit organizations. Continue to work with the Cameron Park Community Foundation, 501c3, to co-sponsor events and to utilize for grants that require a non-profit status.

**G.5 Program Partnerships** – District employees will meet with local partners (senior community, medical facilities, etc.) regularly to review collaborative efforts and facility utilization to best serve the community. The CSD will correlate, review and update current facility use agreements and memorandums of understanding (MOU), as well as program contracts between the District and other agencies.

**G.6 Youth Sports Partners** – District employees will meet with local schools and sports organizations to build and leverage important partners. The District will continue to work with various sports organizations to provide quality programs and improve available funds for the upkeep and facility improvements needed to provide these programs for the citizens of the community.

**G.7 Seniors** – District employees will meet with senior groups and senior providers. Review of regional activity guides will assist with trends, program offerings and resources.

<p><b>Implemented.</b> District is meeting with above cited groups routinely and partnering to implement unique programming.</p>
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**H. Address Deferred Maintenance Needs** – Our objective is to make significant strides on identified deferred maintenance needs within the five-year term of this Plan. Our strategy is to update plans and to prioritize and implement them in a fiscally responsible manner.

**H.1 Browning Reserve Study** – A detailed analysis of the District’s physical assets is necessary to plan for future needs and allow the District to set aside

*the money required to meet those needs. Staff has engaged the Browning Reserve Group to create a detailed study that recommends the appropriate reserve levels needed to keep the District's physical assets in good working condition. The Board will strategically use and update this study when considering the amount to be reserved each year for maintenance or replacement of District assets, including vehicle replacement considerations.*

**Implemented;** Browning Reserve Study completed in 2016 and is used as a planning guide for the District Capital Improvement Plan.

**H.2 Adopt Reserve Plan** – *As mentioned in Part A above, the District must set aside funds for the purpose of maintaining its physical assets. This is a necessary strategy to insure that repair or replacement work can take place immediately when it is required. Funding and expense decisions will be based on a Reserve Program developed by staff and adopted by the Board.*

**Not Implemented; Roll Forward.**

**I. Stay Ahead of Best Practices for Administration of the District** – *District Board members and staff will strive to continue to keep current with the latest administration practices.*

**I.1 Staff and Board Development** – *Training for both District Board of Directors and staff.*

**I.2. Certifications** - *Earn certifications for the Board of Directors, staff and the District demonstrating compliance and excellence.*

**I.3 Strategic Plan Update** – *Annually update the Strategic Plan to make adjustments for current needs and priorities.*

**Implemented.**

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



**Budget and Administration Committee**  
**Tuesday, January 7, 2020**  
**6:30 p.m.**

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

Members: Director Monique Scobey (MS), Eric Aiston (EA),  
and Alternate Director Felicity Wood Carlson (FC)

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

**CALL TO ORDER**

**ROLL CALL**

- Nominate Committee Chair

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**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**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. Fiscal Year 2019-20 Mid-Year Budget Adjustment, General Fund 001 - Recreation Department 5000**  
(J. Ritzman, W. Kahn)
- 2. Fiscal Year 2019-20 District General Fund 001, and Quimby Fund 003 Mid-Year Budget Adjustment**  
(V. Neibauer)
- 3. Fiscal Year 2020-21 Budget Calendar** (V. Neibauer)

4. **Strategic Plan Objectives** (J. Ritzman)
5. **Revised Policy 4060: Committees of the Board of Directors** (J. Ritzman)
6. **Discuss 2020 Committee Work Plan** (all; discussion)
7. **Staff Updates**
  - a. Fire Department Fiscal 2018-19 Year End - Snapshot (V. Neibauer)
  - b. December Check Register Review (V. Neibauer)
  - c. 2<sup>nd</sup> Quarter Budget to Actuals (V. Neibauer)
8. **Items for February & Future Committee Meetings**
  - Five Year Budget Projection
  - Reserve Policy Update
  - VTD Final Report and Recommendations
  - Fiscal Year 2018-19 Audit
9. **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, January 6, 2020**  
**5:30 p.m.**

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

**Agenda**

Members: Director Felicity Wood Carlson (FC), Sidney Bazett (SB),  
Director Holly Morrison (HM), Gerald Lillpop (GL), Bob Dutta (BD)  
Alternate Director Ellie Wooten

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

**1. CALL TO ORDER**

**2. ROLL CALL**

- Nominate Committee Chair

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**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONFORMED AGENDA**

**5. OPEN FORUM**

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**COMMITTEE REVIEW/ACTION**

**6. MONTHLY STAFF REPORT**

**Update on Previous Action Items:**

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	Owner has been making some progress
6b.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Legal Counsel has sent letter	Approved by Board for legal action

**Items Requiring Action:**

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6c.	2740 Alhambra Drive	Cameron Park North Unit #7	083-072-028-000	Improperly Stored Vehicle	ARC19-1095	Property is pending sale. Variance request is pending.

**6d. Open Violations**

- Initial Notices - 24
- Final Notices - 4
- Pre-Legal Notices – 0
- Pending – 10
- Legal Cases – 2 (1 in limited legal)

Note: A list of current violations will be available at the meeting.

**6e. Architectural Review**

- Projects Reviewed – 9
- Approved – 9
- Denied – 0
- Held Over to January – 0

**6f. Staff Update**

**7. Updated CC&R Procedures for Committee Review**

**8. Discuss 2020 Committee Work Plan** (all; discussion)

**9. Items for February and Future CC&R Committee Agendas**

**10. Items to take to the Board of Directors**

**11. MATTERS TO AND FROM COMMITTEE MEMBERS**

**12. ADJOURNMENT**

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



**Fire and Emergency Services Committee**  
**Tuesday, January 7, 2020**  
**5:30 p.m.**

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

**Agenda**

Members: Director Ellie Wooten (EW), Director Monique Scobey (MS)  
 Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

**CALL TO ORDER**

**ROLL CALL**

- Nominate Committee Chair

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**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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**DEPARTMENT MATTERS**

**1. Overview of Fire Department operations (oral report; S. Moranz, J. Gaines)**

- Weed Abatement Ordinance – proposed ordinance changes and implementation plan
- JPA Changes
- State of Equipment Acquisition

2. **Discuss 2020 Committee Work Plan** (all; discussion)
3. **Report Backs – Staff and Committee Members**
4. **Items for February and Future Committee Agendas**
5. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

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



**Parks & Recreation Committee**  
**Monday, January 6, 2020**  
**6:30 p.m.**

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

**Agenda**

Members: Director Ellie Wooten (EW), Director Felicity Carlson (FC)  
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,  
Parks Superintendent Mike Grassle

**CALL TO ORDER**

**ROLL CALL**

- Nominate Committee Chair

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**APPROVAL OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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**DEPARTMENT MATTERS**

1. **Review Recreation Program Annual Calendar** (W. Kahn)
2. **Review Parks & Facilities Annual Calendar** (M. Grassle, report to be hand-carried)

3. **Cameron Park Lake Kiosk Revenues and Expenditures** (J. Ritzman)
4. **Wayfinding Improvements at Community Center** (M. Grassle, J. Ritzman; walk about & oral report)
5. **Landscape Architect RFQ** (J. Ritzman)
6. **Discuss 2020 Committee Work Plan** (all; discussion)
7. **Staff Oral & Written Updates**
  - a. Parks & Facilities Report (M. Grassle)
  - b. Recreation Department Report (W. Kahn)
  - c. 2<sup>nd</sup> Quarter Revenues for Community Center & Gym
  - d. Upcoming Field Trip Agenda and Objectives
8. **Items for the February & Future Committee Agendas**
  - Bass Lake Park Plans, EDHCSD
9. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**