

# REVISED AGENDA

**Board of Directors Meeting**  
**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park, California**

**Tuesday, August 29, 2017**

**6:00 p.m. Closed Session**  
**Board will convene into Closed Session**  
**After Public Comment**  
**6:30 p.m. Special Meeting**



## Board of Directors

HOLLY MORRISON (HM), Vice-President  
Directors: MARGARET MOHR (MM), GREG STANTON (GS)

## CALL TO ORDER

## ROLL CALL

## PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

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

## CONVENE TO CLOSED SESSION

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

- “Labor Negotiations” Government Code Section 54957.6.

## 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.

## PLEDGE OF ALLEGIANCE

## ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

## MOMENT OF RECOGNITION

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

## PRESENTATION

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

## OPEN FORUM

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

# REVISED AGENDA

## **BEGINNING OF CONSENT CALENDAR**

### **1. APPROVAL OF DRAFT CONFORMED AGENDAS**

- a. Parks & Recreation Committee Meeting, April 3, 2017
- b. Parks & Recreation Committee Meeting, May 1, 2017
- c. Parks & Recreation Committee Meeting, July 10, 2017
- d. Budget & Administration Committee Meeting, July 11, 2017
- e. Fire & Emergency Services Committee Meeting, July 11, 2017
- f. Board of Directors' Special Meeting, July 26, 2017

### **2. STAFF REPORTS**

Due to the lengthy agenda, we are carrying the Staff Reports over to the September meeting.

### **3. FINANCIAL REPORTS**

- a. Check Register
- b. General Manager's Credit Card Activity (Interim General Manager will not have a credit card)

### **4. TEMPORARY EMPLOYEES, POLICY NO. 2085**

*Recommended Action:* Receive, Review and Adopt Policy No. 2085 under Consent Calendar

## **END OF CONSENT CALENDAR**

## **DEPARTMENT MATTERS**

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda 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.

### **5. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION**

### **6. RESULTS OF GENERAL MANAGER PROFILE WORKSHOP**

*Recommended Action:* Receive, Discuss and File

### **7. FILLING VACANT BOARD OF DIRECTORS' SEATS**

*Recommended Action:* 1. Confirm the Application Deadline (September 5, 2017) and Select an Option for filling the Vacancies Created by the Resignation of Directors McNeil and Blackmon; and 2. Direct Staff to Post the Notice of Vacancies in Three Conspicuous Locations at Least 15 Days Prior to the Appointment to Fill the Vacant Positions

### **8. FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION AND REQUEST FOR PROPOSAL**

*Recommended Action:* 1. Authority the Board Vice President and Interim General Manager to Sign a Contract Extension with Cal Fire; and 2. Provide Direction to the Interim General Manager Relevant to Proceeding with a Request for Proposal for Fire and Emergency medical Services

### **9. A REPORT FROM THE PARKS & RECREATION COMMITTEE: CONSIDERATION OF REALLOCATION OF PERSONNEL RESOURCES**

*Recommended Action:* 1. Provide Direction to the Interim General Manager Regarding Postponing Filling the Outreach/Marketing Specialist and Preparing a Marketing Firm Request for Proposal 2. Direct the Interim General Manager to Return with Options to Potentially Improve Recreational Programming

### **10. RE-ESTABLISH THE CONFIDENTIAL ACCOUNTING SPECIALIST JOB CLASS WITH AN ANNUAL SALARY RANGE OF \$32,231 - \$39,177 AND ADD A NEW ACCOUNTING SPECIALIST POSITION TO THE BUDGET**

*Recommended Action:* Receive, Discuss and approve Resolution No. 2017-11

# REVISED AGENDA

## 11. CAMERON PARK/GREEN VALLEY FUEL HAZARD

**Recommended Action:** 1. Authorize the Interim General Manager (IGM) to secure an encroachment permit from El Dorado County Department of Transportation (DOT) along 300 feet of road along Cameron Park Drive to undertake a “fire break” within County Right of Way (ROW), adjacent to private property. 2. Direct staff to return with a revised Weed Abatement Ordinance that will be acceptable to the County Auditor-Controller so as to lien private property that is not in compliance with weed abatement removal orders; and 3. Direct the Interim General Manager to open a dialogue with the County to come up with a partnership to mitigate weeds within County ROW that pose a fire hazard to homes in Cameron Park adjacent to Cameron Park Drive and Green Valley Road.

## 12. PRELIMINARY BUDGET

**Recommended Action:** 1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District; 2. Subject to modifications by the Board of Directors of the Preliminary Budget, set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

## 13. LABOR RELATIONS

**Recommended Action:** Consider Adopting Revisions of the New Labor Agreement

## 14. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS

## 15. MATTERS TO AND FROM DIRECTORS

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.

- a. **LAFCO** – Director Morrison

## 16. COMMITTEE REPORTS

- a. **Budget and Administration** – Chair Director Stanton and Alternate Director Morrison
- b. **CC&Rs** – Chair Director Morrison, Alternate Director Mohr
- c. **Fire and Emergency Services** – Chair Director Morrison
- d. **Parks and Recreation** – Vice Chair Director Mohr, Alternate Director Morrison

## ADJOURNMENT

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at [www.cameronpark.org](http://www.cameronpark.org). Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

*A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.*



**Parks & Recreation Committee**  
**Monday, April 3, 2017**  
**5:30 p.m.**

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

**Revised Conformed Agenda**

Members: Chair Director Amy Blackmon (AB), Vice Chair Director Margaret Mohr (MM)  
Alternate Director Holly Morrison (HM)  
Staff: General Manager Mary Cahill, Recreation Supervisor Tina Helm,  
Parks Superintendent J.R. Hichborn

**CALL TO ORDER** – 5:30 p.m.

**ROLL CALL** – AB, MM

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM** - None

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

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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- I. Presentation** – *this item was moved to the May agenda*
- Lydia Roseby, Mature Leadership Council  
Program ideas for the Senior Nutrition Lunch Program

- Highlights
  - Community Services District staff contacted El Dorado County Planning staff to follow up on the Rasmussen Park hearing. The purpose is to have a meeting with County staff and the Bureau of Land Management (BLM) to facilitate the annual maintenance of the BLM property adjacent to Rasmussen Park.
  - The General Manager and staff are working with iHeartRadio and 92.5 The Bull for a possible remote broadcast location from Summer Spectacular.
  - On March 15, 2017, the Cameron Park Community Services District Board of Directors approved paying one-third of the purchase and installation of an evergreen tree at Christa McAuliffe Park, not to exceed \$5,000. This cost will be shared with the Rotary Club of Cameron Park and the Cameron Park Chamber of Commerce.

## **II. Recreation Updates**

- Communication
  - Google Analytics – old website compared to new
  - Mailing List and Registration Statistics – monthly update
- Community Programs
- Special Events – Events through June 30, 2017 and Future Event Status January, 2017 through June, 2017
  - Coordinating with Cameron Park Golf Course on sponsorship
  - Movie Night; Doubletake Concert; Reds, Whites and Jewels; Fire Department Crab Feed; Affair of the Heart; It's a Wedding Affair; Lacy J. Dalton Concert; Easter Egg Hunt, Clean Up Day and Yard Sale; Spring Antique, Craft and Garden Show; Welcome to Summer; Summer Spectacular
- Summer Spectacular Update
- Swim Pass Plan Update
- Adult Softball Update
- Sponsorship Information/Package
- Activity Guide Timeline
- Facility Report
- Gym Rentals
- Classroom Rentals
- Marketing Plan Review

## **III. Park Report**

### General Park Updates

- Bocce Ball
- Sign Update
- Playground Equipment
  - Repairs vs. replace
  - Determine if this item should go back to the Board
- Replacing the Evergreen Tree at Christa McAuliffe Park
- Park Inventory Improvement
- Ambassadors at Cameron Park Lake

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



- Seasonally allowing Dogs at Cameron Park Lake

#### **IV. Discuss Parks & Recreation Committee Meeting Date/Time**

- Covenants, Conditions & Restrictions (CC&R) Committee is meeting the second Monday of the month.
- There may be a conflict in August – see Exhibit F.

#### **V. Items for May Committee Agenda**

- *Highlights*
- *Rasmussen Park Special Use Permit Plan*
- *Communication*
- *Community Programs*
- *Special Events*
- *Summer Spectacular Update*
- *Swim Pass Plan Update*
- *Adult Softball Update*
- *Sponsorship/Grants/Inkind and Activity Guide Ads Update*
- *Thank You Cards for Sponsors*
- *New Design for Activity Guide*
- *Facility Rentals Report - Projections*
- *Placement of soccer/rugby fields (youth and adult leagues)*
- *Signage Update – specs, sponsorship article, general marketing*
- *Timeline and cost for dogs at Cameron Park Lake issue (July agenda)*
- *Marketing Plan Review*
  - *Amount of revenue increase and percentages– history (incorporation into Marketing Plan – facilities and programming)*
  - *Event/program growth*
  - *Active not passive*

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

*None*

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

*Directors Blackmon and Mohr will be volunteering at the Easter Egg Hunt. Kudos to Tina and Miranda for stepping up at the March Senior Nutrition Luncheon when the speaker didn't show.*

#### **ADJOURNMENT – 7:21 p.m.**

Conformed Agenda Prepared by:

\_\_\_\_\_  
Kathy Matranga-Cooper  
Cameron Park Community Services District

Conformed Agenda Approved by:

\_\_\_\_\_  
Vice Chair Director Margaret Mohr  
Parks & Recreation Committee



**Parks & Recreation Committee**  
**Monday, May 1, 2017**  
**5:00 p.m.**

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

**Conformed Agenda (Minutes)**

Members: Chair Director Amy Blackmon (AB), Vice Chair Director Margaret Mohr (MM)  
Alternate Director Holly Morrison (HM)

Staff: Interim General Manager Richard J. Ramirez, Recreation Supervisor Tina Helm,  
Parks Superintendent J.R. Hichborn

**CALL TO ORDER** – 5:01 p.m.

**ROLL CALL** – AB, MM

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** – Approved with one correction, indicate that agenda item #1.  
Presentation by Lydia Roseby, Mature Leadership Council, was moved to the May agenda.

**OPEN FORUM** - Mike Berry

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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## **I. Presentation**

- Lydia Roseby, Mature Leadership Council  
Program ideas for the Senior Nutrition Lunch Program

## **II. Recreation Updates**

- Communication
  - Google Analytics – old website compared to new
  - Mailing List and Registration Statistics – monthly update
- Community Programs
- Special Events – Events through June 30, 2017 and Future Event Status January, 2017 through June, 2017
  - Movie Night; Doubletake Concert; Reds, Whites and Jewels; Fire Department Crab Feed; Affair of the Heart; It's a Wedding Affair; Lacy J. Dalton Concert; Easter Egg Hunt, Clean Up Day and Yard Sale; Spring Antique, Craft and Garden Show; Welcome to Summer; Summer Spectacular
- Summer Spectacular Update
- Swim Pass Plan Update
- Adult Softball Update
- Sponsorship/Grants/Inkind and Activity Guide Ads Update
- Thank You Cards for Sponsors
- New Design for Activity Guide
- Facility Rentals Report - Projections
- Marketing Plan Review

## **III. Park Report**

### General Park Updates

- Rasmussen Park Special Use Permit Plan
- Sign Update – specs, sponsorship, article, general marketing
- Placement of Soccer/Rugby Fields (youth and adult leagues)

## **IV. Items for June Committee Agenda**

- *Communication*
- *Community Programs*
- *Special Events*
  - *List of bands reached out to*
- *Summer Spectacular Update*
  - *Draft poster*
  - *Shuttle advertising*
- *Swim Pass Update*
  - *Develop discounts policy*
- *Adult Softball Update*
- *Sponsorship/Grants/Inkind and Activity Guide Ads Update*
- *New Design for Activity Guide*
- *Marketing Plan Review*
- *Possible Senior Nutrition Lunch Program Expansion*



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



- *Disc Golf*
- *Rasmussen Park Special Use Permit*
  - *Revised site plan*
  - *Budget*
- *Plan for Use/Layout of New Sign at Cameron Park Lake*
  - *Sponsorship of sign*
- *Bocce Ball*
  - *Look at Cameron Park Lake and Christa McAuliffe Park*

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

- *Rasmussen Park Special Use Permit (June agenda)*
  - *Revised site plan*
  - *Budget*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

*Great job on the Easter Egg Hunt!*

**ADJOURNMENT** – 6:29 p.m.

Conformed Agenda prepared by:

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Kathy Matranga-Cooper  
Cameron Park Community Services District

Conformed Agenda Approved by:

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Vice Chair Director Margaret Mohr  
Parks & Recreation Committee



**Parks & Recreation Committee**  
**Monday, July 10, 2017**  
**5:00 p.m.**

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

**Conformed Agenda (Minutes)**

Members: Chair Director Amy Blackmon (AB), Vice Chair Director Margaret Mohr (MM)  
Alternate Director Holly Morrison (HM)

Staff: Interim General Manager Richard J. Ramirez, Recreation Supervisor Tina Helm,  
Parks Superintendent J.R. Hichborn

**CALL TO ORDER – 5:00 p.m.**

**ROLL CALL** – AB, HM                      MM absent

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** – Move to the Board of Directors' meeting

**OPEN FORUM** – Rosemary O'Camb

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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**I. Recreation Updates**

- Featured Special Event(s)
  - Trucks & Tunes (opportunities for enhancement)

- Summer Spectacular

## II. Park Report

General Park Updates

- Develop Protocol/Suggestions for New Cameron Park Lake Sign

## III. Items for August Committee Agenda

- *Communication*
- *Featured Special Events Participation*
- *Summer Spectacular Update*
- *Facility Report*
- *Renaming Hacienda Park and acknowledging it as a dog park*
- *Possibly Allow Dogs at Cameron Park Lake (CPL) from August to April*
  - *Signage regarding dogs at CPL*
  - *Provide dog poop bags*

## IV. Items to take to the Board of Directors

### MATTERS TO AND FROM COMMITTEE MEMBERS

- *HM - Dog Owners Guild working to finalize their involvement and shut down their 501c3. They are working with the brick layer, closing out their finances. Want to bring up the concept of renaming the dog park.*
- *AB - Kudos to Tina and JR for all their work.*

**ADJOURNMENT** – 5:29 p.m.

Conformed Agenda Prepared by:

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Kathy Matranga-Cooper  
Cameron Park Community Services District

Conformed Agenda Approved by:

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Alternate Director Holly Morrison  
Parks & Recreation Committee



**Budget and Administration Committee**  
**Tuesday, July 11, 2017**  
**5:30 p.m.**  
**2502 Country Club Drive, Cameron Park**

**Conformed Agenda (Minutes)**

Members: Chair Director Greg Stanton (GS) and Vice Chair Director Amy Blackmon (AB)  
Alternate Director Holly Morrison (HM),  
Staff: Interim General Manager Richard J. Ramirez, Interim Finance Officer Amy Trier

**CALL TO ORDER** – 5:30 p.m.

**ROLL CALL** – GS, AB

**ADOPTION OF AGENDA** - Adopted

**APPROVAL OF CONFORMED AGENDA** - Move to the Board of Directors

**OPEN FORUM** - None

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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- 1. Review Draft Budget for Fiscal Year 2017/18 – Oral Report**
- 2. Tax Rate Computation for Fiscal Year 2017/18 General Obligation Bond – Oral Report**
- 3. Transfer Funds from El Dorado County Prevention Fund 9 to Cameron Park Prevention Fund 8**
- 4. Items for August Committee Agenda**
  - *Budget*

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

- *Budget*
- *Tax Rate Computation for Fiscal Year 2017/18 General Obligation Bond*
- *Transfer Funds from El Dorado County Prevention Fund 9 to Cameron Park Prevention Fund 8*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

- *Kudos to Rich for all his work.*

**ADJOURNMENT** – 5:45 p.m.

Conformed Agenda Prepared by:

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Kathy Matranga-Cooper  
Cameron Park Community Services District

Conformed Agenda Approved by:

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Chair Director Greg Stanton  
Budget & Administration Committee



**Fire and Emergency Services Committee**  
**Tuesday, July 11, 2017**  
**7:00 p.m.**  
**2502 Country Club Drive, Cameron Park**

**DRAFT Conformed Agenda**

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Scott McNeil (SM)  
Alternate Director Amy Blackmon (AB)

Staff: Interim General Manager Richard J. Ramirez, Battalion Chief Bob Counts, Battalion Chief Mike Smith

**CALL TO ORDER** – 7:14 p.m.

**ROLL CALL** – HM, AB SM absent

**ADOPTION OF AGENDA** - Adopted

**APPROVAL OF CONFORMED AGENDA** – Move to the Board of Directors

**OPEN FORUM** - None

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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**1. Updates**

- Weed Abatement Program
- Summer Spectacular Wrap-up
- Fire Impact Fees
- Fire Ad Hoc Committee
- Activities with CAL Fire
- Public Outreach Activities/Events

**2. Transfer Funds from El Dorado County Prevention Fund 9 to Cameron Park Prevention Fund 8**

**3. Items for August Committee Agenda**

- *Weed Abatement Program*
- *Fire Impact Fees*
- *Fire Ad Hoc Committee*
- *Activities with CAL Fire*
- *Public Outreach Activities/Events*

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

- *Adding hours to the Weed Abatement Team*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

- *Kudos to Fire staff for their service*

**ADJOURNMENT** – 7:39 p.m.

# CONFORMED AGENDA

**Board of Directors Meeting**  
**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park, California**



**Wednesday, July 26, 2017**

**6:00 p.m. Special Meeting**  
**Board will convene into Closed Session**  
**after Public Comment**

Board of Directors

SCOTT MC NEIL (SM), President

HOLLY MORRISON (HM), Vice-President

Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

**CALL TO ORDER** – 6:02 p.m.

**ROLL CALL** – SM, HM, GS AB, MM absent

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

*Motion to adopt the Agenda and approve the Consent Calendar with the following revisions:*

- *Pull the presentation by the Design Review Committee*
- *Add a presentation by Director McNeil to Parks Superintendent J.R. Hichborn*

*HM/GS - Motion passed*

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment - None*

**MOMENT OF RECOGNITION**

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

**PRESENTATION**

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

- *Introduction of Scott Lindgren, Amador/El Dorado Unit Fire Chief*
- *Standard for Signage Design in Cameron Park – Design Review Committee – Pulled from agenda*
- *Director McNeil presented Parks Superintendent J.R. Hichborn with checks from Cameron Park Rotary and the Shingle Springs/Cameron Park Chamber of Commerce with checks for the community Christmas tree*

**OPEN FORUM**

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*Bill Carey, Nancy Swenson, Dave Gelber, Barbara Rogers, Mary Donnelly, Gerald Lillpop, Karen Agee, Roberta Rimbault*



# CONFORMED AGENDA

## **BEGINNING OF CONSENT CALENDAR**

### **1. APPROVAL OF DRAFT CONFORMED AGENDAS**

- a. Parks & Recreation Committee Meeting, June 5, 2017
- b. Budget & Administration Committee Meeting, June 13, 2017
- c. Fire & Emergency Services Committee Meeting, June 13, 2017
- d. Board of Directors' Regular Meeting, June 21, 2017

### **2. STAFF REPORTS**

- a. Fire Department Report
- b. Recreation Department Report
- c. Parks Department Report

### **3. FINANCIAL REPORTS**

- a. Check Register
- b. General Manager's Credit Card Activity (Interim General Manager will not have a credit card)

### **4. DISTRIBUTION OF REMAINING BALANCE OF CAMERON PARK PREVENTION FUNDS HELD AT EL DORADO COUNTY IN PREVENTION FUND 9**

*Recommended Action:* Approve Transfer Funds from El Dorado County Prevention Fund 9 to Cameron Park Prevention Fund 8

### **5. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2017 BOARD ELECTION**

*Recommended Action:* Receive and File or Remove from Consent Calendar and Select One Candidate to Fill Vacant CSDA Board Seat

## **END OF CONSENT CALENDAR**

### **DEPARTMENT MATTERS**

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda 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.

### **6. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION**

### **7. PUBLIC HEARING AND RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT AND ORDERING THE CONTINUATION OF ASSESSMENT FOR FISCAL YEAR 2017/18 FOR THE FOLLOWING LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS: AIRPARK, UNIT 6, UNIT 7, UNIT 8, VIEWPOINTE, GOLDORADO, UNIT 11, UNIT 12, CAMERON WOODS 1-4, BAR J15-A, CREEKSIDE, EASTWOOD, DAVID WEST, CAMBRIDGE OAKS, NORTHVIEW, CAMERON VALLEY, CAMERON WOODS 8, SILVER SPRINGS AND BAR J15-A NO. 2**

*Recommended Action:* Approve Resolution No. 2017-07 which would approve the Engineer's Report, confirm the diagram and assessment, and order the levy of continued assessment for fiscal year 2017/18 for the Cameron Park Community Services District Landscape and Lighting Assessment Districts as the final step in levying the continued assessment with a Board Poll Vote

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment – Roberta Rimbault, Dave Gelber*

# CONFORMED AGENDA

**8. RESOLUTION STATING THE PURPOSES AND FIXING THE AMOUNT OF MONEY TO BE RAISED BY TAXATION IN THE DISTRICT TO PAY VOTER APPROVED DEBT FOR THE 2017/18 AND SETTING THE TAX RATE**

**Recommended Action:** Receive, Discuss and Adopt Resolution No. 2107-08 with a Board Poll Vote

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment - None*

**9. CONSIDERATION OF ADOPTING RESOLUTION NO. 2017-09 WHICH PROVIDES CONTINUING APPROPRIATIONS FOR DISTRICT OPERATIONS BEGINNING JULY 2017 UNTIL WHICH TIME THE DISTRICT FORMALLY ADOPTS ITS 2017/18 BUDGET**

**Recommended Action:** Receive, Discuss and Approve Resolution No. 2017-09 with a Board Poll Vote

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment – Dave Gelber, Barbara Rogers, Bill Carey*

**10. AGREEMENTMENT WITH GENERAL COUNSEL**

**Recommended Action:** Authorize Director Scott McNeil, President of the Cameron Park Community Services District (CPCSD), and Interim General Manager Richard J. Ramirez to Execute the Agreement for Legal Services Retaining Prentice, Long and Epperson, PC, (PLE) as General Counsel for the CPCSD

*Motion to authorize Director McNeil and Interim General Manager Ramirez to executive the agreement for legal services retaining Prentice, Long and Epperson, PC, as General Counsel for the CPCSD.*

*HM/GS - Motion passed*

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment – Dave Gelber, Bill Carey*

**11. AUTHORIZE THE INTERIM GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH MUNICIPAL RESOURCE GROUP (MRG) TO INITIATE THE RECRUITMENT OF A FULL-TIME GENERAL MANAGER FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Recommended Action:** Authorize the Interim General Manager to execute a contract with Municipal Resource Group of Sacramento, at an amount not to exceed \$12,000

*Motion to authorize the Interim General Manager to execute an agreement with Municipal Resource Group to initiate the recruitment of a full-time general manager for the Cameron Park Community Services District in an amount not to exceed \$12,000.*

*HM/GS - Motion passed*

*Ayes – SM, HM, GS*

*Noes – None*

*Absent – AB, MM*

*Public Comment – Gerald Lillpop, Nancy Swenson, Roberta Rimbault, Felicity Wood*

**12. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS**

# CONFORMED AGENDA

## 13. MATTERS TO AND FROM DIRECTORS

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.

a. **LAFCO** – Director Morrison – *Moving along slowly.*

- *HM - Thanked new faces for attending meeting and suggested they invite their neighbors to future meetings. Welcomed Fire Chief Scott Lindgren. Thanked staff for the fabulous programs, the Interim General Manager for his leadership, fire for their work and Gerald Lillpop for being the driving force behind reopening the weed abatement issue. Looking forward to the General Manager Profile Workshop on August 5<sup>th</sup>.*
- *GS - Thanked the Recreation staff and Cal Fire for their work on the Summer Spectacular and Trucks & Tunes. The weed abatement and trash issue on Cameron Park Drive will take funding to maintain. Options include an added parcel assessment and/or grant funding.*

## 14. COMMITTEE REPORTS

a. **Oral Report: Findings of Special Fire Contract Committee** – Directors McNeil and Stanton

*Currently evaluating the best fire services for the money for Cameron Park. Met with Cal Fire, El Dorado Hills Fire and El Dorado County Fire. Considering several options, including a tax increase and a formal proposal request.*

b. **Budget and Administration** – Chair Director Stanton, Vice Chair Director Blackmon and Alternate Director Morrison

*Information already covered in the meeting.*

c. **CC&Rs** – Chair Director Morrison, Director McNeil and Alternate Director Mohr

*Meeting canceled.*

d. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director McNeil and Alternate Director Blackmon

*Weed abatement program has been very successful.*

e. **Parks and Recreation** – Chair Director Blackmon, Vice Chair Director Mohr and Alternate Director Morrison

*Marketing and Program Plan has been updated and information the latest Summer Spectacular was shared.*

## PUBLIC COMMENT - None

At this time, members of the public may speak on any closed session agenda item.

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

## CONVENE TO CLOSED SESSION – 7:50 p.m.

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

- “Labor Negotiations” Government Code Section 54957.6.

## RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION – 8:45 p.m.

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

*Nothing to report out.*

## ADJOURNMENT – 8:45 p.m.

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at [www.cameronpark.org](http://www.cameronpark.org). Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

# CONFORMED AGENDA

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

*A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.*

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

\_\_\_\_\_  
Kathy Matranga-Cooper  
Cameron Park Community Services District

\_\_\_\_\_  
Vice President Director Holly Morrison  
Board of Directors

# CONFORMED AGENDA

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# Item #3

## Accounts Payable Check Register

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
	Voided Check	26604	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26603	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26601	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26605	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26606	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26600	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26607	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26608	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26599	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26609	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26610	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26598	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26597	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26596	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26602	07/27/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26627	07/28/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26626	07/28/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
	Voided Check	26628	07/28/2017	No	Yes	Yes	Normal	0.00	OPR	Inv#
00045 01	De Lage Landen Description: STN 88 Copier	26466	07/06/2017	No	No	No	Normal	91.97	OPR	Inv# 55049928
00045 01	De Lage Landen Description: St 89 Copier	26566	07/20/2017	No	No	No	Normal	176.96	OPR	Inv# 55332871
00055 01	Roy M Imai Description: Tai Chi	26487	07/06/2017	No	No	No	Normal	93.60	OPR	Inv#
00219 02	Churchill's Hardware Description: Spool Crossfire & Pliers, PVC Tee, 50lb Athletic Filed Marker, Mouse Bait & Garden Valve, 8 oz Inner Tube Sealant, Grit Sand Belt	26461	07/06/2017	No	No	No	Normal	179.89	OPR	Inv# B134974,A120
00219 02	Churchill's Hardware Description: 15 Pack Evergreen Spikes Christmas, Mouse Bait, Flex Coupling, Valve, Doug Fir, Alkaline Batteries 9V,D,C, Masking Paper and Tape	26511	07/14/2017	No	No	No	Normal	159.19	OPR	Inv# B134209A,B13
00219 02	Churchill's Hardware Description: 50lb Ath Field Marker, Giftcards	26563	07/20/2017	No	No	No	Normal	31.79	OPR	Inv# A122057,B133
00219 02	Churchill's Hardware Description: TopSoil 1ft Bag Rasmussen, 4 GL Backpack, Socket Set, Fastner, Tape Mesures, KeyRing,, Hillman Fastner, Bushings, Ball Valve, Pvc Nipple, F	26634	07/28/2017	No	No	No	Normal	299.09	OPR	Inv# A121795,A122
00295 01	Delta Dental of California Description: July 2017 Dental	26567	07/20/2017	No	No	No	Normal	417.20	OPR	Inv# BR002286642
00307 01	El Dorado Irrigation District Description: Water 5/11/17 - 7/14/17, Water 5/11/17 - 7/14/17, Water 5/11/17 - 7/14/17, Water 5/11/17 - 7/14/17, Water 5/11/17 - 7/14/17	26638	07/28/2017	No	No	No	Normal	2,378.18	OPR	Inv# 118878-001 5/
00372 06	Riebes Auto Parts Description: Shaft BRG, Pwr 40oz, internal snap, 10W30, 15W50, Tractor Fluid, Shaft Brg	26484	07/06/2017	No	No	No	Normal	127.99	OPR	Inv# 160887,16126
00372 06	Riebes Auto Parts Description: Starter, Couplers & Adapters, CouplersFittingsAdaptersStopLeakLiq	26543	07/14/2017	No	No	No	Normal	249.12	OPR	Inv# 160549,16268
00372 06	Riebes Auto Parts Description: Oil Fill	26649	07/28/2017	No	No	No	Normal	8.68	OPR	Inv# 163820
00392 01	NCSDIA Description: Workers Comp 1st Installment	26536	07/14/2017	No	No	No	Normal	6,241.50	OPR	Inv# WC 1718-01
00392 09	AT&T U-verse Description: Internet 5/21/17 - 6/20/17	26504	07/14/2017	No	No	No	Normal	94.00	OPR	Inv# 133537433 6/3
00393 01	TelePacific Communications Description: July 2017 Internet	26552	07/14/2017	No	No	No	Normal	1,301.56	OPR	Inv# 92272974-0



## Accounts Payable Check Register

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
00395 03	PG&E Description: Electirc 5/25/17 - 6/25/17	26481	07/06/2017	No	No	No	Normal	11,239.55	OPR	Inv# 3710093833-3
00395 03	PG&E Description: 5/25/17 - 6/25/17 Electric, 05/25/17 - 06/25/17 electric	26541	07/14/2017	No	No	No	Normal	19,824.87	OPR	Inv# 8418426865-8
00395 03	PG&E Description: 6/16/17-7/17/17 Electric, 6/19/17-7/18/17 Electric, 6/19/17-7/18/17 Electric, June17 Electric	26647	07/28/2017	No	No	No	Normal	9,493.37	OPR	Inv# 2024317533-6
00555 01	Department of Justice Description: Fingerprints	26468	07/06/2017	No	No	No	Normal	320.00	OPR	Inv# 142282
00555 01	Department of Justice Description: June 2017 Fingerprinting	26515	07/14/2017	No	No	No	Normal	320.00	OPR	Inv# 242476
00682 02	Coca-Cola USA Description: July 2017 Beverage Plan, June 2017 Beverage Plan	26636	07/28/2017	No	No	No	Normal	53.62	OPR	Inv# 19099548,178
00970 04	Shingle Spring/Cameron Park Ch Description: May Luncheon Sponsorship	26590	07/20/2017	No	No	No	Normal	100.00	OPR	Inv# 738
01115 01	Nielsen Construction Description: RemoveExistingBackBoard&BuildNew, InstallForms&pour&FinshPadStripForm	26537	07/14/2017	No	No	No	Normal	1,450.00	OPR	Inv# ,
019226 01	Sycamore Environmental Consult Description: Routine Vegetation Management Progr	26551	07/14/2017	No	No	No	Normal	419.30	OPR	Inv# 2016088-01
02800 01	Tyler Cull Description: InstallNewOutlet &Outletbox & Wirin	26611	07/27/2017	No	No	No	Normal	355.00	OPR	Inv# 15
03210 01	Anita Suzanne Bell Description: Art Camp	26451	07/06/2017	No	No	No	Normal	489.60	OPR	Inv#
03210 01	Anita Suzanne Bell Description: Art Camp	26558	07/20/2017	No	No	No	Normal	244.80	OPR	Inv#
03280 01	Foothill Auto Service, Inc. Description: Battery Size 65 & Fee	26518	07/14/2017	No	No	No	Normal	151.04	OPR	Inv# 0029044
03385 01	Aba Daba Rentals & Sales, Inc Description: Summer Spectacular	26447	07/06/2017	No	No	No	Normal	1,901.11	OPR	Inv# 119577-1
03543 01	Larry McBride Description: July 2017 Medical Benefits	26473	07/06/2017	No	No	No	Normal	600.00	OPR	Inv# July 2017
03679 01	Rosalie M. Stearns Description: Hula Classes	26485	07/06/2017	No	No	No	Normal	160.80	OPR	Inv#
03946 05	Verizon Wireless Description: Wireless for 5/16/17 - 6/15/17, Wireless for 5/16/17 - 6/15/17, Wireless for 5/16/17 - 6/15/17	26555	07/14/2017	No	No	No	Normal	705.51	OPR	Inv# 9787610889,9
04024 02	EDC Sheriff's Office Description: June 2017 Livescans	26568	07/20/2017	No	No	No	Normal	36.00	OPR	Inv# June 2017
04039 01	CPRS Description: Membership for 9/30/17 - 9/30/18	26513	07/14/2017	No	No	No	Normal	185.00	OPR	Inv# 011673 2017
04103 01	Sierra Tractor Description: Mower Repair	26490	07/06/2017	No	No	No	Normal	313.08	OPR	Inv# 7801
04103 01	Sierra Tractor Description: Couplers & Hoses	26547	07/14/2017	No	No	No	Normal	44.43	OPR	Inv# 7816



# Accounts Payable Check Register

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
04103 01	Sierra Tractor Description: Crimp Coupling	26651	07/28/2017	No	No	No	Normal	36.29	OPR	Inv# 7883
04248 01	The Clipper Description: Activity Guide Saturation	26653	07/28/2017	No	No	No	Normal	2,998.00	OPR	Inv# 58240
04737 05	Office Depot Description: Scotch Tape Refills	26539	07/14/2017	No	No	No	Normal	18.31	OPR	Inv# 934730880001
04737 05	Office Depot Description: Color Paper, Misc. Office Supplies, 2 Drawer File Cabinet, Color Paper, Printer Ink combo	26584	07/20/2017	No	No	No	Normal	682.58	OPR	Inv# 934730879001
04737 05	Office Depot Description: TookCreditTwice onCHK26034 26173	26646	07/28/2017	No	No	No	Normal	21.47	OPR	Inv# 923569911001
04737 05	Office Depot Description: Back Support, Envelopes and File Folders, Blue Pens, 2 Drawer File Cabinet	26645	07/28/2017	No	No	No	Normal	257.45	OPR	Inv# 941631054001
04803 01	Blue Ribbon Personnel Services Description: W/E 6/18/17 Temp Help	26456	07/06/2017	No	No	No	Normal	5,109.33	OPR	Inv# 44645
04803 01	Blue Ribbon Personnel Services Description: W/E 6/25/17 Temp Help	26507	07/14/2017	No	No	No	Normal	6,331.78	OPR	Inv# 44778
04803 01	Blue Ribbon Personnel Services Description: W/E 7/9/17 Temp Help, W/E 7/2/17 Temp Help	26560	07/20/2017	No	No	No	Normal	12,859.66	OPR	Inv# 45049,44907
04803 01	Blue Ribbon Personnel Services Description: WE-7/16/17 Temps	26632	07/28/2017	No	No	No	Normal	6,716.48	OPR	Inv# 45189
04875 01	Allstar Fire Equipment, Inc. Description: Scott SCBA Repair	26501	07/14/2017	No	No	No	Normal	87.00	OPR	Inv# 199628
05625 02	ADM Screening Description: Resident FF Gregersen Medical Scree	26498	07/14/2017	No	No	No	Normal	215.00	OPR	Inv# 8437
07576 05	Home Depot Credit Services Description: Post Cap Return, June 2017 Statement	26524	07/14/2017	No	No	No	Normal	1,702.23	OPR	Inv# 603532250147
07612 02	U.S. Bank Description: July 2017 Cal Card, July 2017 Cal Card, July 2017 Cal Card, July 2017 Cal Card, June 2017 Cal Card, July 2017 Cal Card Helm, July 2017 Cal C	26654	07/28/2017	No	No	No	Normal	7,512.86	OPR	Inv# 4246-0446-027
07848 01	Norman's Nusery - Linden Description: Christmas Tree	26480	07/06/2017	No	No	No	Normal	1,090.20	OPR	Inv# 613684 RI
08219 01	Sierra Office Systems and Produc Description: Office Supplies, Office Supplies	26489	07/06/2017	No	No	No	Normal	824.28	OPR	Inv# 3189614-0,318
08219 01	Sierra Office Systems and Produc Description: Computer Supplies	26591	07/20/2017	No	No	No	Normal	187.09	OPR	Inv# 3193215-0
08292 01	California Overhead Door Inc. Description: E-89 Apparatus Door Repair	26561	07/20/2017	No	No	No	Normal	155.00	OPR	Inv# 25029
08659-01	HealthSmart Benefit Solutions, Inc Description: August 2017 Vision	26612	07/27/2017	No	No	No	Normal	74.19	OPR	Inv# 36632000020
09548 01	Skyhawks Sports Academy Description: Sports Camp	26549	07/14/2017	No	No	No	Normal	97.00	OPR	Inv# 62122
09548 01	Skyhawks Sports Academy Description: Volleyball Camp	26594	07/20/2017	No	No	No	Normal	1,145.50	OPR	Inv# 62123





## Accounts Payable Check Register

08/25/17 11:03 AM User: AMY

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
09614 01	National Business Furniture LLC Description: Custom Chairs, Table Caddy,Folding Table,Custom Mo	26535	07/14/2017	No	No	No	Normal	7,000.00	OPR	Inv# MK479858-MO
10114 01	Foothill Food Service, Inc Description: Syrup, and Cups for Snow Cones	26519	07/14/2017	No	No	No	Normal	21.84	OPR	Inv# 485268
10114 01	Foothill Food Service, Inc Description: Snow Cone Supplies	26570	07/20/2017	No	No	No	Normal	22.15	OPR	Inv# 484278
10114 01	Foothill Food Service, Inc Description: Snow Cone Supplies	26640	07/28/2017	No	No	No	Normal	21.81	OPR	Inv# 486028
10156 02	Leomar Tuto Moring Description: Commercial for CSD	26578	07/20/2017	No	No	No	Normal	100.00	OPR	Inv#
10516 01	Church of the Foothills Description: DR Soccer Field	26613	07/27/2017	No	No	No	Normal	200.00	OPR	Inv# 79842
10700 01	Gametime Description: Playground Equipment Freight	26521	07/14/2017	No	No	No	Normal	1,756.39	OPR	Inv# PJI-0062852
11111	El Dorado Weed Control Description: Chemical Weed Control Phase 2, Chemical Weed Control	26639	07/28/2017	No	No	No	Normal	2,137.00	OPR	Inv# ,
111222	County of El Dorado Air Quality M Description: Stn 89 AQMD Gas HOse Violation	26463	07/06/2017	No	No	No	Normal	100.00	OPR	Inv# IN0101000
111999	Net Pilot Description: Training Website 2 hr Service	26479	07/06/2017	No	No	No	Normal	190.00	OPR	Inv# 25010
119000	49er Communications, Inc. Description: Resident Communication	26446	07/06/2017	No	No	No	Normal	20,285.64	OPR	Inv# IN40534
11938 01	Sandra G. Nimmo Description: Vapor Recovery Testing on Above-	26544	07/14/2017	No	No	No	Normal	526.00	OPR	Inv# 28073
12372-01	Lincoln Aquatics Description: 100' Tubing 3/4", Taylor CH FAS DPD, Acid, Drum Cleaning, Fuel Surcharge	26474	07/06/2017	No	No	No	Normal	939.02	OPR	Inv# SI316556,SI31
12372-01	Lincoln Aquatics Description: 670 Bulk Chlorine, Assessment, Fuel	26530	07/14/2017	No	No	No	Normal	1,732.92	OPR	Inv# SI319510
12372-01	Lincoln Aquatics Description: Chlorine,Assessment, &Fuel	26614	07/27/2017	No	No	No	Normal	1,290.22	OPR	Inv# SI319812
12372-01	Lincoln Aquatics Description: Chlorine, Chlorine, Chlorine	26644	07/28/2017	No	No	No	Normal	4,085.69	OPR	Inv# SI320968,SI32
12617 01	Highlander Termite & Pest Control Description: Bait Boxes	26523	07/14/2017	No	No	No	Normal	50.00	OPR	Inv# 0075746
13917 01	Accountemps/Robert Half Description: W/E 6/23/17 Trier, W/E 6/23/17 Resovich	26448	07/06/2017	No	No	No	Normal	2,748.25	OPR	Inv# 48677150,486
13917 01	Accountemps/Robert Half Description: W/E 6/30/17 Martin, W/E 6/30/17 Trier, W/E 6/30/17 Kaplan	26496	07/14/2017	No	No	No	Normal	5,948.38	OPR	Inv# 48701188,487
13917 01	Accountemps/Robert Half Description: W/E 7/7/17 Kaplan, W/E 7/7/17 Martin, W/E 7/7/17 Trier	26557	07/20/2017	No	No	No	Normal	3,590.07	OPR	Inv# 48749915,487
13917 01	Accountemps/Robert Half Description: W/E 7/14 Martin, W/E 7/14 Kaplan, W/E 7/14 Trier	26615	07/27/2017	No	No	No	Normal	5,255.40	OPR	Inv# 48797738,487



## Accounts Payable Check Register

08/25/17 11:03 AM User: AMY

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
14315 01	Alhambra & Sierra Springs Description: Water for June 2017	26500	07/14/2017	No	No	No	Normal	66.69	OPR	Inv# 9229899 0705
14879 01	Conforti Plumbing, Inc Description: Fix Back Flow	26616	07/27/2017	No	No	No	Normal	743.50	OPR	Inv# G17-84
15050 01	Mad Science of Sacramento Valle Description: Mad Science Camp	26532	07/14/2017	No	No	No	Normal	754.80	OPR	Inv#
15050 01	Mad Science of Sacramento Valle Description: Crazy Chemworks	26582	07/20/2017	No	No	No	Normal	628.20	OPR	Inv# 13626
15586 01	Capital Private Patrol Description: P Patrol Services for Parks 7/17, CC Patrol Services for Com Cntr 7/1	26459	07/06/2017	No	No	No	Normal	1,400.00	OPR	Inv# 4597,4596
15586 01	Capital Private Patrol Description: Patrol Services for Parks for 8/17, Patrol Services for CC for 8/17	26633	07/28/2017	No	No	No	Normal	1,400.00	OPR	Inv# 4638,4637
15672 01	SiteOne Landscape Supply Description: Bubbler, Fittings & PVC, Bolt Down Box, LTool Lighting Multi Tool	26548	07/14/2017	No	No	No	Normal	844.44	OPR	Inv# 81306552,813
15672 01	SiteOne Landscape Supply Description: Cooling Bandana, Hardware Supplies, Pop Up Sprinklers, 7'x7' Poly Square	26652	07/28/2017	No	No	No	Normal	201.86	OPR	Inv# 81626323,817
15902 01	R.J. Ricciardi, Inc Description: Professional Services for June 2017	26542	07/14/2017	No	No	No	Normal	720.00	OPR	Inv# 10149
16224 01	Gold Country Officials Description: Adult Basketball 6/6 & 6/13	26469	07/06/2017	No	No	No	Normal	300.00	OPR	Inv# 33450A
16241 01	Blain Stumpf Description: Fences For Summer Spectacular	26455	07/06/2017	No	No	No	Normal	938.52	OPR	Inv# 201706-781
16241 01	Blain Stumpf Description: Soil-Blend for Christmas Tree	26506	07/14/2017	No	No	No	Normal	39.68	OPR	Inv# 201706-602
16241 01	Blain Stumpf Description: Decomposed Granite & Delivery Charg	26617	07/27/2017	No	No	No	Normal	335.27	OPR	Inv# 201707-417
16241 01	Blain Stumpf Description: 3/4" Woolbase Limestone Delivery	26631	07/28/2017	No	No	No	Normal	254.50	OPR	Inv# 201707-603
16453 01	Sign Banner Print Express Description: Banner Changes for Camp Out, TrucknTune & Pooch Flyers/Posters	26491	07/06/2017	No	No	No	Normal	81.78	OPR	Inv# 7521,7520
16453 01	Sign Banner Print Express Description: Trucks & Tunes Flyers	26592	07/20/2017	No	No	No	Normal	18.77	OPR	Inv# 7487
16453 01	Sign Banner Print Express Description: Dam Closed & Church Parking Signs	26618	07/27/2017	No	No	No	Normal	107.25	OPR	Inv# 7486
16540 01	Tiffany Ortega Description: June 2017 Water Aerobics	26494	07/06/2017	No	No	No	Normal	175.00	OPR	Inv# June 2017
16885 01	McMurchie Law Firm Description: April 2017 hours	26583	07/20/2017	No	No	No	Normal	1,980.00	OPR	Inv# 4036
17102 01	Wilkinson Portables, Inc. Description: Toilets for Summer Spectacular	26556	07/14/2017	No	No	No	Normal	1,100.00	OPR	Inv# 95109
17704 01	CoreLogic Solutions LLC Description: Metroscan 6/17	26512	07/14/2017	No	No	No	Normal	165.00	OPR	Inv# 81816096



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Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
18350 01	Loomis Description: Armored Car Service for 6/17&7/17	26531	07/14/2017	No	No	No	Normal	635.68	OPR	Inv# 12038244
18636 01	Rescue Training Institute, Inc. Description: CPR Classes, CPR & Child/Baby Safety Courses	26482	07/06/2017	No	No	No	Normal	164.50	OPR	Inv# 8047,8234
18997 01	Mountain Democrat Description: Websiteadd, adminasst, life mgzn	26477	07/06/2017	No	No	No	Normal	688.34	OPR	Inv# 063017
18997 01	Mountain Democrat Description: MD Public Notice of Hearing	26534	07/14/2017	No	No	No	Normal	81.00	OPR	Inv# 3767
19096 01	Andrew Webb Description: Tennis Classes	26450	07/06/2017	No	No	No	Normal	512.93	OPR	Inv#
19124 01	BlueLine Rental, LLC Description: Summer Spec Light Tower	26457	07/06/2017	No	No	No	Normal	251.61	OPR	Inv# 42921770003
19124 01	BlueLine Rental, LLC Description: Light Tower, Tow Generator, Cables, Light Tower summer Spectacular, Light Tower Summer Spectacular, Light Tower & Diesel Summer Specta	26508	07/14/2017	No	No	No	Normal	5,680.24	OPR	Inv# 58577,429167
19131 01	Ingrid Wilson Description: Drama Camp	26642	07/28/2017	No	No	No	Normal	1,638.00	OPR	Inv#
19133 01	DSA Technologies, Inc Description: 7/17 Monthly Service Contract	26517	07/14/2017	No	No	No	Normal	1,570.00	OPR	Inv# 23860
19133 01	DSA Technologies, Inc Description: Billiable Time Tech II 8hrs, August 2017 MSA Billing	26619	07/27/2017	No	No	No	Normal	2,570.00	OPR	Inv# 23993,23939
19143 01	Bernard Bradshaw Description: Campout Magician	26559	07/20/2017	No	No	No	Normal	150.00	OPR	Inv#
19160 01	Wex Bank Description: Wex Fuel Card Use U-289 Wall Inc, Wex Fuel Card Use U-289 Wall Inc	26595	07/20/2017	No	No	No	Normal	109.00	OPR	Inv# 4568914,8258
19172 01	Cambria Day Description: CX S'mores Outdoors & Kidchella	26509	07/14/2017	No	No	No	Normal	320.00	OPR	Inv# 79556
19194 01	Richard A Kowaleski Description: Dance Classes	26587	07/20/2017	No	No	No	Normal	108.00	OPR	Inv#
191999 01	Michael S Porter Description: July 2017 Trucks and Tunes	26533	07/14/2017	No	No	No	Normal	300.00	OPR	Inv#
19229 01	Rosemarie Kelliher Description: Kids Sewing Class	26486	07/06/2017	No	No	No	Normal	144.00	OPR	Inv#
19233 01	Acer Landscape Materials, Inc Description: Black Bark, 6 Black Bark, 10 Black Bark	26497	07/14/2017	No	No	No	Normal	1,086.38	OPR	Inv# 17439,17166,1
19234 01	D&Z Structural Engineering, Inc Description: Engineering Design for T-Ball Field	26464	07/06/2017	No	No	No	Normal	2,000.00	OPR	Inv# 3995
19242 01	Lewis Ridgeway Description: Guitar Classes	26579	07/20/2017	No	No	No	Normal	210.90	OPR	Inv#
19269 01	Stratus Environmental, Inc Description: Monitoring & Reporting Annual Wat	26550	07/14/2017	No	No	No	Normal	1,102.25	OPR	Inv# 20072
19274.01	Brent T Hemphill Description: St 89 Shift Coverage	26458	07/06/2017	No	No	No	Normal	80.00	OPR	Inv# 63017



## Accounts Payable Check Register

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Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
19286 01	FYI Telecommunications, Inc. Description: Labor-Program System Trip Charge	26520	07/14/2017	No	No	No	Normal	165.00	OPR	Inv# 16654
1929204	Susan Spencer Description: Gentle Flow Yoga	26492	07/06/2017	No	No	No	Normal	156.60	OPR	Inv#
1929210	Linda Kay Perschbacher-Lenhart Description: Dance Classes	26580	07/20/2017	No	No	No	Normal	160.80	OPR	Inv#
19294 01	Barco Products Description: Cassidy Bench and Shipping	26505	07/14/2017	No	No	No	Normal	1,416.60	OPR	Inv# BP00060758
19294 01	Barco Products Description: 8' Supervisor Bench	26620	07/27/2017	No	No	No	Normal	1,829.42	OPR	Inv# BP00061161
19294 01	Barco Products Description: P Cassidy Plaque & Bench	26630	07/28/2017	No	No	No	Normal	1,667.26	OPR	Inv# BP00059700
19304 01	AT&T Calnet 3 Description: 5/24/17 - 6/23/17 Telephone	26453	07/06/2017	No	No	No	Normal	506.94	OPR	Inv# 000009865650
19304 01	AT&T Calnet 3 Description: Telephone 5/24/17 - 6/23/17, Telephone 5/24/17 - 6/23/17	26503	07/14/2017	No	No	No	Normal	27.14	OPR	Inv# 000009865652
19310 01	Alison S. Lloyd Description: June Ballet Classes	26449	07/06/2017	No	No	No	Normal	519.60	OPR	Inv# 063017
19314 01	Uptown Studios, Inc Description: June 2017 Web Maintenance	26553	07/14/2017	No	No	No	Normal	350.00	OPR	Inv# 17-1303
19341 01	Ponderosa Auto Express, Inc. Description: U-89 Repairs	26648	07/28/2017	No	No	No	Normal	1,696.48	OPR	Inv# 62574
19353 01	Kimberly Nickles Description: Campout Face Paint 2017	26528	07/14/2017	No	No	No	Normal	120.00	OPR	Inv#
19355 01	US Bank Description: June 17 Cal Card, 6/22/17 Statement 5/23-6/20/17, 4/24/ Statement for Tina Helm	26554	07/14/2017	No	No	No	Normal	2,282.06	OPR	Inv# 424604002063
19360 01	Lathakumari Kandhasami Description: Lego Camp	26529	07/14/2017	No	No	No	Normal	1,462.50	OPR	Inv#
19366 01	Myung Chong Description: Zumba	26478	07/06/2017	No	No	No	Normal	228.00	OPR	Inv#
19387 01	Zachary Thornton Description: June Shifts @ Stn 89	26495	07/06/2017	No	No	No	Normal	240.00	OPR	Inv# June 2017
19396 01	Dawnell Sue Reed Description: Zumba Classes	26565	07/20/2017	No	No	No	Normal	159.00	OPR	Inv#
19404 01	Kimberly J. Grissom Description: Live scan	26472	07/06/2017	No	No	No	Normal	69.00	OPR	Inv# 1116A
19406 02	Silver Kiwi LLC Description: Summer Spectacular	26593	07/20/2017	No	No	No	Normal	97.00	OPR	Inv# 1916385
19407 01	Raul Godoy Description: Men's Shoes	26586	07/20/2017	No	No	No	Normal	80.42	OPR	Inv#
19414 01	Cintas Corporation Description: First Aid Supplies	26462	07/06/2017	No	No	No	Normal	41.68	OPR	Inv# 5008229922



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Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
19414 01	Cintas Corporation Description: First Aid Supplies	26635	07/28/2017	No	No	No	Normal	74.17	OPR	Inv# 5008404776
19700 01	Canyon Metal Description: E-89 WUI I-Zone Bracket	26510	07/14/2017	No	No	No	Normal	31.10	OPR	Inv# 15011
199999 01	Cashier DPR Description: New Application Fee	26516	07/14/2017	No	No	No	Normal	40.00	OPR	Inv# 144052
20000 01	Taylor Warrman Description: FF on Engine 88	26493	07/06/2017	No	No	No	Normal	160.00	OPR	Inv# June 2017
21902 01	Shred-it USA Description: June 2017 Shredding	26546	07/14/2017	No	No	No	Normal	124.41	OPR	Inv# 8122697525
2221111 01	Department of Industrial Relations Description: Wtaer Slide Inspection	26637	07/28/2017	No	No	No	Normal	195.00	OPR	Inv# P1474324SA
50042 01	Airgas National Carbonation Description: Co2, CO2 1711, CO2 427	26499	07/14/2017	No	No	No	Normal	2,477.30	OPR	Inv# 33884812,338
50042 01	Airgas National Carbonation Description: CO2, CO2, CO2	26621	07/27/2017	No	No	No	Normal	1,741.54	OPR	Inv# 33938931,339
50042 01	Airgas National Carbonation Description: CC Co2, P Co2	26629	07/28/2017	No	No	No	Normal	1,615.71	OPR	Inv# 33946578,339
50205 01	Wayne's Locksmith Description: Keys for Community Center	26655	07/28/2017	No	No	No	Normal	19.44	OPR	Inv# 0000025794
50252 01	Arborwell Description: Stump removal hole, disposal feeq	26452	07/06/2017	No	No	No	Normal	1,810.50	OPR	Inv# 86988
50309 01	Carbon Copy Inc. Description: June 17 Copier Rental	26460	07/06/2017	No	No	No	Normal	181.92	OPR	Inv# 547745
50330 01	Hillyard Inc. Description: Multifold Towels & Toilet Tissue	26470	07/06/2017	No	No	No	Normal	571.36	OPR	Inv# 602591304
50351 01	Hunt & Sons Description: Fuel & Diesel for W/E 6/30/17	26471	07/06/2017	No	No	No	Normal	969.78	OPR	Inv# 671159
50351 01	Hunt & Sons Description: Fuel & Diesel w/e 07/07/17	26525	07/14/2017	No	No	No	Normal	985.19	OPR	Inv# 675396
50351 01	Hunt & Sons Description: Fuel & Diesel W/E 7/14/17	26572	07/20/2017	No	No	No	Normal	907.72	OPR	Inv# 678052
50425 01	Hangtown Fire Control Inc Description: Annual Svc Fire Extinguishers	26522	07/14/2017	No	No	No	Normal	330.63	OPR	Inv# 59229
50535 01	Barbara Barisone Description: Water Aerobics	26454	07/06/2017	No	No	No	Normal	300.00	OPR	Inv# 63017
ONE0000449	Sarah St. Clair Description: CX Truffles Classes	26488	07/06/2017	No	No	No	Normal	39.00	OPR	Inv# 79350
ONE000045	Minda Bila Description: CX NASA Journey into Space	26476	07/06/2017	No	No	No	Normal	170.00	OPR	Inv# 79349
ONE0000450	Rezaul Haque Description: CX Reservation Change	26483	07/06/2017	No	No	No	Normal	300.00	OPR	Inv# 79371



## Accounts Payable Check Register

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Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
ONE000046	Mary Templeton Description: CX Swim Seals & Starfish	26475	07/06/2017	No	No	No	Normal	120.00	OPR	Inv# 79348
ONE000260	Phyllis Schlitt Description: CX UK Soccer Camp	26585	07/20/2017	No	No	No	Normal	208.00	OPR	Inv# 79745
ONE000431	Darci Wass Description: CX UK Soccer Camp	26564	07/20/2017	No	No	No	Normal	95.00	OPR	Inv# 79743
ONE000432	Cathryn Toenyas Description: CX Swim-Guppy	26562	07/20/2017	No	No	No	Normal	65.00	OPR	Inv# 79742
ONE000433	Joel Carpio	26575	07/20/2017	No	Yes	Yes	Void	228.00	OPR	Inv#
ONE000433	Joel Carpio Description: CX UK Soccer Camp	26622	07/27/2017	No	No	No	Normal	138.00	OPR	Inv# 79747
ONE000434	Gia Evita Lanzano Description: CX Kids Kamp WelcometotheJungle	26571	07/20/2017	No	No	No	Normal	480.00	OPR	Inv# 79750
ONE000435	Julie Strickler Description: CX Junior Jazz	26576	07/20/2017	No	No	No	Normal	90.00	OPR	Inv# 79740
ONE000566	Lynn Sexton Description: CX Tai Chi for Better B	26581	07/20/2017	No	No	No	Normal	35.00	OPR	Inv# 79741
ONE000627	Holly Richards Description: Bench Refund	26641	07/28/2017	No	No	No	Normal	500.00	OPR	Inv#
ONE000704	Sunny Buchert Description: DR Deposit Refund Social Room	26623	07/27/2017	No	No	No	Normal	160.00	OPR	Inv# 79841
ONE000773	Shellfer Raymundo Description: CX Crazy Chemworks	26589	07/20/2017	No	No	No	Normal	80.00	OPR	Inv# 79738
ONE000801	Ahsanur Rahman Description: DR Deposit Refund	26624	07/27/2017	No	No	No	Normal	300.00	OPR	Inv# 79832
ONE000808	Dennis Wade Description: CX North West Quarter	26467	07/06/2017	No	No	No	Normal	270.00	OPR	Inv# 79443
ONE000939	Jill Alioto Description: CX UK Soccer Camp	26574	07/20/2017	No	No	No	Normal	143.00	OPR	Inv# 79749
ONE000940	Robert Mihal Description: CX Hunter Safety	26588	07/20/2017	No	No	No	Normal	10.00	OPR	Inv# 79779
ONE001000	Sarah Ford Description: CX CP Lake, Flagpole Area	26545	07/14/2017	No	No	No	Normal	100.00	OPR	Inv# 79629
ONE001001	Norma Boos Description: CA CP Lake Gazebo Area	26538	07/14/2017	No	No	No	Normal	100.00	OPR	Inv# 79630
ONE001002	Patty Bruns Description: CX Craft Booth	26540	07/14/2017	No	No	No	Normal	100.00	OPR	Inv# 79530
ONE001003	Katie Clinton Description: CX CP Lake Flagpole Area	26527	07/14/2017	No	No	No	Normal	100.00	OPR	Inv# 79578
ONE001114	Ammie Rollings Description: CX Swim Guppy	26502	07/14/2017	No	No	No	Normal	30.00	OPR	Inv# 79467
ONE00663	Sara Masters Description: CX Kids Sewing Class	26650	07/28/2017	No	No	No	Normal	42.00	OPR	Inv# 79957



# Accounts Payable Check Register

Vend #	Name	Check No	Date	DirDep	Recon	Void	Type	Amount	Bank	Invoice/Item No
ONE01005	Krista Klingenberg Description: CX Skyhawk Camp	26643	07/28/2017	No	No	No	Normal	155.00	OPR	Inv# 79958
ONE0119	Brian Dooley Description: CX Kids Kamp	26625	07/27/2017	No	No	No	Normal	330.00	OPR	Inv# 79911
ONE049690	Jessica Benedelto Description: CX Activity Registration	26526	07/14/2017	No	No	No	Normal	25.00	OPR	Inv# 79466
ONE20000	Daniel Crouse Description: CX Trucks & Tunes, CX Community Center	26465	07/06/2017	No	No	No	Normal	220.00	OPR	Inv# 79351,79352
ONE20000	Daniel Crouse Description: CX Kitchen@ CC	26514	07/14/2017	No	No	No	Normal	100.00	OPR	Inv# 79353
ONE20001	Emily Herr Description: CX UK Soccer Camp	26569	07/20/2017	No	No	No	Normal	138.00	OPR	Inv# 79748
ONE20002	Kallie Wells Description: CX UK Soccer Camp	26577	07/20/2017	No	No	No	Normal	100.00	OPR	Inv# 79751
ONE20003	Jamie Bryson Description: CX Mermaid School	26573	07/20/2017	No	No	No	Normal	47.00	OPR	Inv# 79780

### Electronic Payments:

No electronic payments were found in date range.

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Total Reconciled Checks:	0.00
Total Reconciled Check Amount Paid:	0.00
Total Unreconciled Checks:	191.00
Total Unreconciled Check Amount Paid:	228,639.64
Total Void Checks:	19.00
Total Void Check Amount Paid:	228.00
Total Electronic Payments:	0.00
Total Electronic Payment Credits:	0.00

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### SELECTION CRITERIA:

Check Date Range: 07/01/17 Through 07/31/17  
 Bank: OPR  
 Check Sort Option: Vendor ID then Date  
 Check Status Option: Both Reconciled and Unreconciled Checks  
 Check Process Option: Both Good and Voided Checks  
 Pay Method: Both Direct Deposit & Checks

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*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #4:** **TEMPORARY EMPLOYEES, POLICY NO. 2085**

**RECOMMENDED ACTION:** Receive, Review and Adopt Policy No. 2085 under Consent Calendar

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**BUDGET ACCOUNT:** N/A

**BUDGET IMPACT:** N/A

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Policy No. 2085 has been drafted which will ensure the Cameron Park Community Services District stays in compliance with the California Public Employees Retirement System and labor laws. This policy provides the framework when hiring and retaining temporary employees.

Recommendation: Adopt new Policy No. 2085, Temporary Employees.



**CAMERON PARK**





*A special place  
to live.*

**CAMERON PARK**

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Temporary Employees  
POLICY NUMBER: 2085

**2085.1** This policy shall apply to all temporary and seasonal employees including employees hired through an agency/firm.

**2085.2** Definition: Temporary employees are hired on a full-time or part-time basis for less than 960 hours per year. Temporary employees are not eligible for District benefits or any leave accruals except sick leave per California's Healthy Families Act of 2014. Temporary employees may be hired on a seasonal basis, to fill behind a regular vacancy, to work on special projects, or to assist regular staff during times of heavy workloads.

**2085.3** The use of temporary employees is appropriate in the following situations:

- Staffing of regular position vacancies during recruitment, leave of absence, or other similar situations.
- Supplementing approved budget position allocations for regular positions during temporary increases in workload or service delivery.
- Casual, project, or seasonal work.
- On-call, intermittent, emergency, substitute, or other irregular work.

**2085.4** Temporary full-time or temporary part-time employment of retirees under the California Public Employees Retirement System (PERS) shall be permitted in cases where temporary service is desired.

The PERS retiree is limited to 960 hours per fiscal year. These hours include periods of time worked for any PERS agency in the State of California. Under no circumstances shall a PERS retiree work for any PERS agency for more than a total of 960 hours per fiscal year or be assigned to the District through a temporary agency. Other limitations may apply, including the amount of compensation that may be offered. Refer to CalPERS Employment After Retirement Handbook for further information.

**2085.5** A temporary employee is not eligible for PERS retirement benefits unless they exceed 1,000 hours in a fiscal year or the employee has previously qualified for PERS retirement. To prevent reaching the 1,000-hour threshold, the District limits the hours of temporary employees to 960 per

fiscal year. The number of hours will be monitored by Payroll who will provide a monthly report to the General Manager and supervisors/managers showing all hours worked by all temporary employees within the current fiscal year.

In very rare cases, the District may allow a temporary employee is to exceed 1,000 hours in a fiscal year. A request to the General Manager to allow a temporary employee to exceed 1,000 hours in a fiscal year should be submitted well in advance of the temporary employee exceeding the 960-hour limit and must contain the following information:

- Name, classification title, and hire date of the temporary employee.
- A discussion of the critical need for the employee to work more than 1,000 hours in a fiscal year.
- A brief description of the employee's work assignment.
- Hours worked to date and the estimated date employee will exceed 1,000 hours.
- The time frame of the expected need for this employee to work more than 1,000 hours per fiscal year.
- Training the department has invested in this employee.
- The recruitment difficulties the department has experienced, if any.
- The anticipated increases in costs for PERS retirement. Estimate the dollar amount for the remainder of the current fiscal year and for the next full fiscal year.
- Any alternatives, including hiring more temporary employees in order to keep them under the 1,000-hour limit.
- The consequences if the request is not approved.
- Other information to support the request.

**2085.6** Whenever possible, temporary employees who have performed satisfactorily, should be given a two-week notification of their pending termination date.

Temporary employees who are not performing satisfactorily may be terminated at any time without notice and without the right of appeal or hearing.

## Agenda Transmittal

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #6:** **RESULTS OF GENERAL MANAGER PROFILE WORKSHOP**

**RECOMMENDED ACTION:** Receive, Discuss and File

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**BUDGET ACCOUNT:** N/A

**BUDGET IMPACT:** N/A

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Saturday, August 5, 2017 saw over 20 people set aside their morning to assist the Board in developing the recruitment profile characteristics for the next General Manager. The adopted profile characteristics will be used by Municipal Resources Group (MRG) to screen applicants for the vacant position of Cameron Park's General Manager (GM). The participants working both individually and in teams discussed concepts of leadership and management and eventually identified 68 potential qualities that might be considered for inclusion in the screening matrix. Through an interactive process, the number of qualities were narrowed down to 49 qualities. Finally, with MRG's assistance, and in consultation with the Board of Directors, those "qualities" scoring 5 or more were included in the matrix (see attached brochure).

Good leadership and management skills	Honest & accountable
Open to suggestions from local residents	Fiscally responsible
Receptive to input of public and employees	Appreciative (of staff, volunteers, public)
Integrity	Organized
Understands role of Cameron Park Fire Department	Someone who can garner employees' trust and still keep control in certain situations
Principled	Ethical
Understands policies	Experience
Passion for the community	Good communicator
Looks for opportunities for improvements	Relationship builder
Respect for others	Goal oriented
Balance	Honorable

Following the noticed workshop, 25 people stayed to attend the “Cabal” that followed the workshop to outline concerns, past offenses and hopes. A few people who did not attend the Workshop, attended only the Cabal.

Some of the themes that came out of the “meeting after the meeting” are listed below. Additionally, Director Morrison, as the Board’s representative (the “meeting after the meeting” was not a noticed meeting under the Brown Act) will report her observations.

### **Cabal Themes**

- “Hard to move forward, but what choice do we have”
- “The effort to rebuild respect is on all parties desiring to make the District a better organization”
- “Relationship rebuilding needs to be a priority for everyone”
- “The public must take responsibility for staying engaged to help the Board achieve identified District objectives”
- Standards or Protocols for Board members need to be adopted
- Formal and ongoing investment in training needs to be a priority for the District, Board and employees
- Overarching CC&R should be considered for CPCSD
- Need to find a GM with the skills, training, track record of success, experience and education of a 42 year veteran public manager but not with the price tag required to retain such an individual
- Increase collaboration to stretch limited public resources
- Programs or facilities need attention: senior programing, skateboard park, weed abatement, environmental design to prevent crime, better lighting, etc.

In the aggregate, the workshop was a success in that an outstanding GM screening profile was developed by the community and embraced by the Board of Directors.

**Recommendation:** After hearing comments from the Board members and the public, receive and file the report on the August 5, 2017 General Manager Profile Development Workshop.

# Cameron Park Community Services District

# GENERAL MANAGER



# THE DISTRICT

Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California.

Perfectly located above the fog and below the snowline, Cameron Park was the vision of Ruth and Larry Cameron, who purchased the 5,000 acre ranch in the 1950s and is now the home to about 18,000 residents.

The Cameron Park Community Services District (CPCSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping, solid waste disposal and recycling.

Its mission is to preserve and enhance the quality of life and to safeguard the health, safety and welfare of the community. They are committed to sustainable growth and the preservation of social, cultural and natural resources.

The District's vision for the future includes:

- A transportation design that unifies Cameron Park and its bike/pedestrian friendly urban transit opportunities;
- An interconnecting regional park and trail system which supports a healthy and mobile lifestyle;
- An architecturally cohesive walkable downtown that promotes economic vitality to the region;
- The sustainable integration of our environmentally sensitive natural resources; and
- The enhancement of a safe and secure community.

# THE POSITION

The General Manager is the executive officer and highest administrative position in the District and administers and implements the policy direction of the District's five member board.

This position is responsible for the administration and direction, supervision, leadership, fiscal management, operations, and public relations for all programs administered including, administrative services, fire protection services, emergency medical services, parks, recreation, enforcement of CC&R's, waste management, along with several lighting and landscape districts within the District's boundaries.

## A Sampling of Essential Tasks:

- Develops, recommends and implements policies, program planning, fiscal management, for the effective administration and operations of all CSD functions;
- Recommends and implements board approved short and long-range organizational goals, objectives,



- strategic plans, business plans, operating policies and procedures;
- Coordinates the preparation of the agenda and reports for the Board and in-house committees;
- Responsible for all employer/employee functions including such items as; employee evaluations, progressive discipline and adverse action issues, equal employment opportunity, collective bargaining, accident reviews;
- Develops, evaluates and maintains a comprehensive budget plan to meet the current and projected needs of the CSD;
- Provides the board with monthly finance reports, budget overviews including financial conditions that may impact the district or department fiscal accountability;
- Coordinates the development of and executes an annual marketing plan that includes goals, objectives, strategies, execution, and measurement for all CSD facilities and programs;
- Manages (plans, organizes, staffs, directs, controls and evaluates) all functions within the various CSD programs to ensure maximum performance within the allocated budget;
- Establishes a positive working relationship with representatives of community organizations, state/local agencies and associations, district management, staff and the public;
- Directs, develops, and oversees all phases of implementing public information, media and advertising campaigns, marketing programs, and public outreach surveys;
- Leverages the CSD's commitment and delivery of outstanding customer service in the marketplace.

# THE IDEAL CANDIDATE

Since the involvement of the community is a core value of the District, a community workshop was conducted to get input about the most important traits that they would like to see in a new General Manager. The highest rated traits were:

- Good leadership, management, and motivational skills and is fiscally knowledgeable and responsible.
- Honest, accountable, ethical, principled, and has a high level of integrity.
- Open and receptive to suggestions/input from local residents and employees; garners trust.
- Appreciative of and available for staff, volunteers, and the public.
- Organized and goal-oriented.
- Passion for and knowledge of the community.
- Good communicator, listener, and is tactful and a team player.
- Has strong experience and is committed to the work and values of the District and community.
- Knowledgeable of all program areas including fire functions and has ability to effectively balance programs.
- Is a relationship builder and exhibits respect and fairness for others including staff.
- Is a mature professional who seeks opportunities for improvement.

## MINIMUM QUALIFICATIONS

### Required Education & Experience

- A bachelor's degree in business or public administration, or related field. A master's degree is highly desirable; AND,
- At least five years of increasingly responsible experience in a management assignment administering a public sector community services program.





# COMPENSATION & BENEFITS

Salary for previous General Manager was \$98,535 per year (salary is under review). In addition, the District offers a competitive benefit package for staff and their dependents:

## **PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)**

- 2% @ 55 for classic members.
- 2% @ 62 for new members.
- Employer pays 4% of the employee's portion (employee pays remaining 3%).
- Employer participates in Social Security.

## **MEDICAL INSURANCE**

- Employer-paid health insurance at 100% of the PERS Kaiser rate for the employee and 50% of the PERS Kaiser rate for dependents.
- Other PERS health insurance plans for the Greater Sacramento Area may be selected.

## **DENTAL AND VISION INSURANCE**

- Employer-paid dental and vision insurance is provided.

## **VACATION & ADMINISTRATIVE LEAVE**

- 10 paid vacation days per year with a cap.
- 10 paid administrative leave days per year.

## **SICK LEAVE**

- 12 paid days per year.

## **HOLIDAYS**

- 16 paid days per year (includes 2 personal days).

## **DEFERRED COMPENSATION**

- Employee may participate in the PERS 457 deferred compensation plan.

## **APPLICATION & SELECTION PROCESS**

To apply, please submit the following to [apply@municipalresourcegroup.com](mailto:apply@municipalresourcegroup.com):

- cover letter
- resume (please include the size of staff and budget you have managed and both months and years of beginning/ending dates for positions held)
- current salary
- 5 work-related references

Please write "CPCSD General Manager" in the subject line of your email.

The final filing date is **September 15, 2017**.

If you have questions, please contact Bronda Silva at 916-752-7088 or [bsilva@municipalresourcegroup.com](mailto:bsilva@municipalresourcegroup.com).

Applicant qualifications via the required application materials and the results from possible telephone interviews with the consultant will be evaluated for the desired qualifications. The most qualified candidates will be invited for an interview with the District Board of Directors. If needed, the top 2-3 candidates may be invited back for a second interview. It is expected that the top candidate from the interview process will be offered the position with an employment agreement to final the appointment.

## Agenda Transmittal

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #7:** **FILLING VACANT BOARD OF DIRECTORS' SEATS**

**RECOMMENDED ACTION:** (1) Confirm the application deadline (September 5, 2017) and select an Option for Filling the Vacancies Created by the Resignation of Directors McNeil and Blackmon; and  
(2) Direct Staff to Post the Notice of Vacancies in Three Conspicuous Locations at Least 15 Days Prior to the Appointment to Fill the Vacant Positions

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**BUDGET ACCOUNT: N/A**

**BUDGET IMPACT: N/A**

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Pursuant to Election Code 1780, the County Elections Office has been notified of the resignation of Director Scott McNeil and Amy Blackmon.

The resignation of Directors McNeil and Blackmon, and the proximity to the next election, November 7, 2018 Board Election, would allow the Board of Directors to appoint a citizen to fill out the remainder of Director McNeil's and Blackmon's terms. The Board has 60 days from August 7, 2017 to fill the appointment or no later than October 7, 2017 and October 12, 2017 respectively. Failure to fill the vacancy will result in the Board of Supervisors filing the vacancy. The Board of Supervisors would have 90 days from the deadline the Board of Directors failed to fill the vacancy.

Suggested approaches for filling the vacancy:

### Appointment Option A

1. Potential candidates would fill out a form or submit a resume that would provide information on the credentials of the candidate. The form is attached and made part of this report.
2. The Board would appoint a Screening Committee made up of one appointee from each board member. The Screening Committee would "score" the candidates solely based on the information contained on the Candidate Form (see attached Scoring Sheet).

3. The top five candidates, based on the scores of the Screening Committee would be submitted for interviews with the Board. Interviews would be in Open Session.
4. Interview questions would be prepared by the Interim General Manager in consultation with the Board of Directors.
5. Based on the interviews the Board would select a replacement to fill Director McNeil's and Blackmon's vacant positions.

#### Appointment Option B

1. Potential candidates would fill out a form that would provide information on the credentials of the candidate. An example of the form and scoring sheet is attached and made part of this report.
2. The Board, after reviewing the Candidate Form, would each select one to two persons to be invited to an interview.
3. The Board would interview the selected candidates. Interviews would be in Open Session. Interview questioning would be provided by the General Manager.
4. Based on the interviews, the Board would select replacements to fill Director McNeil's and Blackmon's vacant positions.

#### Appointment Option C

1. No applicant scoring using the applicant form.
2. Interview questions would be prepared by the Interim General Manager in consultation with the Board of Directors.
3. The Board would interview all applicants over a period of days and would select candidates from among those interviewed. Interviews would be in Open Session.

#### Appointment Option D

1. An alternative option to be decided on August 29, 2017.

#### Recommendation:

1. Select an option for filling the vacancies created by the resignation of Board President Scott McNeil and Director Blackmon and per the Elections Code Post.
2. Direct Staff to post the notice of the vacancy in three conspicuous places at least 15 days prior to the appoint to fill the vacant position.

Attachment A: Vacant Candidate Appointment Form

Attachment B: Board Applicant Scoring Sheet



Cameron Park Community Services District

## Board of Directors

# Vacant Candidate Appointment Form

Please complete this voluntary form and/or submit resume to [rramirez@cameronpark.org](mailto:rramirez@cameronpark.org) or turn in to the Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, by Tuesday, September 5, 2017, 4:00 p.m. Additional pages may be added.

Name	
Address (no Post Office Boxes)	
Telephone Number	Email Address
How long have you lived in Cameron Park?	
Attach a current resume - if you do not have a current resume, please provide the following information:	
Education (through highest grade completed)	Current or most recent occupation
Memberships	Licenses or certificates (indicate authority granting the license or certificate)

### Application Questions

1. Have you filed for bankruptcy in the last five years? If yes, detail the reason for the bankruptcy.
2. Have you ever been convicted of a misdemeanor or felony? If yes, provide dates and court number of court action.
3. How much time per week can you devote to being a member of the Cameron Park Community Services District (check only one)
  - 5 hours or less
  - 5 to 10 hours
  - 10 to 20 hours
4. Have you any moving violations in the last three years?
5. In 60 words or less, detail why the Board of Directors should select you for an interview to fill the vacancy on the Cameron Park Board of Directors.
6. Name any Cameron Park Community Services District committees you have served on in the past five years.
7. In 180 words or less, name three problems you believe the District faces in the next 12 months and how you would approach addressing each problem.
8. List five references and their mailing addresses. Provide an email address and telephone number for each reference.

*Cameron Park Community Services District*

**Board Applicant Scoring Sheet**

Point range – 0 to 10      0 = Worst score      10 = Best score

**Applicant** \_\_\_\_\_

Question	Points
A. How long have you lived in Cameron Park?	
B. Owned or operates own business	
C. Government experience	
D. Information on application or resume	
E. Education	
F. Memberships/Associations	
G. References	
H. Prior volunteer experience serving Cameron Park	
I. In 60 words or less, detail why the Board should select you for an interview to fill the vacancy on the Cameron Park Board of Directors (question #5)	
J. In 180 words or less, name three problems you believe the District faces in the next 12 months and how you would approach addressing each problem	

Total Points \_\_\_\_\_

## Agenda Transmittal

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #8:** **FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION AND REQUEST FOR PROPOSAL**

**RECOMMENDED ACTION**

- (1) Authorize the Board Vice President and Interim General Manager to Sign a Contract Extension with Cal Fire
- (2) Provide Direction to the Interim General Manager Relevant to Proceeding with a Request for Proposal for Fire and Emergency Medical Services

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**BUDGET ACCOUNT:** N/A

**BUDGET IMPACT:** N/A

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The Cameron Park Community Services District (CSD) has been contracting with Cal Fire over 20 years. During that period, Cal Fire has provided a high quality of emergency service response to the community, including but not limited to fire suppression, prevention, advanced life support/transport and management of all fire and medical response function within Cameron Park.

As part of the Board's fiduciary responsibilities and a customary best management practice, from time to time an agency needs to compare and contrast service delivery. Such a review is normally undertaken on a schedule agreed to by both parties. The review is often done by a third party to ascertain both the quality and cost of the service being delivered. The results of such a review may confirm that the current service arrangement is in the best interest of the community or it may find that changes are needed, including but not limited to modification of service, *resource augmentation* or termination of the current service. Accordingly, the District has been a part of or undertaken reviews of Fire and Emergency services in 2003, 2008, 2010 and 2016.

The findings of all of the above studies have been consistent with the findings as far back as 2003 which indicated:

## Summary

- The current contract with the California Department of Forestry is working in a satisfactory fashion according to all of those interviewed. The cost for maintaining that contract is escalating. **This will require the passage of a special tax to raise required revenue.** Absent that revenue enhancement, the District will have to modify the level of service or redirect funds allocated to Parks and Recreation.
- El Dorado Hills Fire Department has indicated that they are only interested in providing the service if there is a **reorganization that would allow their fire department to cover the area.** Additionally, they would not bid on a 2-person unit. The tax shift from the CSD to meet the El Dorado Hills proposal is higher than the existing total property tax. This could be accomplished if there were to be a tax initiative in the immediate future.
- The El Dorado County Fire Protection District cost alternative is lower than either 1) the continuance of the Schedule A Contract with the State or 2) the detachment of fire protection services and subsequent reorganization of the El Dorado Hills Fire Department. **However, the alternatives do meet minimum levels of service (as approved by the Board).**
- Reinstating the Cameron Park Fire Department is the last option. Essentially this would be a reduction in cost both present and in the future, but would result in the loss of ancillary benefits derived from a larger organizational context.

Interesting to note that the 2003 report concluded (as other reports subsequently strongly suggest) that a special tax was needed to maintain current Fire and Emergency levels of service. This was before the Community Center was built. Specifically, the rising costs were in large measure due to the more “robust” pensions and health care benefits realized by public safety personnel in the late 1990’s regardless of agency provider. The 2003 report concluded that if a revenue augmentation was not undertaken, service levels would need to be modified. Neither a special tax was considered nor were service levels reduced. Likewise, the CSD chose to stay with Cal Fire since the very first fire review in 2003.

In 2017, after four known third party evaluations, the CSD Board established an ad hoc committee to again evaluate whether or not the District should continue the current contract arrangement with Cal Fire. The findings of the committee, reported at the Special Board Meeting of July 26, 2017, concluded there was sufficient merit to justify preparing a Request for Proposal (RFP) so as to consider another evaluation of current and potential new service providers. To that end, the Board directed the Interim General Manager to prepare an RFP and return with it to the Board for discussion.

Attached for the Board's consideration is the draft Emergency Services RFP. The draft is about 90% completed but far enough along to provide the Board with sufficient information on the direction of the RFP. However, based on a number of factors, not the least of which is the language in the current contract (See Attachment A, Exhibit C, Section 4: Extension of Agreement), an extension of the current contract needs to be considered to enable the RFP to be undertaken in a deliberate fashion. The factors lending to an extension are as follow:

- Normally, a review and finding that an RFP and potential change of service would occur a minimum of two years from the date of the expiration of a complex service such as the Cal Fire contract. This would allow sufficient time for a comprehensive review and if necessary, change in providers.
- The current contract expires in less than a year and the CSD failed to give proper notice of its intention to renew, extend or terminate the current arrangement; and
- Current contract language is now in force and effect unless a formal written notice is forwarded to Cal Fire with the Board's intention. In other words, the State will give notice to terminate on June 30, 2018.

Given the time required to allow for proposers to review and submit the RFP, the language in the existing agreement, coupled with the need should the Board select to change Fire and Emergency Service providers, a contract extension is necessary. The resolution, if approved, would extend the current provider relationship by eight months; or until February 2019. Unless modified, the resolution will also authorize to advertise the RFP for emergency services (see Attachment B).

Recommendation:

1. Authorize the Acting President and General Manager to sign a contract extension with Cal Fire based on the attached Resolution.
2. Provide direction to the General Manager relevant to proceeding with a Request for Proposal (RFP) for a Fire and Emergency Medical Services.

Attachment A: Fire and Emergency Services Extension of Agreement

Attachment B: Resolution Extending the Contract with Cal Fire for Fire and Emergency Services

Attachment C: Request for Proposal



# FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION

## ATTACHMENT A

Contractor Name: Cameron Park Community Services District

Contract No.: 2CA02184

Page No.: 8

EXHIBIT C  
GENERAL TERMS AND CONDITIONS

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT:** This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT:** This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.

\* → 4. **EXTENSION OF AGREEMENT:**

A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services, and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.

B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

**RESOLUTION NO. 2017-10  
of the Board of Directors  
of the Cameron Park Community Services District  
August 29, 2017**

**RESOLUTION EXTENDING THE CONTRACT WITH CAL FIRE  
FOR FIRE AND MEDICAL EMERGENCY SERVICES**

*WHEREAS*, The Board of Directors of the Cameron Park Community Services District (CPCSD) and the California Department of Forestry and Fire Protection (Cal Fire) entered into a fire-year agreement to provide fire and emergency services to the community of Cameron Park in July 2013; and

*WHEREAS*, the current agreement will expire on June 30, 2018 if the Board and Cal Fire do not enter into a new agreement; and

*WHEREAS*, it is a customary best management practice to compare and contrast, from time to time, long-term agreements with any service provider; and

*WHEREAS*, the CPCSD has been part of or specifically undertaken a number of reviews for fire and emergency services including reports in 2003, 2008, 2010 and 2016 testing both best practices and cost for delivery; and

*WHEREAS*, an ad hoc committee of the Board was formed to again evaluate best practices and cost for delivery; and

*WHEREAS*, the ad hoc committee following a review of current delivery platforms and cost concluded that a Request For Proposal (RFP) would be a good instrument to undertake a new best practices and cost for delivery review; and

*WHEREAS*, the Board asked the Interim General Manager to prepare such an RFP and return with it to the Board for further discussion; and

*WHEREAS*, the CPCSD, after further deliberation, desires to issue an RFP for emergency fire and advanced life support services, including any modifications incorporated by the Board into the RFP;

*WHEREAS*, the RFP process may take up to 180 days to ascertain whether or not the CPCSD selects to remain with Cal Fire at current service levels, modify current levels of service or finds that a new fire and emergency service provider would be in the District's best interest; and

*WHEREAS*, the CPCSD desires to extend by eight months the current California Department of Forestry and Fire Protection (Cal Fire) Agreement No. 2CA2184 so as to publish an RFP for emergency services, evaluate submitted proposals and to provide for an adequate transition period, should a new service provider be selected; and

**WHEREAS**, The CPCSD encourages Cal Fire to respond in writing to the RFP to be circulated in August/September 2017; and

**WHEREAS**, the CPCSD will budget sufficient funds, currently estimated at \$3,774,070 for Fiscal Year 2018, along with reimbursement from the El Dorado Hills Ambulance Joint Powers Authority, to pay for the current contract and any incremental amount reflecting actual cost for providing emergency services by Cal Fire through February 2019.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the CPCSD hereby approves an 18-month contract extension to February 1, 2019; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the Vice President and the Interim General Manager to execute an 18-month contract extension on behalf of the Board of Directors of the CPCSD and,

**BE IT FURTHER RESOLVED**, the Board authorizes the finalization of the draft RFP and circulation, subject to the inclusion of data points and distribution.

**PASSED AND ADOPTED BY THE** Board of Directors of the Cameron Park Community Services District at a meeting held on 29<sup>th</sup> day of August 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

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Director Holly Morrison, Vice President  
Board of Directors

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Richard J. Ramirez  
Secretary to the Board



# Request for Proposal Emergency Services

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

Board of Directors:  
Holly Morrison, Vice President  
Margaret Mohr, Director  
Greg Stanton, Director

Richard J. Ramirez, Interim General Manager

**Issued ??? 2017**  
**Submittal Deadline ???, 2017**

# EMERGENCY SERVICES REQUEST FOR PROPOSAL

Dear Proposers:

The Cameron Park Community Services District (hereinafter referred to as the “CSD”) is requesting proposals from qualified agencies to provide Fire Protection, Emergency Medical, Fire Prevention and emergency dispatch services to the Community (hereafter referred to as Emergency Services). The CSD is interested in exploring all viable alternatives for these services, in alternatives that will meet or exceed current performance standards and/or capabilities for fire and emergency services and fire prevention, while also addressing concerns of ability to pay, cost containment, service duplication, and regional cooperation.

## 1. BACKGROUND

On July 26, 2017, the Board of Directors of the CSD agreed to move forward with a comprehensive review and analysis of seeking proposals for Emergency Services.

The CSD is a special district under the California Government Code, with a five member Board of Directors, a General Manager and General Counsel, who serve under agreement to the Board but at the pleasure of the CSD Board of Directors. The District’s General Fund budget of over \$\_\_\_\_ and Emergency Services reports to the General Manager.

As a CSD, the District, in addition to Emergency Services, provides solid waste collection (by contract, private conditions, covenants and regulation enforcement for its \_\_\_\_ homeowner associations; parks, recreation, special events and lighting and landscaping services.

The CSD currently contracts for Emergency Services with Cal-Fire. The Fire Chief is appointed by the State of California and had general supervision by the General Manager under the provisions of the current contract. Said Contract will be extended for a one-year period in August 2017 while the CSD conducts the Request for Proposal (RFP) and deliberates on the results of the proposals submitted.

CSD Emergency Services consists of \_\_\_\_ full time positions that provide administrative services as well as staffing for the two fire stations. Personnel are distributed in the following manner:

\_\_\_\_ sworn career firefighters of which \_\_\_\_ are suppression positions, \_\_\_\_ are licensed paramedic positions, and two Battalion Chiefs and one Fire Chief. Administrative support is provide by \_\_\_\_\_.

The Emergency Services provides fire administration, fire prevention including inspection, plan check, emergency preparedness, and education using sworn staff and operates two fire stations with sworn staffing and equipment as follows:

Station #\_\_\_\_(located at\_\_\_\_): Para-medics Ambulances\_\_\_\_; Engines \_\_\_\_; Trucks\_\_\_\_; Special Equipment (list) e.g., USAR, Quint Truck, etc.

Station #\_\_\_\_ (located at\_\_\_\_\_)

The 2017-18 agreement with Cal-Fire is a not to exceed \$\_\_\_\_\_. The General Manager’s draft budget for the same period is \_\_\_\_\_. Midyear budget review requires Cal-Fire to report on the status of operations and to request any budget amendments, provided they do not exceed the contract amount. Anything over the contract amount is absorbed by \_\_\_\_\_.

In addition to general fund support, the CSD receives \$\_\_\_\_\_ for Para-Medic Ambulance Transport Services through \_\_\_\_\_. The annual reimbursed through the \_\_\_\_\_ is \_\_\_\_\_. The General Fund provides \_\_\_\_\_ for Emergency Services.

**Incident Statistics**

The Emergency Services responded to \_\_\_\_\_ incidents during calendar year 2017. The incident types and counts are listed below:

Inside the CSD Service Boundaries: \_\_\_\_\_

Outside CSD Service Boundaries: Automatic Aid\_\_\_\_\_; Mutual Aid\_\_\_\_\_

Current Response Times: As part of this RFP, the CSD has listed response times for different types of emergency responses as follows (NOTE: All response time are in CSD District Boundaries Only and do not apply to Automatic or Mutual Aid outside of District):

Respond to Code 3 Emergency Medical Services incidents within \_ minutes 90% of the time (\_ minutes turnout time, and \_ minutes travel time)

Respond to Code 3 Fire and Rescue incidents within \_ minutes and \_ seconds 90% of the time (\_ minute turnout time, and \_ minutes travel time)

**2. SCHEDULE OF EVENTS**

This request for proposal will be governed by the following schedule:

Release of RFP	2017
Deadline for Written Questions	2017
Responses to Questions Posted on Web	2017
Proposals are Due	2017



Interview (if held)	2017
Proposal Evaluation completed	2017
Directors Review of Contract	(TBD)

All dates are subject to change at the discretion of the CSD

### 3. SCOPE OF WORK

The CSD is seeking capable agencies to provide a full array of fire, emergency medical transport, and other emergency/non-emergency services. Such services may include:

- Fire suppression
- Vehicle and technical rescue
- Hazmat response
- Emergency medical transport response (ALS and BLS), support and training
- Training and personnel development
- Fire Prevention to include: code enforcement, plans review, inspections, investigation, hazardous materials disclosure coordination, fee billing and public education
- Fire administration and support to include: time and attendance reporting; fire and emergency medical services (EMS) records management; information technology (IT); human resource management; budgeting, accounting, purchasing, project management, clerical support, scheduling, internal and external coordination, public education, disaster preparation and fleet management.
- Fire Dispatch
- Fleet Maintenance (See list of Fire Vehicles attached as Appendix \_).
- EOC & Incident command
- For each agency submitting a proposal for Emergency Services, the following are considered mandatory:
  - The ability to provide advanced life support service (ALS) and transport within the requirements of \_\_\_\_\_, who is responsible for the approval of any emergency medical service-paramedic (EMT-P) provider in El Dorado County.
  - The ability to serve as a critical element within the CSD's emergency response system and provide command staff during a major emergency. Provider must establish ability to enter into

or current mutual and automatic aid agreements with surrounding jurisdictions and CALEMA (?).

- The ability to meet the general responsibilities for delivering Emergency Services and to provide such services in a manner that delivers these services using generally accepted practices within the level of service agreed to with the CSD. Please see the proposed Draft Agreement attached in Appendix \_ for required insurance levels and coverage.

With respect to related supplies and services the CSD and provider will work together to develop the required materials needed to operate Emergency Services. Those cost will be make part of the budget and will be the responsibility of the CSD. Emergency Services will account for all such supplies and services provided by the CSD.

See Attachment \_ for certification program exhibits reflecting training expected of firefighters and EMS personnel under current standards of the Cameron Park Fire Department.

#### **4. PROPOSAL FORMAT GUIDELINES**

Interested agencies are to provide the CSD with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than \_\_ typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this RFP and any awarded contract, may be rejected. The following proposal sections are to be included in the Proposer’s response:

##### **Provider Application Form and Cover Letter**

Complete Appendix \_, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed two pages in length, and should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to the Cameron Park, California and the office from which the project will be managed.

##### **Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the CSD, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

## Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include an implementation plan that describes in detail:

- The methods, including controls by which your agency manages projects of the type sought by this RFP;
- Methodology for soliciting and documenting views of internal and external stakeholders; and
- Any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work paying particular attention to how and under what timetable you would transition into serving as the CSD's Emergency Services Operation; identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.

Detailed description of efforts your agency will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section; e.g. use of focus groups to evaluate service, response time, etc.

Detailed description of how your Agency's Proposal will maximize efficient, cost-effective operations and will meet or exceed current performance standards and/or capabilities.

Detailed description of specific tasks you will require from CSD staff. Explain what the respective roles of CSD staff and your staff would be to complete the tasks specified in the Scope of Work.

Proposers may perform some or all of the services identified in this Request for Proposals. The CSD will consider partial proposals and may award contracts for some or all of the services identified and may award more than one contract. If your Proposal is for only some of the services identified, please clearly identify which services you propose to provide.

Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations and will meet or exceed current performance standards and/or capabilities. In addition, the CSD will consider proposals that offer alternative service delivery means and methods for the services desired.

Proposers are also requested to identify any CSD owned facilities or property, including existing fire stations, apparatus and equipment which Proposer would propose to use or lease, purchase, or rent from the CSD in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such apparatus, equipment and facilities, and how this proposed structure affects the overall cost proposal to the CSD.

## Staffing

Provide a list of lead personnel who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual.<sup>1</sup> Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the CSD for approval before they begin work.

## Qualifications

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of your firm/agency demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal. Preference will be given to Proposers who can demonstrate 5-10 years of analogous experience in delivering Emergency Incident Management, Fire Suppression, Fire Prevention and ALS Emergency Medical Transport Services to an Urban Municipality of like size, demographics and complexity, which includes a commercial, industrial, and residential mix.

In addition, if you propose to provide your own personnel to provide maintenance of the current fire fleet and equipment (see inventory in Attachment \_\_\_), the following minimum qualifications apply.

Proposer shall provide a minimum of one full time staff member certified as required per NFPA 1071 Emergency Vehicle Technician Professional, and California State Certified Fire / Master Mechanic level III with Pump certificate.

Proposers will provide ASE master (or equal) proficiency trained working staff to service all other equipment.

Proposers will provide working staff that have Commercial Licenses (CDL) to test drive DOT regulated equipment after repair.

Proposer will manage the CDL random drug test program for their staff as required by California Highway Patrol and Department of Transportation and advise the CSD Representative of non-compliance.

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<sup>1</sup> Hourly rates for the proposed personnel shall be set forth on Appendix \_\_\_.

License Requirement: Prior to the award of the contract the Contractor must be licensed in the State of California with a valid Bureau of Automotive Repair license or other appropriate and legal designation.

Provide at least three references that received similar services from your firm. The CSD reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client name
- Type of service provided
- Project start and end dates
- Client project manager name, telephone number, and e-mail address

#### Financial Capacity

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements State Controller's audit report. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

#### Fee Proposal

All Proposers are required to use the form in Appendix \_ to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

#### Disclosure

Please disclose any and all past or current business and personal relationships with any current CSD elected official, appointed official, employee, or family member of any current CSD elected official, appointed official, or employee. Any past or current business relationship may not necessarily disqualify the firm from consideration.

#### Sample Agreement

The firm selected by the CSD will be required to execute an Agreement for Services (Agreement) with the CSD. The form of the Agreement will be negotiated upon tentative award of the proposal selected by the Board. Said agreement shall be prepared by selected provided and be subject to review by the CSD's General Counsel.

## Checklist of Forms to Accompany Proposal

As a convenience to Proposers, following is a list of the forms, included as appendix to this RFP, which should be included with proposals:

- Vendor Application Form
- Ex Parte Communications Certificate
- (2) Price Proposal Form
- Disclosure of Government Positions (4) Disqualifications Questionnaire

## **5. PROCESS FOR SUBMITTING PROPOSALS**

### Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format guidelines.

### Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

### Number of Proposals

Submit one original, five (5) hard copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.

### Submission of Proposals

Complete written proposals must be submitted in sealed envelopes marked and received no later than 4:00 p.m. (P.S.T) on ??? to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

Richard J. Ramirez, Interim General Manager  
FIRE SERVICES PROPOSAL  
Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682

## Inquiries

Questions about this RFP must be directed in writing, via e-mail to:

Richard J. Ramiez, Interim General Manager  
rramirez@cameronpark.org

The CSD reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the CSD website, cameronpark.org; Proposers should check this web page daily for new information. The CSD will endeavor to answer all written questions timely received no later than ???. The CSD reserves the right not to answer all questions.

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate outside the process set forth in this RFP with any CSD employee other than the contracting officer listed above regarding this RFP. The CSD reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the CSD.

## Conditions for Proposal Acceptance

This RFP does not commit the CSD to award a contract or to pay any costs incurred for any services. The CSD, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The CSD may waive any irregularity in any proposal. All proposals will become the property of the CSD. If any proprietary information is contained in the proposal, it should be clearly identified.

In the event that there is a challenge to the award of contract, or the recommended award of contract (collectively defined only for purposes of this section as a Claim), the Proposer to whom the contract is awarded, or recommended to be awarded, will assume all responsibility for any Claim, and will defend, indemnify, and hold harmless the CSD from and against all damages (including but not limited to legal fees that may be awarded), and pay any and all costs and expenses, including but not limited to CSD's reasonable costs and legal fees, related to the Claim. The CSD may tender the defense of a Claim or may, in its sole discretion, choose to defend the Claim itself and be entitled to prompt reimbursement of its reasonable costs and expenses, including but not limited to legal fees, as they occur. In the event the CSD tenders the defense of the Claim, it retains the right to approve any settlement of a Claim and may reasonably object to any counsel defending the Claim. Such costs and legal fees shall not be reimbursable to Proposer by CSD through any awarded contract.

Notwithstanding the preceding paragraph, this indemnity and defense obligation does not apply to the extent any Claim is based on the CSD's failure to follow the procurement procedures set forth in this RFP.

By submitting a proposal in response to this RFP, and in consideration for the CSD's review of its Proposal, Proposer agrees to this indemnity and defense obligation, which shall be in effect from the time a Proposer submits a proposal until such time, if any, as the CSD awards a contract and the time

for challenging such an award has expired. In addition, any Proposal shall remain a firm offer to the CSD during the pendency of any Claim. Proposers shall execute the acknowledgement of this obligation on Appendix ?.

**6. EVALUATION CRITERIA**

The CSD will award the contract to the lowest responsible proposer. The award will be based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

Qualifications of Firm and Key Personnel..... Up to 25%

Includes a firm's ability to provide the requested scope of services, the firm's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.

Approach to Providing the Requested Scope of Services..... Up to 25%

Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

Price Proposal ..... Up to 25%

Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Appendix \_.

Innovative and/or Creative Approaches to Providing the Services that Provide Additional Efficiencies or Meet or Exceed Current Performance Standards and/or Capabilities ..... Up to 25%

**7. EVALUATION OF PROPOSALS AND SELECTION PROCESS**

An Evaluation/Selection Committee (Committee), which may include members of the CSD staff, community, and possibly outside experts, will screen and review all proposals according to the weighted criteria set forth above. (See Section 10. EX PARTE COMMUNICATIONS.) While price is one basic factor for award, it is not the sole consideration.

**Responsiveness Screening**

Proposals will first be screened to ensure responsiveness to the RFP. The CSD may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the CSD reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.



## Initial Proposal Review

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The CSD may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the CSD. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The CSD may conclude the evaluation process at this point and recommend award to the lowest responsible proposer. Alternatively, the CSD may elect to negotiate directly with one or more Proposers to obtain the best result for the CSD prior to making a recommendation or selection.

## Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for ?? and will be conducted at ????. This date is subject to change. The individual(s) from Proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal.

In addition to conducting an oral interview, the CSD may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process, e.g. meet with auditory firm who conducted your last audit.

Following conclusion of this stage of the evaluation price, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The CSD may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The CSD may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the CSD, the CSD may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

## **8. PROTEST PROCEDURES**

Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the CSD General Counsel, Mr. Jason Epperson (hereafter referred to as "General Counsel"), at least 10 calendar days prior to the deadline for receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to General Counsel, within forty-eight hours from receipt of the notice from the CSD advising of staff's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The General Counsel will respond to the protest in writing at least three days prior to the meeting at which staff's recommendation to the CSD Board of Directors will be considered. Should Proposer decide to appeal the response of the General Counsel, and pursue its protest at the Board of Directors' meeting, it will notify the General Counsel of its intention at least two days prior to the scheduled meeting.

## **9. CONFIDENTIALITY**

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the CSD and Proposer, shall be available to the public. The CSD intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the Board of Directors.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the CSD withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if Proposer requests that the CSD withhold from disclosure information identified as confidential, and the CSD complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the nondisclosure, indemnify and hold harmless the CSD from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the CSD or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the CSD withhold from disclosure information identified as confidential, the CSD shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the CSD.

## **10. EX PARTE COMMUNICATIONS**

Proposers and Proposers' representatives should not communicate with the Board of Directors members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the CSD, including any member of the evaluation panel, with the exception of the Interim General Manager, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the CSD during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the CSD on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix \_) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

## **11. CONFLICT OF INTEREST**

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under this Agreement. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

## **12. DISCLOSURE OF GOVERNMENTAL POSITION**

In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the CSD, the CSD requires that all Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached "Disclosure of Government Positions Form." (See Appendix ?.)

## **13. CONDITIONS TO AGREEMENT, IF ANY**

The selected Proposer will execute an Agreement for Services with the CSD describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Appendix \_ to this RFP, which may be modified by CSD. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in Exhibit ?..

Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement. The CSD may consider the scope and number of conditions in evaluation proposals and determining the lowest responsible bidder.

#### **14. DISQUALIFICATION QUESTIONNAIRE**

Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a Proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Appendix ?.

#### **15. STANDARD TERMS AND CONDITIONS**

##### Amendments

The CSD reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments and additional information will be posted to the CSD website, [cameronpark.org](http://cameronpark.org); Proposers should check this web page daily for new information.

##### Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the CSD.

##### Insurance Requirements

CSD requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the CSD for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Proposer must furnish the CSD with the Certificates of Insurance proving coverage as specified within Appendix \_.

# APPENDIX A

## Emergency Services Provider Application Form

Type of Applicant: <input type="checkbox"/> New <input type="checkbox"/> Current Provider	
Legal Contractual Name of Corporation	
Name of Contact Person for Agreement	
Corporate Mailing Address	
City, State and Zip Code	
Email Address	
Name of Contact Person for Proposal	
Title	Email Address
Telephone Number	Fax Number
Federal Tax Identification Number	

Is Your Business (check one)

- Non-Profit Corporation       For Profit Corporation

Is Your Business (check one)

- Corporation       Limited Liability Partnership  
 Individual       Sole Proprietorship  
 Partnership       Unincorporated Association

**Names & Titles of Corporate Board Members**

Also list names & titles of persons with written authorization/resolution to sign contracts.

Name	Title	Telephone Number

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## APPENDIX B

### Ex Parte Communications Certification

Please indicate by signing below one of the following two statements (only sign one statement).

*I certify that Proposer and Proposer's representatives have not had any communication with a CSD Board of Directors member concerning the Emergency Services RFP at any time after ???.*

\_\_\_\_\_  
*Signature*

OR

*I certify that Proposer or Proposer's representatives have communicated after ?? with a CSD Board of Directors member concerning the Emergency Services RFP. A copy of all such communications (e.g. emails, letters, memos, phone calls, meetings) is attached to this form for public distribution.*

\_\_\_\_\_  
*Signature*

# APPENDIX C

## Emergency Services Pricing Proposal Form

If selected, \_\_\_\_\_ will provide the following services/programs (check each box for the corresponding service to be provided for under this proposal):

Dispatch - If your proposal does not include dispatch services indicate who will dispatch:

Fire suppression

Vehicle and technical rescue

Hazmat response

Emergency medical response, support and training: ALS, BLS or both (Circle)

Emergency medical transport: ALS, BLS, or both (Circle)

Training and personnel development

Fire Prevention to include: code enforcement, plans review, inspections, investigation, hazardous materials disclosure coordination, fee billing and public education

Weed abatement administration

Fuel reduction - Please detail how this will be undertaken:

Fire administration and support to include: time and attendance reporting; fire and EMS records management; IT; human resource management; budgeting, accounting, purchasing, project management, clerical support, scheduling, internal and external coordination, public education, disaster preparation and fleet management

Fleet Maintenance (see list of fire vehicles attached as Appendix \_)

EOC and incident command

Community Relations and Outreach - Detail what your programs will include:



### Other Functions

If your proposal will provide programs or services beyond those listed above, please detail below:

**IMPORTANT - Strike out ANY above service, program or activity not provided as part of this proposal.** If a service, program or activity is not provided as part of this proposal, detail who will provide the service, program or activity and at what cost:

Under this proposal emergency services will be deployed in the following manner:

\_\_\_\_\_ will provide 24/7 emergency services as listed above during the following hours per shift \_\_\_\_\_ and number of shifts per \_\_\_\_\_

Station # \_\_\_\_\_

- Total number of sworn personnel (including command personnel) \_\_\_\_\_;
- Total Number of non-sworn personnel \_\_\_\_\_;
- Number of personnel assigned to Para-medical Ambulances \_\_\_\_\_;
- Number per shift \_\_\_\_\_;
- Number of personnel assigned to Engines; number per shift \_\_\_\_\_;
- Number of personnel assigned to Truck(s) \_\_\_\_\_;
- Number per shift \_\_\_\_\_;
- Number of personnel assigned to Special Equipment (list) or Special Ops e.g., USAR, Quint Truck, etc. \_\_\_\_\_

Station # \_\_\_\_\_

- Total number of sworn personnel (including command personnel) \_\_\_\_\_;
- Total Number of non-sworn personnel \_\_\_\_\_;
- Number of personnel assigned to Para-medical Ambulances \_\_\_\_\_;
- Number per shift \_\_\_\_\_;
- Number of personnel assigned to Engines; number per shift \_\_\_\_\_;
- Number of personnel assigned to Truck(s) \_\_\_\_\_;
- Number per shift \_\_\_\_\_;
- Number of personnel assigned to Special Equipment (list) or Special Ops e.g., USAR, Quint Truck, etc. \_\_\_\_\_

Please indicate the cost for providing services checked off above and for deploying personnel.

General Administration, including but not limited to weed abatement, etc.

\$ \_\_\_\_\_ Year One

\$ \_\_\_\_\_ Year Two

\$ \_\_\_\_\_ Year Three

\$ \_\_\_\_\_ Year Four

\$ \_\_\_\_\_ Year Five

Station # \_\_\_\_\_

\$ \_\_\_\_\_ Year One

\$ \_\_\_\_\_ Year Two

\$ \_\_\_\_\_ Year Three

\$ \_\_\_\_\_ Year Four

\$ \_\_\_\_\_ Year Five

Station # \_\_\_\_\_

\$ \_\_\_\_\_ Year One

\$ \_\_\_\_\_ Year Two

\$ \_\_\_\_\_ Year Three

\$ \_\_\_\_\_ Year Four

\$ \_\_\_\_\_ Year Five

Grand Total for a five year contract: \$ \_\_\_\_\_

**Note:** For purposes of this proposal only the equipment and rolling stock identified in Exhibit \_\_\_\_ and owned by the Cameron Park Community Services District will be used to provide the checked-off services above. **If other equipment is required to carry out the service, e.g. dispatch, etc. please detail how that equipment will be provided and whether or not the price for contracting with \_\_\_\_\_ includes the required equipment.** IF they are not included in the price of the proposal, detail which equipment is are not included.

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# APPENDIX D

## DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, explain the circumstances in the following space.

## APPENDIX E

### DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the agency currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."



## APPENDIX F

In the event that there is a challenge to the award of contract, or the recommended award of contract (collectively defined only for purposes of this section as a Claim), the Proposer to whom the contract is awarded, or recommended to be awarded, will assume all responsibility for any claim, and will defend, indemnify, and hold harmless the CSD from and against all damages (including but not limited to legal fees that may be awarded), and pay any and all costs and expenses, including but not limited to CSD's reasonable costs and legal fees, related to the claim. The CSD may tender the defense of a claim or may, in its sole discretion, choose to defend the claim itself and be entitled to prompt reimbursement of its reasonable costs and expenses, including but not limited to legal fees, as they occur. In the event the CSD tenders the defense of the claim, it retains the right to approve any settlement of a claim and may reasonably object to any counsel defending the claim. Such costs and legal fees shall not be reimbursable to Proposer by CSD through any awarded contract.

Notwithstanding the preceding paragraph, this indemnity and defense obligation does not apply to the extent any claim is based on the CSD's failure to follow the procurement procedures set forth in this RFP.

By submitting a proposal in response to this RFP, and in consideration for the CSD's review of its Proposal, Proposer agrees to this indemnity and defense obligation, which shall be in effect from the time a Proposer submits a proposal until such time, if any, as the CSD awards a contract and the time for challenging such an award has expired. In addition, any Proposal shall remain a firm offer to the CSD during the pendency of any claim.

I agree to the foregoing indemnity and defense obligation.

Proposer: \_\_\_\_\_

Dated: \_\_\_\_\_

# APPENDIX G

## Rolling Stock – Apparatus List

### FIRE APPARATUS



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## Agenda Transmittal

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #9:** **A REPORT FROM THE PARKS & RECREATION COMMITTEE:  
CONSIDERATION OF REALLOCATION OF PERSONNEL  
RESOURCES**

**RECOMMENDED ACTION:**

1. Provide Direction to the Interim General Manager Regarding Postponing Filling the Outreach/Marketing Specialist and Preparing a Marketing Firm Request for Proposal
2. Direct the Interim General Manager to Return with Options to potentially improve Recreational Programing

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**BUDGET ACCOUNT: N/A**

**BUDGET IMPACT: N/A**

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Recently, the Board adopted an updated Marketing Plan for the District. Likewise, Miranda Nelson, the District's former Outreach/Marketing employee, submitted her resignation and is now no longer with the District. In consultation with the Interim General Manager (IGM), the Committee believes the Board should reconsider how the District approaches marketing its facilities.

Currently, the duties of the Outreach/Marketing Specialist, reporting to the Recreation Supervisor, are shared duties. Part of the year (approximately five months) the Specialist was to take a lead role in recreation programing while the other part of the year, was to be devoted to "marketing". Due to a number of circumstances, and confirmed by Ms. Nelson in an exit interview with the IGM, much of the Specialist time was devoted to recreation programing. In short, the position ends up trying to serve two masters: marketing and recreation programing and in doing so, not adequately serving either important objective.

As the Board will recall, part of my assignment as IGM is to prepare a modified strengths, weaknesses, opportunities and threats (SWOT) analysis, or transition plan for the next GM to use if she or he so desires. One theme that manifested itself early on in the analysis is the

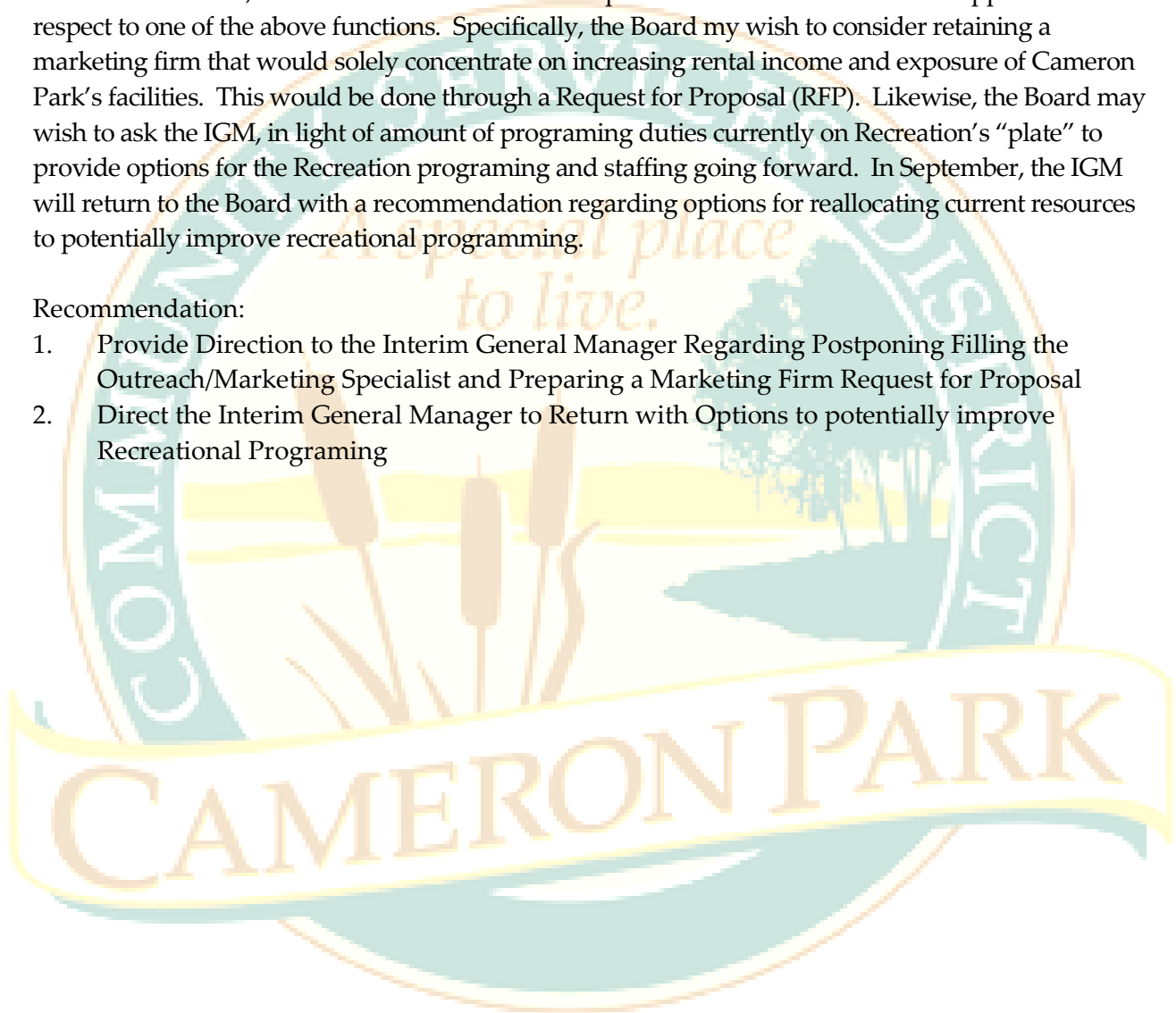


District is doing a great number of things surrounding Recreation, including but not limited to: aquatics, classes, front desk, accounts receivable (RecTrac), activity guide, special events, sports, "volunteer coordinator", Kids Kamp, marketing the Community Center and probably some other things I have left off. Trying to do all this well and to the Board's expectations with 1.5 personnel is difficult at best.

Based on the above, the Committee would like to explore with the Board a different approach with respect to one of the above functions. Specifically, the Board may wish to consider retaining a marketing firm that would solely concentrate on increasing rental income and exposure of Cameron Park's facilities. This would be done through a Request for Proposal (RFP). Likewise, the Board may wish to ask the IGM, in light of amount of programming duties currently on Recreation's "plate" to provide options for the Recreation programming and staffing going forward. In September, the IGM will return to the Board with a recommendation regarding options for reallocating current resources to potentially improve recreational programming.

Recommendation:

1. Provide Direction to the Interim General Manager Regarding Postponing Filling the Outreach/Marketing Specialist and Preparing a Marketing Firm Request for Proposal
2. Direct the Interim General Manager to Return with Options to potentially improve Recreational Programming



## **Agenda Transmittal**

Date: August 29, 2017  
TO: Board of Directors  
FROM: Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #10: RE-ESTABLISH THE CONFIDENTIAL ACCOUNTING SPECIALIST JOB CLASS WITH AN ANNUAL SALARY RANGE OF \$32,231 - \$39,177 AND ADD A NEW ACCOUNTING SPECIALIST POSITION TO THE BUDGET**

RECOMMENDED ACTION: Receive, Discuss, and Approve Resolution No. 2017-11

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<b>BUDGET ACCOUNT:</b>	1000-5000
<b>BUDGET IMPACT:</b>	<b>Negligible, Off-set by Replacing Temp Accounting Staff</b> <b>Actual budget \$53,302.08 (salary and benefits mid salary range)</b>

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The District has been operating with temporary employees in its accounting/payroll/human resources (HR) function for over one year and it is clear that stability and additional expertise is needed for a fully functioning work unit. The lack of knowledge of governmental accounting and HR functions in the work unit (such as benefits administration) has hurt the District by directing contributing to employee turnover, overall employee dissatisfaction, and PERS errors. Additionally, some of the problems encountered have resulted in additional costs to the District.

These problems cannot only be contributed to the current temporary employees' lack of sufficient knowledge required to handle the full range of the duties expected of the work unit. The problems are also directly related to District employee turnover and the lack of clear policies and historical documentation when working on various functions such as PERS benefits and labor contract administration.

It is time to look at hiring regular employees to handle these important District functions. The first recommended step towards the goal of stabilizing the work unit is to hire an Accounting Specialist who will oversee the various functions of the Accounting and HR office. The Accounting Specialist job classification already exists and given the nature of the position's work related to payroll, medical benefits, pension, and labor negotiations in the District it is a

Confidential Employee (see Exhibit B for the current job description). Unfortunately, the position was eliminated from the approved salary scale and budget. Therefore, the actions needed to activate the position is for the Board to approve the salary range and the funding for a new position.

The recommended salary range is based upon an internal relationship. The new salary is proposed to be set at the same level as the current Marketing/Community Outreach Specialist, a District job classification that reflects a similar level of responsibility as the Accounting Specialist. The salary range for the Marketing/Community Outreach Specialist, which is recommended for the new Accounting Specialist position, is \$32,231 - \$39,177 per year. The projected budget amount was based upon the middle of the range (\$35,535 per year) and was calculated to include full benefits for a total budget impact amount of \$53,302.08 per year. The middle of the range was used because it is likely that in order to hire a well-experienced and qualified employee, appointment above Step 1 of the range may be necessary. Additionally, the impact of the projected budget of amount (\$53,302.08 per year) will be offset by \$54,000, which is the amount currently paid for the equivalent temporary employee.

Upon approval of Resolution No. 2017-11, efforts will commence immediately to hire a regular employee into the position who understands public sector accounting, payroll, and human resources functions. This first step in stabilizing and improving the Accounting and HR (including labor relations and negotiations) work unit should help steady the District's workforce and reduce the liabilities associated with substandard accounting and HR management.

Exhibit A – Draft Resolution N. 2017-11

Exhibit B – Accounting Specialist Job Description

**DRAFT**

**EXHIBIT A**

**RESOLUTION NO. 2017-11  
of the Board of Directors  
of the Cameron Park Community Services District  
August 29, 2017**

**RESOLUTION TO ADD A NEW ACCOUNTING SPECIALIST POSITION AND TO  
ESTABLISH THE SALARY RANGE FOR THE JOB CLASS**

*WHEREAS*, the Cameron Park Community Services District Board has the authority to add new positions to the budget; and

*WHEREAS*, the Cameron Park Community Services District Board has the authority to set salaries for its job classes and employees;

*NOW, THEREFORE, BE IT RESOLVED*, the Cameron Park Community Services District Board approves adding a new Accounting Specialist position to the current budget with a salary range of \$32,231 - \$39,177 per year to be reflected in the District's official salary scale document.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 29th day of August 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

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Director Holly Morrison, Vice President  
Board of Directors

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Interim General Manager Richard J. Ramirez  
Secretary to the Board

## CAMERON PARK COMMUNITY SERVICES DISTRICT

**Accounting Specialist**

Administration Department  
Confidential Employee  
Salary: \$32,231 - \$39,177

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**COMMUNITY OVERVIEW:**

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 15,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&Rs), lighting and landscaping, solid waste disposal and recycling.

**DEFINITION:**

Under general direction, performs complex and difficult accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, assists in labor negotiations and taxes; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Accounting Specialist** is the advanced journey-level class expected to perform the full scope of financial record keeping transactions, payroll, accounts payable, customer service functions, and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Technician in that the latter performs the paraprofessional accounting duties.

**SUPERVISION EXERCISED/RECEIVED:**

Receives general direction from the Finance/Human Resources Officer. Incumbents in this position do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts responsibility for performing complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, complex calculations related to labor negotiations and taxes.

- Processes and oversees the processing of the District's biweekly payroll; audits and verifies time cards submitted by department staff; checks availability of vacation and sick leave; maintains records of appropriate accruals; prepares and balances payroll reports; compiles, analyzes and prepares payroll budget; prepares supporting reports and payments to various taxing, financial, insurance, cafeteria plan organization and retirement organizations; inputs data; distributes payroll warrants; prepares biweekly payroll tax deposits, quarterly reports, W-2s; prepares and analyzes month-end and year-end closing and reports for payroll.
- Analyzes and prepares Workers' Compensation reports; monitors, analyzes, calculates and prepares payment for employee health insurance, life insurance, dental insurance and deferred compensation.
- Updates employee computer payroll files; maintains all benefit accrual, taxes, benefit and deduction files; updates annual Cafeteria Benefit information; maintains employee personnel records; monitors and processes health insurance open enrollment; assists with annual Cafeteria Benefit package report; answers questions from staff regarding benefits and insurance forms.
- Audits invoices for proper documents, account numbers and approvals; audits posting reports and cash requirement reports; runs warrants, warrant listing and check register reports.
- Processes all accounts payable; balances accounts and generates checks; monitors contract payments; creates warrants list for Board approval; maintains vendor data files; audits purchase order requests and issues numbers; works with the budget to reconcile anomalies on coding; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable.
- Assists with bank deposits of all District revenues as needed; analyzes and reviews bank account to assure funds are available; prepares requests for funds from County and LAJF as needed; reconciles monthly bank statements for all District accounts.
- Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring

and requesting such accommodations.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and two years of college level course work in accounting, bookkeeping or a related field. An associate's degree is desirable.

**License/Certificate:**

Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver's License and satisfactory driving record is required.

**Other Qualifications:**

- Possession of, or ability to obtain, a valid Class C California driver's license
- Must be able to pass a screening process to become bonded
- Drug Screening and Department of Justice (DOJ) Background check required

**Knowledge/Abilities/Skills:**

*(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; cash handling techniques; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Prepare, maintain and reconcile various complex financial, accounting and statistical records; keep accurate records; examine a wide variety of financial documents and reports; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including financial systems.

**EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.

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**ADDITIONAL INFORMATION:**

Accounting specialist - part time (salary \$ ). Performs accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals and taxes.

For a detailed job description, flyer and application please visit:  
[www.cameronpark.org/about-cpcsd/jobs-cameron-park/](http://www.cameronpark.org/about-cpcsd/jobs-cameron-park/)

Applications are available Monday-Friday, 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682.

**RESPONSIBLE FOR:**

A variety of financial reporting tasks, record keeping, payroll, benefits programs, insurance programs and taxes.

**FILING DATE:**

Open until filled.

**SUBMIT:**

All submittal packets will be screened for completeness and possession of minimum requirements. Only completed packet submittals will be considered, which must include:

- Cover letter; and
- Resume; and
- Completed CSD job application (online at [www.cameronpark.org/about-cpcsd/jobs-cameron-park/](http://www.cameronpark.org/about-cpcsd/jobs-cameron-park/)).

Submit completed packets by:

FAX – (530) 677-2201

or

Email – [admin@cameronpark.org](mailto:admin@cameronpark.org)

or

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Richard J. Ramirez, Interim General Manager



2502 Country Club Drive  
Cameron Park, CA 95682

**PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:**

Richard J. Ramirez, Interim General Manager – (530) 677-2231

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #11:** **CAMERON PARK/GREEN VALLEY FUEL HAZARD**

**RECOMMENDED ACTION:**

1. Authorize the Interim General Manager (IGM) to secure an encroachment permit from El Dorado County Department of Transportation (DOT) along 300 feet of road along Cameron Park Drive to undertake a “fire break” within County Right of Way (ROW), adjacent to private property;
2. Direct staff to return with a revised Weed Abatement Ordinance that will be acceptable to the County Auditor-Controller so as to lien private property that is not in compliance with weed abatement removal orders; and
3. Direct the Interim General Manager to open a dialogue with the County to come up with a partnership to mitigate weeds within County ROW that pose a fire hazard to homes in Cameron Park adjacent to Cameron Park Drive and Green Valley Road.

---

**BUDGET ACCOUNT:** N/A

**BUDGET IMPACT:** **\$1,000 (assuming the County waves permit fees and provides traffic control while the District acts on removing weeds outlined in the Staff Report).**

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At the last regularly scheduled Board meeting, a discussion ensued over the potential fire hazard that may exist along Cameron Park Drive within County ROW. The Board asked the IGM to evaluate the current conditions and to ascertain what steps should be taken, including but not limited to: reinitiating a dialogue with the County to form a partnership to reduce fire hazards within County ROW on Cameron Park and Green Valley Road.

Attached to this report are four emails/memorandum from Fire Marshal Mike Smith and County DOT Deputy Director Don Spear. As the correspondence indicates, the dialogue on formulating an “action plan” to address weeds in County ROW has been going on a few years (see Exhibit A). Before formulating a “new” plan to address the situation, I asked Fire Marshal

Smith to look at fire hazards from a more global standpoint. Attached is his response to my inquiry (see Exhibit B). The Fire Marshal reports a number of priority areas for fuel mitigation, two adjacent to Cameron Park Drive and Green Valley Road. Regrettably, private properties identified in Chief Smith's report can only be mitigated via voluntary until a "compliant" mandatory weed abatement ordinance is adopted.

In light of Chief Smith's report, having driven the subject roads with weed abatement in mind, and knowing the history between the District and the County to address fire abatement concerns, I asked the District's Parks Superintendent to give me an assessment on using Cal-Fire hand crews to go into the county ROW adjacent to the lot on Cameron Park Drive (the non-asphalt shoulder area) and remove the weeds. The out of pocket cost to the District in remove weeds along that 300 linear feet of ROW is \$1,000.

The justification for undertaking the above project can be summarized in the following manner:

Because the District does not have a mandatory weed removal ordinance, the weeds in the ROW could act as a "fuel bed" if a lit cigarette is tossed out the window, vehicles driving onto the shoulder, hot catalytic converters, etc., igniting the ROW, and then running up the weed infested hillside of the adjoining larger overgrown properties.

Taking the above action will temporarily address the immediate concern identified in Chief's Smith's Memorandum. In October Staff will return with a weed abatement ordinance to enable the Agency to remove weeds from non-compliant property owners. The new ordinance will be drafted in such a way to be acceptable to the County Auditor. In this way, the District will be able to place a lien on uncooperative property owners so as to recoup District expense for cleaning the private property.

**Recommendation:**

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*Cameron Park  
Community Services District*

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*Cameron Park  
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**Cameron Park Fire Department**      **Exhibit A**  
*In cooperation with the*  
**California Department of Forestry and Fire Protection**



Fire Station 89  
3200 Country Club Drive  
Cameron Park, CA 95682

(530) 677-6190  
(530) 672-2248 FAX



Fire Station 88  
2961 Alhambra Drive  
Cameron Park, CA 95682

(530) 672-7350  
(530) 672-7352 FAX

Details of the proposed project is as follows:

The project is set for Monday, November 2<sup>nd</sup>, 2015 through Monday, November 16<sup>th</sup>, 2015. Monday the 16<sup>th</sup> is a day that is reserved just in case we do not get everything completed. Both Fridays (6<sup>th</sup> & 13<sup>th</sup>) are mandatory training days for Growlersburg Crew so they will not be coming down to this project. For the two Friday's (6<sup>th</sup> & 13<sup>th</sup>) El Dorado County Transportation Division personnel will be given back to DOT for re-assignment, upkeep of equipment, etc.

El Dorado County Transportation Division to provide and cover costs for the following;

**November, 2015**

1. Four (4) people
  - Two (2) for traffic control
  - One (1) for chipper vehicle
  - One (1) herbicide vehicle (for initial spray)

Cameron Park Community Services District will provide and cover costs for the following;

**November, 2015**

1. One (1) Growlersburg hand crew (Crew #5 with Capt. Kilgore) - \$2,025
2. One (1) Parks person to drive pick-up with trailer - \$1,000
3. Weed eaters plus spare weed eaters, fuel, etc. for project - \$200
4. Written Letter from Mobile Home Park Manager for bi-annual spraying after initial cutting along Green Valley Road behind Mobile Home Park only.



**Cameron Park Fire Department**  
*In cooperation with the*  
**California Department of Forestry and Fire Protection**



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Cameron Park, CA 95682

(530) 677-6190  
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Fire Station 88  
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Cameron Park, CA 95682

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(530) 672-7352 FAX

Follow up Fuels Reduction proposal is set for Monday, April 4<sup>th</sup>, 2016 through Wednesday, April 13<sup>th</sup>, 2016. This will be weed eating only to mitigate hazardous vegetation per Cameron Park Ordinance 2014.09.17. This project will need up to two (2) DOT personnel for traffic control, one Growlersburg Crew and two (2) personnel from CSD for driving pick-up with trailer and herbicide vehicles.

El Dorado County Transportation Division to provide and cover costs for the following;

**April, 2016**

1. Up to two (2) people
  - For traffic control

CSD will provide and cover costs for the following;

**April, 2016**

1. One (1) Growlersburg hand crew (Crew #5 with Capt. Kilgore) - \$1,575
2. One (1) Parks person to drive pick-up with trailer - \$1,000
3. One (1) Parks person to drive to spray herbicide along N/S bound lanes of Cameron Park Drive - \$1,000
4. Weed eaters plus spare weed eaters, fuel, herbicide, etc. -\$400

# Cameron Park Fire Department

Exhibit B

*In cooperation with the*

## California Department of Forestry and Fire Protection

**CAL FIRE**

Fire Station 89  
3200 Country Club Drive  
Cameron Park, CA 95682

(530) 677-6190  
(530) 672-2248 FAX



Fire Station 88  
2961 Alhambra Drive  
Cameron Park, CA 95682

(530) 672-7350  
(530) 672-7352 FAX

Date: 10/4/15

To: Cameron Park Fire and Emergency Services Committee  
2502 Country Club Drive  
Cameron Park, Ca. 95682

From: Michael Smith  
Battalion Chief/Fire Marshal

Re: Cameron Park Drive and Green Valley Road Fuel Reduction Plan for 2015/2016;  
NB/SB Cameron Park Drive between Green Valley Road and Durock Road  
EB/WB Green Valley Road between La Crescenta Drive and Cameron Park Drive.

With numerous complaints regarding fuel reduction issues along Cameron Park Drive and Green Valley Road this year Cameron Park Fire Department along with El Dorado County Transportation Division, Growlersburg Camp and Cameron Park Community Services District has teamed together to mitigate this problem. The following has been accepted by all parties involved and this proposed project will start November 2015.

2015 History of Weed Abatement complaints on above proposed project;

- May – Aug - Numerous complaints phoned into Cameron Park Community Services District, Supervisors Ranalli and Frentzen offices and Cameron Park Fire Department.
- June – Sept – Numerous phone calls between Supervisors Ranalli and Frentzen offices and Battalion Chief Michael Smith.
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- August 27<sup>th</sup> – Meeting with Supervisor Ranalli and General Manager Cahill
- Sept. 8<sup>th</sup> – Meeting (drive along) Cameron Park Drive and Green Valley Road with Brian Mullens, County of El Dorado Transportation Division Highway Superintendent, JR Hichborn, Cameron Park Community Services District Acting Park Superintendent and Michael Smith, Cameron Park Fire Department Battalion Chief/Fire Marshal.

**Cameron Park Fire Department**  
*In cooperation with the*  
**California Department of Forestry and Fire Protection**

**CAL FIRE**

Fire Station 89  
3200 Country Club Drive  
Cameron Park, CA 95682

(530) 677-6190  
(530) 672-2248 FAX



Fire Station 88  
2961 Alhambra Drive  
Cameron Park, CA 95682

(530) 672-7350  
(530) 672-7352 FAX

Date: 8/14/17

To: Richard Ramirez  
General Manager

From: Michael Smith  
Battalion Chief/Fire Marshal

Mr. Ramirez,

In response to your email requests, I am listing below some of the properties, in my opinion, that pose a threat to the fire safety in Cameron Park. These areas are heavily laden with fire fuels in close proximity to significant numbers of homes constructed prior to modern fire safe building codes. The wildland urban interface (WUI) conditions that exists within Cameron Park is considered by many in El Dorado County to present one of the greatest potentials for large numbers of homes and business to be lost to a catastrophic wildfire. The potential fire threat has developed over the years as the community has grown with buildings and combustible vegetation located together in the same environment. All of the properties listed here are within the Cameron Park Fire/Cameron Park CSD district. These areas have not been cleared in at least 7 years that I am aware of. The unimproved properties below are not in priority order. I have listed an overall assessment as to the priority of the fuel reduction for each location using your scale of 1 to 5, 5 being highest priority.

- **Cameron Park Dr:**

- This 10.54 acre parcel on the east side of Cameron Park Dr, north of the EDC Superior Court. The property is an upward slope, connecting to BLM land with tall weeds, brush, manzanita and pine trees. It is also in close proximity to the 85 + residences of the Auburn Hills subdivision. This area not being cleared poses a fire hazard along Cameron Park Dr as well as the surrounding business and neighborhoods. Response to this area from the north, south and east sides could be impeded because there is no fire break(s) and no access road(s). The property is owned by Frank D Ambrosio, Jr.  
Assessment: 5
- East side of Cameron Park Dr, just north of the Sudbury Ln intersection, which backs up to the 40+ residences on Santos Cr. This area is thick with weeds, brush, and trees which

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travel upslope to a densely populated area and continues onto the Pine Hill Preserve, creating hazardous conditions. Because this area has not been cleared in many years, should a fire start, it has the potential of traveling quickly up hill, endangering many residents in the Sudbury area. The Sudbury median separates the road in the middle of the subdivision with one way traffic on each side. In several spots, the median is steep and covered with dense deer brush, tall weeds, along with pine trees, which pose a severe hazard to the neighborhood. Response to this area could be impeded due to narrow one way roads. The median and setback is maintained by the DOT.

Assessment: 5

- **Green Valley Rd/Cameron Park Dr/La Crescenta Dr by Cameron Park Mobile Home Estates:**

- The setback along the south side of Green Valley Rd is thick with combustible vegetation, which includes untrimmed trees, brush, berry bushes and weeds. These materials are growing next to the fence and within approximately 10 feet of several of the mobile homes, posing a severe fire hazard for the residents. There are roughly 150 to 200 mobile homes in the densely populated Estates. This area is of concern since these mobile homes do not have fire sprinklers, are in close proximity to the fence line and the lack of clearance makes it an extreme hazard. The setback is maintained by the DOT.

Assessment: 5

- **Ravenwood Ln/Chelsea Rd:**

- Is a 12 acre parcel located in northwest Cameron Park. This parcel is surrounded by homes on all sides. The east side of the property is mainly covered in thick weeds brush and sparse trees. The west side of the property is denser with oak and pine trees and includes a "wetland" area. We have received complaints from neighbors through the years regarding the extreme fire hazard on the property. The vacant lot has not been cleared dating back more than 10 years. Because the lot is so large and surrounded on all sides by homes, there are only two ways to access the property making entrance for fire equipment difficult. The property is owned by William Morgan, Jr Trustee.

Assessment: 5

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• **Rancho Tierra Ct/Woodleigh Ln:**

- The properties consist of several continuous 5 acre vacant parcels, totaling approximately 60 acres, located in northwest Cameron Park, slightly north northeast of the Ravenwood Ln property. The lots consist of dense brush, manzanita, trees and dry grasses posing a fire hazard to the surrounding neighborhoods. The property has a steep upward slope toward the southern and eastern border. Of most concern is the southern border backing up to the older established Knollwood Dr/Kimberly Rd neighborhood which is an area with one of the largest concentration of homes in Cameron Park. Also of concern is the northern border backing up to the Schelin Ct/Colina Ct neighborhoods. On the eastern side the lots border El Dorado Hills. Because the parcels have not been cleared and there is no firebreak in place, they pose a severe fire hazard to the area. Response time will be impeded as there is only one point of access; a single lane dirt road and is in the far west end of our district. The properties are owned by Michael J. Hawkins.  
Assessment: 5

I am attaching a letter that I drafted on October 4<sup>th</sup>, 2015, to Cameron Park Fire and Emergency Services Committee in hopes of working with them to get the clearance done on Cameron Park Dr and Green Valley Rd. A tentative agreement was reached with the El Dorado County DOT, Cameron Park CSD, Cameron Park FD and Growlersburg Conservation Camp. However, it was later denied by the former Cameron Park CSD General Manager.

Thank you for your cooperation and keeping Cameron Park "Fire Safe".

Sincerely,

A handwritten signature in black ink that reads "Mike Smith".

Michael Smith  
Battalion Chief/ Fire Marshal  
Office: (530) 672-7336  
Cell: (530) 708-2716  
[mike.smith@fire.ca.gov](mailto:mike.smith@fire.ca.gov)

**Exhibit A**

**Cameron Park Fire Department**  
*In cooperation with the*  
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Details of the proposed project is as follows:

The project is set for Monday, November 2<sup>nd</sup>, 2015 through Monday, November 16<sup>th</sup>, 2015. Monday the 16<sup>th</sup> is a day that is reserved just in case we do not get everything completed. Both Fridays (6<sup>th</sup> & 13<sup>th</sup>) are mandatory training days for Growlersburg Crew so they will not be coming down to this project. For the two Friday's (6<sup>th</sup> & 13<sup>th</sup>) El Dorado County Transportation Division personnel will be given back to DOT for re-assignment, upkeep of equipment, etc.

El Dorado County Transportation Division to provide and cover costs for the following;

**November, 2015**

1. Four (4) people
  - Two (2) for traffic control
  - One (1) for chipper vehicle
  - One (1) herbicide vehicle (for initial spray)

Cameron Park Community Services District will provide and cover costs for the following;

**November, 2015**

1. One (1) Growlersburg hand crew (Crew #5 with Capt. Kilgore) - \$2,025
2. One (1) Parks person to drive pick-up with trailer - \$1,000
3. Weed eaters plus spare weed eaters, fuel, etc. for project - \$200
4. Written Letter from Mobile Home Park Manager for bi-annual spraying after initial cutting along Green Valley Road behind Mobile Home Park only.

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Follow up Fuels Reduction proposal is set for Monday, April 4<sup>th</sup>, 2016 through Wednesday, April 13<sup>th</sup>, 2016. This will be weed eating only to mitigate hazardous vegetation per Cameron Park Ordinance 2014.09.17. This project will need up to two (2) DOT personnel for traffic control, one Growlersburg Crew and two (2) personnel from CSD for driving pick-up with trailer and herbicide vehicles.

El Dorado County Transportation Division to provide and cover costs for the following;

**April, 2016**

1. Up to two (2) people
  - For traffic control

CSD will provide and cover costs for the following;

**April, 2016**

1. One (1) Growlersburg hand crew (Crew #5 with Capt. Kilgore) - \$1,575
2. One (1) Parks person to drive pick-up with trailer - \$1,000
3. One (1) Parks person to drive to spray herbicide along N/S bound lanes of Cameron Park Drive - \$1,000
4. Weed eaters plus spare weed eaters, fuel, herbicide, etc. -\$400

# Cameron Park Fire Department

Exhibit B

*In cooperation with the*

## California Department of Forestry and Fire Protection

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(530) 672-7350  
(530) 672-7352 FAX

Date: 10/4/15

To: Cameron Park Fire and Emergency Services Committee  
2502 Country Club Drive  
Cameron Park, Ca. 95682

From: Michael Smith  
Battalion Chief/Fire Marshal

Re: Cameron Park Drive and Green Valley Road Fuel Reduction Plan for 2015/2016;  
NB/SB Cameron Park Drive between Green Valley Road and Durock Road  
EB/WB Green Valley Road between La Crescenta Drive and Cameron Park Drive.

With numerous complaints regarding fuel reduction issues along Cameron Park Drive and Green Valley Road this year Cameron Park Fire Department along with El Dorado County Transportation Division, Growlersburg Camp and Cameron Park Community Services District has teamed together to mitigate this problem. The following has been accepted by all parties involved and this proposed project will start November 2015.

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Date: 8/14/17

To: Richard Ramirez  
General Manager

From: Michael Smith  
Battalion Chief/Fire Marshal

Mr. Ramirez,

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Thank you for your cooperation and keeping Cameron Park "Fire Safe".

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Smith'.

Michael Smith  
Battalion Chief/ Fire Marshal  
Office: (530) 672-7336  
Cell: (530) 708-2716  
[mike.smith@fire.ca.gov](mailto:mike.smith@fire.ca.gov)

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 29, 2017

**FROM:** Richard J. Ramirez, Interim General Manager

**AGENDA ITEM #12:** **PRELIMINARY DRAFT BUDGET**

**RECOMMENDED ACTION:**

1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District.
2. Subject to modifications by the Board of Directors of the Preliminary Budget, set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

---

**BUDGET ACCOUNT: N/A**

**BUDGET IMPACT: N/A**

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As the Board will recall, due to a number of issues facing the District's finance office, the District did not close FY 16 or FY 17 thereby postponing the ability to consider the FY 18 Budget. Fortunately, the FY 16 trial balance has been completed, draft financial statements prepared and the District is ready to undertake the FY 16 Audit. This work provided the district with unaudited FY 16 beginning and ending fund balances that were reliable, coupled with the approved FY 17 Budget, to project beginning and ending FY 18 Fund Balances.

The CPCSD starts the 2018 Fiscal Year with a Fund Balance of \$3,593,447, a substantial improvement over unaudited numbers back in May of 2017. Projected Fiscal Year 2018 revised revenues total \$6,729,030 for all revenues (including CC&R and LLD assessments, and the General Obligation Tax levy to service the debt on the Community Center). Proposed expenditures for Fiscal Year 2018 total \$6,901,611. Although the District has an operating deficit of 2.5% of its current revenues, this is a significant improvement from initial reports in May 2018. To that end, sufficient reserves exist so as to maintain current levels of service; sans capital improvements or funding the capital improvement replacement fund.

Following nailing down Fund Balances, a draft budget was taken to the Budget and Admin Committee on August 8, 2017 with the Staff's FY 18 budget requests. Staff's budget requests were submitted prior to May 2018. At the time the committee reviewed the budget, the deficit was \$296,581. After the Committee's initial review, the Interim General Manager was asked to evaluate modifying a number of expenditures identified by the Committee and was specifically

asked to back out all related capital expenses. This resulted a reduction in the deficit to \$172,581.

The Committee also asked the IGM to further evaluate a number of expenditures for further deficit reduction. Table I contains a summary of those items but they have not been backed out of the budget.

The Committee also asked about telephone expense. In double checking the annual cost for phone service in the proposed budget, they are consistent with previous year's expenses. What is different, in doing the internal audit, telephone costs were reallocated to reflect actual usage by functional areas.

Presented tonight is a significantly improved financial plan albeit still relying on fund balances to cover a small short fall in revenues over expenditures.

Staff will be present to further detail next steps as we shoot to approve a FY 18 Budget in September.

#### RECOMMENDATIONS:

1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District (see attachment A).
2. Subject to modifications by the Board of Directors of the Preliminary Budget, set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

**Table I: BUDGET COMMITTEE DISCUSSION**

<b>Department</b>	<b>Account</b>	<b>Function</b>	<b>FY 16 Amount</b>	<b>FY 17 Amount</b>	<b>FY 18 Proposed</b>	<b>FY 18 Revised</b>
<b>Rec</b>	5000-5010	Seasonal PT	\$35,722	\$54,009	\$45,000	\$40,000 <sup>1</sup>
<b>Rec</b>	5000-5465	Special Events		\$17,500	\$17,500	\$13,000 <sup>2</sup>
			\$8,793			
<b>Comm Ct</b>	7000-5010	Seasonal PT		\$99,000	\$100,000	No Change <sup>3</sup>
			\$89,904			
<b>Comm Ct</b>	7000-5345	Bldg. Maint.		\$12,000	\$17,000	\$13,000 <sup>4</sup>
			\$13,488			
<b>Parks</b>	4000-5000	Salaries	\$176,994	\$154,000	\$128,000	No Change <sup>5</sup>
<b>Parks</b>	4000-5235	Temps	\$79,649	\$40,000	\$82,500	No Change <sup>6</sup>
<b>Parks</b>	4000-5405	Pool Chem	\$38,738	\$27,129	\$28,000	No Change <sup>7</sup>
<b>Parks</b>	4000-5420	Prof. Services	\$28,072	\$14,000	\$30,000	No Change <sup>8</sup>
<b>Fire</b>	3000-5240	Contract Service - Other	\$0	\$0	\$0	\$12,000 <sup>9</sup>
<b>Total Net Reduction with Revision</b>						<b>\$15,000</b>

**JUSTIFICATION**

<b>1</b>	5000-5010	Reduced to reflect expense history
<b>2</b>	5000-5465	Reduced to reflect expense history
<b>3</b>	7000-5010	No change reflects increase in temp front counter staff and minimum wage bump
<b>4</b>	7000-5010	Reduced to reflect expense history
<b>5</b>	4000-5000	Reflects a reclassification of F-T personnel to reflect actual expense areas
<b>6</b>	4000-5235	Reflects increased attention to maintenance and grounds and previous expense history
<b>7</b>	4000-5405	Reflects improved best practices of chemical application
<b>8</b>	4000-5420	Reflects spraying open space areas to control weeds and an increase in inspection services
<b>9</b>	4000-5240	Expanded use of Fire hand Crews for CPCSD



Cameron Park Community Services District  
Fiscal Year 2017-2018 Programmatic Budget - DRAFT

	Unaudited Actual FY 2015-16	Adopted Final Budget FY 2016-17	Proposed Budget FY 2017-2018
General Fund SUMMARY:			
Beginning General Fund Balance 7/1	3,853,790	3,749,291	3,593,447 *
Revenues			
Property Taxes	3,540,447	3,626,569	3,879,151
Interest	773	7,500	400
Program Fees, Special Events, and Facility Rentals	746,255	594,427	693,866
Intergovernmental - JPA	1,039,004	1,075,523	1,039,000
Reimbursement (rebates), Grants, Accounting Fee	-	7,000	-
Franchise Fees	160,367	160,000	161,000
Other Income	6,258	-	19,200
Transfers in from Equipment Funds	-	-	-
CC&R's	99,900 *	97,058 *	110,600
LL&D's	293,183 *	280,600 *	269,323
G.O. Revenues Resources	486,000 *	1,218,430 *	556,490
<b>Total revenues and other sources:</b>	<u>6,372,187</u>	<u>7,067,107</u>	<u>6,729,030</u>
Expenditures			
Administration	467,108	463,540	460,075
Recreation	348,535	352,055	401,184
Community Center	604,358	550,070	604,600
Parks	756,875	669,279	597,211
Fire	3,420,727	3,591,919	3,932,258
CC&R's	99,900 *	97,058 *	80,470
LL&D's	293,183 *	280,600 *	269,323
G.O. Bond	486,000 *	1,218,430 *	556,490
<b>Total expenditures:</b>	<u>6,476,686</u>	<u>7,222,951</u>	<u>6,901,611</u>
Net Surplus (Deficit)	(104,499)	(155,844)	(172,581)
Contingency			
Interfund Transfer			
<b>Net Change in General Fund Balance</b>	<u>(104,499)</u>	<u>(155,844)</u>	<u>(172,581)</u>
Reserves			
Economic Uncertainty Reserve			
Capital Replacement Reserve			
<b>Ending General Fund Balance</b>			
Unreserved, undesignated	<u>3,749,291</u>	<u>3,593,447</u>	<u>3,420,866</u>

\* Subject to further adjustment pending final internal audit



Cameron Park Community Service District - Administration  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015  
and the Annual Budget for FY 2017 & 2018

Administration (Dept. 1000)		Actual 6/30/2015	Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>						
5000	Salaries - Permanent	\$ 102,120	\$ 146,273	\$ 150,046	\$ 156,000	\$ 152,000
5010	Salaries - Seasonal/PT funded	\$ 12,327	\$ 7,488	\$ 17,808	\$ 23,800	\$ 20,000
5135	Health - Retired	\$ 25,333	\$ 23,515	\$ 22,026	\$ 25,000	\$ 23,000
5130	Health & Dental Insurance	\$ 9,276	\$ 18,127	\$ 16,404	\$ 19,000	\$ 17,000
5140	Vision Insurance	\$ 187	\$ 274	\$ 304	\$ 300	\$ 300
5150	Retirement Benefits (active)	\$ 20,599	\$ 29,271	\$ 36,409	\$ 35,000	\$ 37,000
5160	Workers' Compensation	\$ 550	\$ 820	\$ 824	\$ 1,000	\$ 1,100
5180	FICA/Medicare Contribution	\$ 2,404	\$ 2,400	\$ 3,293	\$ 2,500	\$ 4,000
5190	UI/TT Contribution	\$ 963	\$ 1,302	\$ 2,239	\$ 1,400	\$ 2,500
	<b>Salaries &amp; benefits</b>	<b>\$ 173,759</b>	<b>\$ 229,470</b>	<b>\$ 249,354</b>	<b>\$ 264,000</b>	<b>\$ 256,900</b>
5209	Advertising/Marketing	\$ 582	\$ 600	\$ 548	\$ 600	\$ 1,600
5210	Agency Administration Fee	\$ 4,314	\$ 5,253	\$ 5,404	\$ 5,500	\$ 5,500
5215	Agriculture	\$ -	\$ -	\$ -	\$ -	\$ -
5220	Audit & Accounting	\$ 26,358	\$ 20,000	\$ 20,445	\$ 20,000	\$ 20,000
5221	Bank Charges	\$ 2,679	\$ 2,500	\$ 2,138	\$ 2,500	\$ 2,200
5230	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -
5231	Computer Software	\$ 2,021	\$ 2,000	\$ 2,723	\$ 2,000	\$ 2,500
5235	Contractual Services -Temp Help	\$ 129,701	\$ 33,280	\$ 32,299	\$ 37,440	\$ 55,000
5240	Contractual Service - other	\$ 27,365	\$ -	\$ -	\$ -	\$ 1,600
5250	Director Comp	\$ -	\$ 18,000	\$ 13,600	\$ 18,000	\$ 14,000
5260	EDC Department Agency	\$ 842	\$ 800	\$ 1,760	\$ 1,800	\$ 1,800
5265	Educational Material	\$ -	\$ 300	\$ -	\$ 300	\$ -
5270	Elections	\$ -	\$ -	\$ -	\$ 10,000	\$ -
5275	Equipment-Minor/Small	\$ 173	\$ 500	\$ 44	\$ 500	\$ 100
5300	Food	\$ 951	\$ -	\$ 1,299	\$ 700	\$ 1,500
5305	Fuel	\$ 1,138	\$ 700	\$ -	\$ -	\$ -
5310	Government Fees/Permits	\$ 53	\$ -	\$ -	\$ -	\$ -
5315	Household Supplies	\$ -	\$ -	\$ 17	\$ -	\$ 50
5320	Insurance	\$ 2,619	\$ 3,000	\$ 2,874	\$ 3,000	\$ 3,000
5335	Legal Services	\$ 40,680	\$ 30,000	\$ 36,570	\$ 30,000	\$ 25,000
5340	Maintenance - Vehicle Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5345	Maintenance - Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
5350	Maintenance - Equipment	\$ 1,282	\$ 1,000	\$ 724	\$ 600	\$ 400
5355	Maintenance - Grounds	\$ -	\$ -	\$ 463	\$ -	\$ -
5360	Maintenance - Radios & Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5365	Maintenance - Tires & Tubes	\$ -	\$ -	\$ -	\$ -	\$ -
5370	Maintenance - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -
5375	Medical Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5380	Memberships & Subscriptions	\$ 5,881	\$ 7,000	\$ 8,367	\$ 7,500	\$ 8,500
5385	Mileage Reimbursement	\$ -	\$ 300	\$ 641	\$ 300	\$ 700
5395	Miscellaneous	\$ -	\$ -	\$ (44)	\$ -	\$ -
5400	Office Supplies	\$ 2,494	\$ 2,500	\$ 3,960	\$ 3,000	\$ 4,000
5410	Postage	\$ 766	\$ 1,000	\$ 1,122	\$ 1,000	\$ 1,200
5415	Printing	\$ 99	\$ 300	\$ 107	\$ 300	\$ 125
5420	Professional Services	\$ 1,144	\$ 42,500	\$ 77,071	\$ 42,500	\$ 43,000
5425	Publications & Legal Notices	\$ 288	\$ 400	\$ 986	\$ 1,000	\$ 1,000
5435	Rent/Lease - Buildings	\$ -	\$ -	\$ 457	\$ -	\$ 500

Cameron Park Community Service District - Administration  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015  
and the Annual Budget for FY 2017 & 2018

	Actual	Budget	Unaudited	Annual	Proposed
Administration (Dept. 1000)	6/30/2015	FY 2015-16	6/30/2016	Budget	Annual
				FY 2016-17	Budget
					FY 2017-18
5440 Rent/Lease - Equipment	\$ 38		\$ 96	\$ -	\$ 100
5455 Staff Development	\$ 139	\$ 4,200	\$ 1,558	\$ 4,000	\$ 1,600
5470 Telephone	\$ 2,216	\$ 2,400	\$ 7,251	\$ 6,000	\$ 7,500
5480 Travel/Lodging	\$ -	\$ 1,000	\$ 647	\$ 1,000	\$ 700
5486 Tuition	\$ -		\$ -	\$ -	\$ -
5490 Utilities - Water	\$ -		\$ -	\$ -	\$ -
5492 Utilities - Electricity / Gas	\$ 20		\$ -	\$ -	\$ -
5625 Capital Equipment	\$ 8,170		\$ (5,374)	\$ -	\$ -
<b>Total services &amp; supplies</b>	<b>\$ 262,014</b>	<b>\$ 179,533</b>	<b>\$ 217,755</b>	<b>\$ 199,540</b>	<b>\$ 203,175</b>
<b>Salaries &amp; benefits</b>	<b>\$ 173,759</b>	<b>\$ 229,470</b>	<b>\$ 249,354</b>	<b>\$ 264,000</b>	<b>\$ 256,900</b>
<b>Total expenditures</b>	<b>\$ 435,773</b>	<b>\$ 409,003</b>	<b>\$ 467,108</b>	<b>\$ 463,540</b>	<b>\$ 460,075</b>

Cameron Park Community Services District - Recreation  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Recreation (Dept. 5000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>						
5000	Salaries - Permanent	\$ 66,631	\$ 82,005	\$ 78,049	\$ 82,005	\$ 104,109
5010	Salaries - Seasonal/PT funded	\$ 34,772	\$ 54,009	\$ 35,722	\$ 54,009	\$ 45,000 <i>40K</i>
5135	Health - Retired	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Health & Dental Insurance	\$ 25,333	\$ 29,866	\$ 20,953	\$ 29,866	\$ 25,000
5140	Vision Insurance	\$ 443	\$ 472	\$ 422	\$ 472	\$ 1,000
5150	Retirement Benefits (active)	\$ 16,332	\$ 16,418	\$ 21,934	\$ 16,418	\$ 29,000
5160	Workers' Compensation	\$ 990	\$ 1,476	\$ 1,483	\$ 1,476	\$ 2,500
5180	FICA/Medicare Contribution	\$ 3,770	\$ 5,362	\$ 3,707	\$ 5,362	\$ 5,600
5190	UI/TT Contribution	\$ 2,605	\$ 3,500	\$ 3,906	\$ 3,500	\$ 4,000
	<b>Salaries &amp; benefits</b>	<b>\$ 150,875</b>	<b>\$ 193,108</b>	<b>\$ 166,176</b>	<b>\$ 193,108</b>	<b>\$ 216,209</b>
						\$ -
5209	Advertising/Marketing	\$ 29,847	\$ 30,000	\$ 34,093	\$ 30,000	\$ 35,000
5210	Agency Admin	\$ 3,082	\$ 3,752	\$ 3,860	\$ 3,752	\$ 3,900
5220	Audit & Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
5221	Bank Charges	\$ 2,121	\$ 3,000	\$ 4,247	\$ 3,000	\$ 4,500
5230	Clothing/Uniforms	\$ 874	\$ -	\$ -	\$ -	\$ -
5231	Computer Software	\$ 3,281	\$ 4,000	\$ 3,174	\$ 4,000	\$ 7,700
5235	Contractual Services - Temp Help	\$ 10,289	\$ -	\$ 6,358	\$ -	\$ 10,000
5240	Contractual Service Other	\$ -	\$ -	\$ -	\$ -	\$ 1,300
5250	Director Comp	\$ -	\$ -	\$ -	\$ -	\$ -
5260	EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 1,300
5265	Educational Material	\$ -	\$ -	\$ -	\$ -	\$ -
5270	Elections	\$ -	\$ -	\$ -	\$ -	\$ -
5275	Equipment-Minor/Small	\$ -	\$ 500	\$ 460	\$ 500	\$ 500
5282	Refund - Deposit	\$ 5,342	\$ -	\$ 2,575	\$ -	\$ -
5285	Fire & Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5300	Food	\$ 2,457	\$ 3,800	\$ 2,142	\$ 3,800	\$ 2,500
5305	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Government Fees/Perm	\$ -	\$ -	\$ -	\$ -	\$ -
5315	Household Supplies	\$ 146	\$ -	\$ -	\$ -	\$ -
5316	Instructors	\$ 17,208	\$ 16,000	\$ 25,827	\$ 16,000	\$ 22,000
5320	Insurance	\$ 7,428	\$ 8,500	\$ 6,922	\$ 8,500	\$ 7,500
5335	Legal Services	\$ -	\$ -	\$ 820	\$ -	\$ -
5350	Maintenance - Equipment	\$ 1,726	\$ 1,500	\$ 542	\$ 1,500	\$ 1,000
5380	Memberships & Subscriptions	\$ 248	\$ 225	\$ 185	\$ 225	\$ 225
5385	Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
5395	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Office Supplies	\$ 875	\$ 900	\$ 974	\$ 900	\$ 1,100
5405	Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -
5410	Postage	\$ 258	\$ 400	\$ 395	\$ 400	\$ 400
5415	Printing	\$ -	\$ -	\$ 270	\$ -	\$ 500
5420	Professional Services	\$ 5,699	\$ 5,000	\$ 5,256	\$ 5,000	\$ 5,000
5421	Program Supplies	\$ 11,593	\$ 7,000	\$ 12,873	\$ 7,000	\$ 7,250
5425	Publications & Legal Notices	\$ -	\$ -	\$ -	\$ -	\$ -
5431	Refund - Activity	\$ 1,095	\$ -	\$ 7,572	\$ -	\$ -
5435	Rent/Lease - Bldgs	\$ 91	\$ -	\$ 800	\$ -	\$ 800
5440	Rent/Lease - Equip	\$ -	\$ 70	\$ 172	\$ 70	\$ 250
5455	Staff Development	\$ 309	\$ 1,500	\$ 60	\$ 1,500	\$ 500
5470	Telephone	\$ 3,735	\$ 2,500	\$ 2,199	\$ 2,500	\$ 2,250

Cameron Park Community Services District - Recreation  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Recreation (Dept. 5000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
5480	Travel/Lodging	\$ -	\$ -	\$ -	\$ -	\$ -
5625	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5466	Summer Spectacular	\$ 47,713	\$ 52,000	\$ 50,911	\$ 52,000	\$ 52,000
5465	Special Events Expense	\$ 3,850	\$ 17,500	\$ 8,793	\$ 17,500	\$ 17,500
	Total services & supplies	\$ 160,108	\$ 158,947	\$ 182,359	\$ 158,947	\$ 184,975
	Salaries & benefits	\$ 150,875	\$ 193,108	\$ 166,176	\$ 193,108	\$ 216,209
	Total expenditures	\$ 310,983	\$ 352,055	\$ 348,535	\$ 352,055	\$ 401,184

Cameron Park Community Services District - Community Center  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Community Center (Dept. 7000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>						
5000	Salaries - Permanent	\$ 9,887	33,516	\$ 19,009	37,000	\$ 63,000
5010	Salaries - Seasonal/PT funded	\$ 66,631	105,190	\$ 89,904	99,000	\$ 100,000
5130	Health & Dental Insurance	\$ 4,344	13,143	\$ 3,750	15,000	\$ 12,000
5140	Vision Insurance	\$ -	188	\$ -	200	\$ 200
5150	Retirement Benefits (active)	\$ 3,109	6,755	\$ 9,210	4,500	\$ 10,000
5160	Workers' Compensation	\$ 1,100	1,640	\$ 1,647	2,000	\$ 2,100
5180	FICA/Medicare Contribution	\$ 5,005	8,550	\$ 6,980	9,000	\$ 4,000
5190	UI/TT Contribution	\$ 4,160	4,800	\$ 6,569	5,000	\$ 2,500
	<b>Salaries &amp; benefits</b>	<b>\$ 94,236</b>	<b>173,782</b>	<b>\$ 137,070</b>	<b>171,700</b>	<b>\$ 193,800</b>
5209	Advertising/Marketing	\$ 4,056	4,500	\$ 3,527	9,500	\$ 6,000
5210	Agency Administration Fee	\$ -	0	\$ -	0	\$ -
5215	Agriculture	\$ 640	1,500	\$ 225	1,500	\$ 500
5220	Audit & Accounting	\$ -	0	\$ -	0	\$ -
5221	Bank Charges	\$ 5,714	6,500	\$ 7,798	6,500	\$ 6,000
5230	Clothing/Uniforms	\$ 535	400	\$ 585	400	\$ 600
5231	Computer Software	\$ 2,362	3,000	\$ 3,209	3,500	\$ 3,500
5235	Temporary Help Contractual Service	\$ 121,421	91,720	\$ 87,018	91,720	\$ 90,000
5240	Contract Services - Other	\$ -	0	\$ 13,231	0	\$ -
5250	Director Comp	\$ -	0	\$ -	0	\$ -
5260	EDC Department Agency	\$ -	0	\$ -	0	\$ -
5265	Educational Material	\$ -	500	\$ -	500	\$ 500
5270	Elections	\$ -	0	\$ -	0	\$ -
5275	Equipment-Minor/Small	\$ 816	5,000	\$ 4,729	5,000	\$ 5,000
5285	Fire & Safety Supplies	\$ 1,048	1,000	\$ 665	1,000	\$ 800
5290	Fire Prevention & Inspection	\$ -	0	\$ -	0	\$ -
5282	Refund - Deposit	\$ 12,438	0	\$ 16,830	0	\$ -
5300	Food	\$ 19	300	\$ 841	300	\$ 1,000
5310	Government Fees/Perm	\$ 2,928	3,400	\$ 4,460	4,500	\$ 4,500
5315	Household Supplies	\$ 7,005	8,000	\$ 11,487	9,000	\$ 12,000
5316	Instructors	\$ 50,019	51,000	\$ 60,231	44,200	\$ 62,000
5320	Insurance	\$ 10,447	11,500	\$ 9,995	10,200	\$ 10,000
5335	Legal Services	\$ -	0	\$ 3,860	0	\$ 3,500
5345	Maintenance - Buildings	\$ 14,289	12,000	\$ 13,488	12,000	\$ 17,000
5350	Maintenance - Equipment	\$ 14,183		\$ 17,554		\$ 18,000
5355	Maintenance - Grounds	\$ 7,615	10,000	\$ 3,535	13,000	\$ 8,000
5360	Maintenance - Radio & Phones	\$ 288	1,500	\$ -	2,500	\$ -
5370	Maintenance - Vehicles	\$ 27	0	\$ 315	0	\$ 500
5375	Medical Supplies	\$ -	200	\$ -	0	\$ 200
5380	Memberships & Subscriptions	\$ -	0	\$ -	200	\$ -
5385	Mileage Reimbursement	\$ 6,020	5,200	\$ 1,593	0	\$ 2,200
5395	Miscellaneous	\$ -	0	\$ -	5,200	\$ -
5400	Office Supplies	\$ 698	1,800	\$ 1,313	1,800	\$ 2,000
5405	Pool Chemicals	\$ 29,856	35,000	\$ 22,750	28,900	\$ 25,000
5410	Postage	\$ -	0	\$ 103	200	\$ 150
5415	Printing	\$ 1	200	\$ -	0	\$ -
5420	Professional Services	\$ 4,198	6,000	\$ 11,675	8,000	\$ 12,000
5421	Program Supplies	\$ 8,587	17,100	\$ 13,663	6,800	\$ 13,500

Cameron Park Community Services District - Community Center  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Community Center (Dept. 7000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
5425	Publications & Legal Notices	\$ -	0	\$ -	0	\$ -
5431	Refund - Activity	\$ 9,444	0	\$ 12,897	0	\$ -
5435	Rent/Lease - Bldgs	\$ 6,209	7,500	\$ 9,905	9,000	\$ 10,000
5440	Rent/Lease - Equip	\$ 463	0	\$ -	0	\$ -
5455	Staff Development	\$ -	500	\$ -	500	\$ 500
5470	Telephone	\$ 2,879	2,400	\$ 2,880	2,400	\$ 2,750
5480	Tuition	\$ -	0	\$ -	0	\$ -
5490	Utilities - Water	\$ 10,709	15,750	\$ 13,069	15,750	\$ 13,100
5492	Utilities - Electricity / Gas	\$ 61,083	78,300	\$ 78,325	78,300	\$ 80,000
5493	Utilities - Garbage	\$ -	0	\$ -	0	\$ -
5625	Capital Equipment	\$ -	12,801	\$ 35,531	6,000	\$ -
<b>Total services &amp; supplies</b>		<b>\$ 395,995</b>	<b>394,571</b>	<b>\$ 467,288</b>	<b>378,370</b>	<b>410,800</b>
Salaries & benefits		\$ 94,236	173,782	\$ 137,070	171,700	193,800
<b>Total expenditures</b>		<b>\$ 490,230</b>	<b>568,353</b>	<b>\$ 604,358</b>	<b>550,070</b>	<b>604,600</b>

Cameron Park Community Services District - Parks  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Parks (Dept. 4000)	Actual 6/30/2015	Annual Budget FY 2015-16	Soft Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>					
5000 Salaries - Permanent	\$ 157,521	\$ 153,368	\$ 176,994	\$ 154,000	\$ 128,620
5010 Salaries - Seasonal/PT funded	\$ -	\$ -	\$ -	\$ -	\$ -
5135 Health - Retired	\$ -	\$ -	\$ 7,885	\$ 26,000	\$ 43,667
5130 Health & Dental Insurance	\$ 40,394	\$ 41,455	\$ 21,940	\$ 42,000	\$ 11,575
5140 Vision Insurance	\$ 645	\$ 544	\$ 564	\$ 600	\$ 1,286
5150 Retirement Benefits (active)	\$ 35,193	\$ 30,678	\$ 37,468	\$ 34,000	\$ 7,717
5160 Workers' Compensation	\$ 1,650	\$ 2,460	\$ 2,471	\$ 2,900	\$ 6,431
5180 FICA/Medicare Contribution	\$ 2,502	\$ 3,000	\$ 2,591	\$ 3,200	\$ 3,215
5190 UI/TT Contribution	\$ 1,643	\$ 1,736	\$ 1,302	\$ 1,800	\$ 250
<b>Salaries &amp; benefits</b>	<b>\$ 239,549</b>	<b>\$ 233,241</b>	<b>\$ 251,215</b>	<b>\$ 264,500</b>	<b>\$ 202,761</b>
5209 Advertising/Marketing	\$ -	\$ -	\$ 169	\$ -	\$ 300
5210 Agency Administration Fee	\$ 43,145	\$ 13,508	\$ 13,896	\$ 14,200	\$ 12,000
5215 Agriculture	\$ 8,414	\$ 6,000	\$ 9,155	\$ 6,000	\$ 6,000
5220 Audit & Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
5221 Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -
5230 Clothing/Uniforms	\$ 1,832	\$ 1,500	\$ 1,696	\$ 1,500	\$ 1,750
5231 Computer Software	\$ 1,344	\$ 1,200	\$ 710	\$ 1,200	\$ 1,200
5235 Temporary Help/Contractual Service	\$ 40,426	\$ 32,500	\$ 79,649	\$ 40,000	\$ 82,500
5240 Contractual Services - Other	\$ -	\$ -	\$ 1,599	\$ -	\$ -
5250 Director Comp	\$ -	\$ -	\$ -	\$ -	\$ -
5260 EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 1,500
5265 Educational Material	\$ 309	\$ 200	\$ -	\$ 200	\$ 500
5270 Elections	\$ -	\$ -	\$ -	\$ -	\$ -
5275 Equipment-Minor/small	\$ 3,085	\$ 10,000	\$ 8,767	\$ 10,000	\$ 11,000
5285 Fire & Safety Sup	\$ 333	\$ 400	\$ 842	\$ 400	\$ 1,500
5300 Food	\$ 76	\$ 300	\$ 577	\$ 300	\$ 1,000
5305 Fuel	\$ 5,139	\$ 11,000	\$ 7,724	\$ 11,000	\$ 11,000
5310 Government Fees/Perm	\$ 6,746	\$ 6,600	\$ 9,521	\$ 8,000	\$ 10,000
5315 Household Supplies	\$ 5,918	\$ 6,000	\$ 11,263	\$ 6,000	\$ 6,500
5316 Internet	\$ -	\$ -	\$ -	\$ -	\$ -
5320 Insurance	\$ 18,966	\$ 22,000	\$ 18,116	\$ 17,400	\$ 19,000
5335 Legal Services	\$ -	\$ -	\$ 4,064	\$ -	\$ -
5345 Maintenance - Buildings	\$ 5,239	\$ 5,000	\$ 7,287	\$ 6,000	\$ 6,000
5350 Maintenance - Equipment	\$ 11,317	\$ 10,000	\$ 17,308	\$ 12,000	\$ 15,000
5355 Maintenance - Grounds	\$ 21,859	\$ 40,000	\$ 47,077	\$ 45,000	\$ 55,000
5360 Maintenance - Radios & Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5365 Maintenance - Tires & Tubes	\$ 27	\$ -	\$ 1,689	\$ -	\$ -
5370 Maintenance - Vehicles	\$ 6,556	\$ 5,000	\$ 12,863	\$ 10,000	\$ 10,000
5375 Medical Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5380 Memberships & Subscriptions	\$ 60	\$ 500	\$ 108	\$ 500	\$ 1,000
5385 Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
5395 Miscellaneous	\$ 1,950	\$ -	\$ 44	\$ -	\$ -
5400 Office Supplies	\$ 1,722	\$ 1,150	\$ 2,489	\$ 1,150	\$ 2,000
5405 Pool Chemicals	\$ 37,036	\$ 30,000	\$ 38,738	\$ 27,129	\$ 28,000
5410 Postage	\$ 6	\$ -	\$ -	\$ -	\$ -
5415 Printing	\$ 81	\$ 500	\$ 176	\$ 500	\$ 500
5420 Professional Services	\$ 10,366	\$ 13,400	\$ 28,072	\$ 14,000	\$ 30,000
5425 Publications & Legal Notices	\$ 162	\$ -	\$ 710	\$ -	\$ -
5430 Radios	\$ -	\$ -	\$ -	\$ -	\$ -

Cameron Park Community Services District - Parks  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Parks (Dept. 4000)		Actual 6/30/2015	Annual Budget FY 2015-16	Soft Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
5435	Rent/Lease - Buildings	\$ -		\$ 1,221	\$ -	\$ 1,000
5440	Rent/Lease - Equipment	\$ 1,098	\$ 1,000	\$ 771	\$ 1,000	\$ 2,000
5455	Staff Development	\$ 240	\$ 1,500	\$ 205	\$ 1,500	\$ 2,000
5470	Telephone	\$ 1,425	\$ 3,000	\$ 934	\$ 3,000	\$ 1,000
5480	Travel/Lodging	\$ -		\$ -	\$ -	\$ -
5490	Utilities - Water	\$ 26,963	\$ 28,000	\$ 27,229	\$ 28,000	\$ 30,200
5492	Utilities - Electricity / Gas	\$ 38,339	\$ 40,000	\$ 41,524	\$ 40,000	\$ 40,000
5500	Vandalism	\$ (36)	\$ 1,000	\$ 7,864	\$ 3,000	\$ 5,000
5501	Cal Fire In Kind Barter					\$ -
5625	Capital Equipment	\$ 19,945	\$ 20,000	\$ 100,723	\$ 95,000	\$ -
	Total services & supplies	\$ 320,927	\$ 312,058	\$ 505,660	\$ 404,779	\$ 394,450
	Salaries & benefits	\$ 239,549	\$ 233,241	\$ 251,215	\$ 264,500	\$ 202,761
	Total expenditures	\$ 560,475	\$ 545,299	\$ 756,875	\$ 669,279	\$ 597,211



Cameron Park Community Services District - Fire  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Fire (Dept. 3000)		Actual FY 2014-15	Annual Budget FY 2015-16	Soft YTD as of 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>						
5010	Salaries - Seasonal	\$ 5,572				
5135	Health - Retired	\$ 46,647	\$ 91,673	\$ 39,462	\$ 78,000	\$ 39,462
5150	Retiree Benefits			\$ 35,546		\$ 35,546
5160	Workers' Compensation	\$ 935	\$ 1,394	\$ 1,400	\$ 1,800	\$ 1,400
5180	Fica/Medicare Employer	\$ 426				
5190	UI/TT Contribution	\$ 54				
	Salaries & benefits	\$ 53,635	\$ 93,067	\$ 76,408	\$ 79,800	\$ 76,408
5209	Advertising/Marketing	\$ -		\$ -	\$ -	\$ -
5210	Agency Administration Fee	\$ 43,145	\$ 52,530	\$ 54,039	\$ 55,000	\$ 55,000
5215	Agriculture	\$ -		\$ -	\$ -	\$ -
5220	Audit & Accounting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
5221	Bank Charges	\$ -		\$ -	\$ -	\$ -
5230	Clothing/Uniforms	\$ 3,000	\$ 2,500	\$ 2,446	\$ 2,500	\$ 2,500
5231	Computer Software	\$ 1,344	\$ 2,500	\$ 1,110	\$ 2,500	\$ -
5235	Contractual Services - Temporary Help	\$ 25,739	\$ 25,000	\$ -	\$ 56,730	\$ 56,730
5236	Contractual Services - Provider	\$ 2,666,439	\$ 3,254,054	\$ 3,000,373	\$ 3,285,016	\$ 3,774,070
	Salary Savings - Contract			\$ -	\$ (300,000)	\$ (300,000)
5260	EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 800
5265	Educational Material	\$ 57		\$ 3,713	\$ -	\$ -
5270	Elections	\$ -		\$ -	\$ -	\$ -
5275	Equipment-Minor/Small	\$ 1,954	\$ 2,000	\$ 4,183	\$ 2,000	\$ 2,000
5282	Deposit refunds			\$ -		
5285	Fire & Safety Supplies	\$ 3,000	\$ 1,500	\$ 1,812	\$ 1,500	\$ 1,500
5295	Fire Turnouts	\$ 18,632	\$ 21,000	\$ 27,177	\$ 21,000	\$ 21,000
5296	Fire-Volunteer/Resident	\$ 21,480	\$ 29,200	\$ 12,600	\$ 29,200	\$ 29,200
5300	Food	\$ 1,582	\$ 1,000	\$ 700	\$ 1,000	\$ 1,000
5305	Fuel	\$ 70,377	\$ 62,000	\$ 35,404	\$ 62,000	\$ 62,000
5310	Government Fees/Perm	\$ 1,868	\$ 2,650	\$ 2,076	\$ 2,650	\$ 2,150
5315	Household Supplies	\$ 6,660	\$ 6,000	\$ 9,047	\$ 6,000	\$ 6,000
5320	Insurance	\$ 24,212	\$ 28,000	\$ 23,997	\$ 21,600	\$ 22,000
5316	Instructors - Programs	\$ -		\$ 53		
5335	Legal Services	\$ -		\$ 19,644	\$ 10,000	\$ -
5345	Maintenance - Buildings	\$ 7,466	\$ 11,000	\$ 11,247	\$ 26,200	\$ 11,000
5350	Maintenance - Equipment	\$ 16,806	\$ 25,000	\$ 18,862	\$ 25,000	\$ 25,000
5355	Maintenance - Grounds	\$ 2,165	\$ 3,000	\$ 2,598	\$ 3,000	\$ 3,000
5360	Maintenance - Radios & Phones	\$ 3,309	\$ 1,000	\$ 1,923	\$ 2,000	\$ 2,000
5365	Maintenance - Tires & Tubes	\$ 7,158	\$ 10,000	\$ 10,605	\$ 12,000	\$ 12,000
5370	Maintenance - Vehicles	\$ 20,985	\$ 20,000	\$ 19,589	\$ 20,000	\$ 20,000
5375	Medical Supplies	\$ -		\$ -	\$ -	\$ -
5380	Memberships & Subscriptions	\$ 962	\$ 850	\$ 816	\$ 850	\$ 850
5385	Mileage Reimbursement	\$ -	\$ 100	\$ -	\$ -	\$ -
5395	Miscellaneous	\$ 4,327		\$ -	\$ -	\$ -
5400	Office Supplies	\$ 3,748	\$ 4,000	\$ 4,401	\$ 4,000	\$ 4,000
5410	Postage	\$ 192	\$ 500	\$ 196	\$ 500	\$ 500
5415	Printing	\$ -	\$ 350	\$ 85	\$ 350	\$ 350
5420	Professional Services	\$ 1,910	\$ 4,200	\$ 2,295	\$ 4,200	\$ 4,500
5425	Publications & Legal Notices	\$ 35	\$ 250	\$ -	\$ 300	\$ 300
5430	Radios	\$ -	\$ 500	\$ 484	\$ 500	\$ 500
5440	Rent/Lease - Equip	\$ -		\$ -	\$ -	\$ -
5455	Staff Development	\$ 5,536	\$ 5,000	\$ 7,046	\$ 5,000	\$ 2,900
5470	Telephone	\$ 15,086	\$ 18,000	\$ 11,296	\$ 15,000	\$ 11,500
5480	Travel/Lodging	\$ 840	\$ 1,000	\$ 153	\$ 1,000	\$ 1,000
5486	Tuition	\$ -		\$ -	\$ -	\$ -

Cameron Park Community Services District - Fire  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

	Actual	Annual	Soft	Annual	Proposed
Fire (Dept. 3000)	FY 2014-15	Budget	YTD as of	Budget	Annual
		FY 2015-16	6/30/2016	FY 2016-17	Budget
					FY 2017-18
5490 Utilities - Water	\$ 8,435	\$ 12,000	\$ 7,239	\$ 12,000	\$ 12,000
5492 Utilities - Electricity / Gas	\$ 27,397	\$ 27,000	\$ 27,051	\$ 27,000	\$ 3,500
5625 Capital Equipment	\$ 220,261	\$ 18,500	\$ 14,177	\$ 56,000	\$ -
Reserve for Capital Equipment	\$ -		\$ -		\$ -
Fire Engine purchase and Fire Engine lease	\$ -		\$ -	\$ -	\$ -
<b>Total services &amp; supplies</b>	<b>\$ 3,241,948</b>	<b>\$ 3,657,984</b>	<b>\$ 3,344,317</b>	<b>\$ 3,479,396</b>	<b>\$ 3,855,850</b>
Salaries & benefits	\$ 53,635	\$ 93,067	\$ 76,408	\$ 79,800	\$ 76,408
<b>Total expenditures</b>	<b>\$ 3,295,583</b>	<b>\$ 3,751,051</b>	<b>\$ 3,420,725</b>	<b>\$ 3,559,196</b>	<b>\$ 3,932,258</b>

Cameron Park Community Service District - CC&R's  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Years ended June 30, 2015  
and the Annual Budget for FY 2015-16 to 2017-18

CC&R Fund 02	Actual 6/30/2015	Annual Budget FY 2015-16	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
<b>Expenditures:</b>				
5000 Salaries - Permanent	\$ 51,520	\$ 53,374	\$ 53,374	\$ 54,000
5135 Health - Retired	\$ -	\$ -	\$ -	\$ -
5130 Health & Dental Insurance	\$ -	\$ -	\$ -	\$ -
5140 Vision Insurance	\$ -	\$ -	\$ -	\$ -
5150 Retirement Benefits (active)	\$ 19,550	\$ 6,000	\$ 6,000	\$ 6,200
5160 Workers' Compensation	\$ 275	\$ 400	\$ 400	\$ 525
5180 FICA/Medicare Contribution	\$ 735	\$ 700	\$ 700	\$ 775
5190 UI/TT Contribution	\$ 434	\$ 434	\$ 434	\$ 434
<b>Salaries &amp; benefits</b>	<b>\$ 72,513</b>	<b>\$ 60,908</b>	<b>\$ 60,908</b>	<b>\$ 61,934</b>
5209 Advertising/Marketing	\$ -	\$ 4,000	\$ 2,000	\$ 425
5210 Agency Administration Fee	\$ 4,005	\$ 1,000	\$ 2,000	\$ 2,000
5220 Audit & Accounting	\$ -	\$ -	\$ -	\$ -
5221 Bank Charges	\$ 149	\$ 167	\$ 200	\$ 200
5231 Computer Software	\$ 2,724	\$ 2,500	\$ 2,500	\$ 2,400
5235 Contractual Services -Temp He	\$ 22	\$ -	\$ -	\$ 100
5240 Contractual Service - other	\$ -	\$ -	\$ -	\$ 100
5260 EDC Department Agency	\$ 842	\$ 900	\$ 2,000	\$ 1,500
5265 Educational Material	\$ -	\$ -	\$ -	\$ -
5270 Elections	\$ -	\$ -	\$ -	\$ -
5275 Equipment-Minor/Small	\$ 11	\$ 100	\$ 100	\$ 100
5300 Food	\$ 14	\$ 100	\$ 100	\$ 50
5305 Fuel	\$ 656	\$ 600	\$ 600	\$ 950
5310 Government Fees/Permits	\$ -	\$ -	\$ -	\$ -
5315 Household Supplies	\$ -	\$ -	\$ -	\$ -
5320 Insurance	\$ 1,960	\$ 1,900	\$ 2,000	\$ 1,900
5335 Legal Services	\$ 14,450	\$ 22,000	\$ 20,000	\$ 3,476
5340 Maintenance - Vehicle Supplies	\$ -	\$ 500	\$ 500	\$ 800
5350 Maintenance - Equipment	\$ 541	\$ 400	\$ -	\$ 525
5365 Maintenance - Tires & Tubes	\$ -	\$ 300	\$ -	\$ -
5370 Maintenance - Vehicles	\$ 217	\$ -	\$ -	\$ -
5380 Memberships & Subscriptions	\$ -	\$ -	\$ -	\$ -
5395 Miscellaneous	\$ -	\$ 200	\$ -	\$ -
5400 Office Supplies	\$ 1,160	\$ 1,000	\$ 1,000	\$ 1,000
5410 Postage	\$ 236	\$ 450	\$ 450	\$ 350
5415 Printing	\$ -	\$ 75	\$ 100	\$ 60
5420 Professional Services	\$ 663	\$ 600	\$ 600	\$ 600
5425 Publications & Legal Notices	\$ -	\$ 200	\$ -	\$ -
5455 Staff Development	\$ -	\$ -	\$ -	\$ -
5470 Telephone	\$ 1,976	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total services &amp; supplies</b>	<b>\$ 29,625</b>	<b>\$ 38,992</b>	<b>\$ 36,150</b>	<b>\$ 18,536</b>
<b>Salaries &amp; benefits</b>	<b>\$ 72,513</b>	<b>\$ 60,908</b>	<b>\$ 60,908</b>	<b>\$ 61,934</b>
<b>Total expenditures</b>	<b>\$ 102,138</b>	<b>\$ 99,900</b>	<b>\$ 97,058</b>	<b>\$ 80,470</b>

Cameroon Park Community Services District - LL&D's  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

LL&D's	Soft Roll Up YTD as of 6/30/2016	Annual Budget FY 2016-17	Annual Budget FY 2017-18
<b>Expenditures:</b>			
5000 Salaries - Permanent	\$ 25,680	\$ 30,000	\$ 30,000
Salaries & benefits	\$ 25,680	\$ 30,000	\$ 30,000
5210 Agency Administration Fee	\$ -	\$ 10,000	\$ 10,000
5215 Agriculture	\$ 417	\$ 500	\$ 500
5220 Audit & Accounting	\$ -	\$ -	\$ -
5235 Temporary Help Contractual Service	\$ 56,943	\$ 45,000	\$ 45,000
5240 Contractual Services - Other	\$ -	\$ 1,000	\$ 1,000
5335 Legal Services	\$ 4,727	\$ 5,000	\$ 5,000
5345 Maintenance - Buildings	\$ -	\$ -	\$ -
5350 Maintenance - Equipment	\$ 4,620	\$ 5,000	\$ 5,000
5355 Maintenance - Grounds	\$ 42,879	\$ 71,000	\$ 59,723
5370 Maintenance - Vehicles	\$ 548	\$ 600	\$ 600
5400 Office Supplies	\$ -	\$ -	\$ -
5410 Postage	\$ -	\$ -	\$ -
5415 Printing	\$ -	\$ -	\$ -
5420 Professional Services	\$ -	\$ -	\$ -
5440 Rent/Lease - Equipment	\$ -	\$ -	\$ -
5455 Staff Development	\$ -	\$ -	\$ -
5470 Telephone	\$ -	\$ -	\$ -
5490 Utilities - Water	\$ 15,572	\$ 12,500	\$ 12,500
5492 Utilities - Electricity / Gas	\$ 104,312	\$ 100,000	\$ 100,000
5500 Vandalism	\$ -	\$ -	\$ -
5625 Capital Equipment	\$ 37,484	\$ -	\$ -
Total services & supplies	\$ 267,503	\$ 250,600	\$ 239,323
Salaries & benefits	\$ 25,680	\$ 30,000	\$ 30,000
Total expenditures	\$ 293,183	\$ 280,600	\$ 269,323
Total revenues	\$ 249,576	\$ 269,323	\$ 269,323
Surplus/(deficit)	\$ (43,607)	\$ (11,277)	\$ -
Transfers In/(Out) of General Fund			
Net Surplus/(deficit)	\$ (43,607)	\$ (11,277)	\$ -

Cameron Park Community Service District - G.O. Bond  
Statement of Revenues & Expenditures - PRELIMINARY DRAFT  
For the Year ended June 30, 2016; Compared to Prior Fiscal Years ended June 30, 2015  
and the Annual Budget for FY 2017 & 2018

Go Bond		Actual 6/30/2015	Soft 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
7300	Bond Payment Principal	\$ 260,000	\$ 260,000	\$ 466,830.00	\$ 300,000
7350	Bond Payment Interest	\$ 225,120	\$ 225,120	\$ 750,000.00	\$ 254,890
7370	Bond Payment Admin Fees	\$ 880	\$ 880	\$ 1,600	\$ 1,600
<b>Total expenses</b>		<b>\$ 486,000</b>	<b>\$ 486,000</b>	<b>\$ 1,218,430</b>	<b>\$ 556,490</b>
Total expenditures		\$ 486,000	\$ 486,000	\$ 1,218,430	\$ 556,490
Total revenues		\$ -	\$ -	\$ -	\$ 556,490
<b>Surplus/(deficit)</b>		<b>\$ (486,000)</b>	<b>\$ (486,000)</b>	<b>\$ (1,218,430)</b>	<b>\$ -</b>
Transfers In/(Out) of General Fund					
<b>Net Surplus/(deficit)</b>		<b>\$ (486,000)</b>	<b>\$ (486,000)</b>	<b>\$ (1,218,430)</b>	<b>\$ -</b>

Bold = comparison between YTD and prior year YTD, Budget is noted