



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
Wednesday, August 21, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA , 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Isreal, Director

Mission Statement

“ Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

4. OPEN FORUM FOR NON-AGENDA ITEMS

According to State Law Pursuant to the Government Code Section 54954.3 (the Brown Act), members of the public may speak on any agenda item. The Board President will call for public comment. Those wishing to address the Board on any item not on the agenda that falls within the jurisdiction of the Board of Directors, may do so during Public Forum. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time.

Please follow the procedures for speaking:

- *Public members desiring to provide comments, must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.*
- *Comments must be directed only to the Board.*
- *Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.*
- *There is a three (3)-minute time limit per speaker and/or 10 minutes in total if speaking on behalf of a group.*
- *The Board is not permitted to take action on items addressed under the Public Forum.*
- *The Board President is responsible for maintaining an orderly meeting.*

5. CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business to be discussed and acted upon individually.

A. CONFORMED AGENDA

6. INFORMATIONAL ITEMS

- A. **General Manager's Report**
- B. **Finance Office Report**
- C. **Parks Report**
- D. **Recreation Report**
- E. **Fire Report**

7. COMMITTEES

- A. **Budget & Administration- August 13, 2024 (Rescheduled)**
 - Dawn Wolfson and Monique Scobey
- B. **Covenants, Conditions & Restrictions- August 5, 2024**
 - Tim Isreal & Sid Bazett
- C. **Fire & Emergency Services - August 6, 2024 (Cancelled)**

- Eric Aiston & Dawn Wolfson

D. Parks & Recreation- August 12, 2024 (Rescheduled)

- Tim Isreal & Eric Aiston

E. Fire Annexation Ad Hoc Committee

- Eric Aiston & Monique Scobey
-

8. ACTION ITEMS

A. Job Descriptions

- **Possible Action-** Approve Job descriptions and Organizational chart

9. PUBLIC HEARING

A. FY 2024-25 Final Budget

- **Possible Action-** Adopt Resolution 2024-20 Approving Fiscal Year 2024-25 Final Budget
-

10. CLOSED SESSION

- **Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation, pursuant to Government Code section 94956.9(b). One potential case.**
 - **Public Employee 6 month Performance Evaluation pursuant to Government Code Section 54957. Position: General Manager**
 - **Report out of closed session**
-

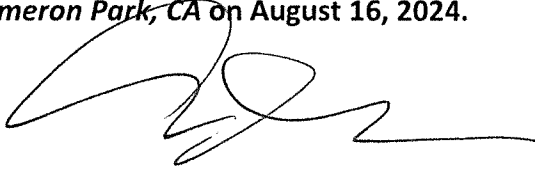
11. General Matters to/from Board Members and Staff

12. ADJOURNMENT

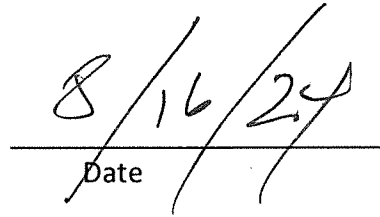
The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, September 18, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA , 95682.

AGENDA

In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Cameron Park Community Services District, at 2502 Country Club Drive Cameron Park, CA on August 16, 2024.



Alan Gardner, General Manager



Date

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



Agenda Transmittal

DATE: August 21, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #6A: General Manager's Report

RECOMMENDED ACTION: Receive and File

General Manager's Report to the Board

1. Cal Recycle Report. We have filed our annual Report with the assistance of El Dorado Waste employees. It was brought to my attention by them that the District has not yet enacted its own recycling ordinance incorporating the requirements of SB 1383. One issue with not having an ordinance in place is that we cannot apply for and receive annual grants that are liberally construed as to how the money can be spent. Staff will review other districts' ordinances and hope to have one for Board review in the next two months.
2. Evacuation Center. We served as Red Cross and County OES evacuation center for the recent two fires. We had up to 71 people and 15 animals. Red Cross provided all equipment, food, cleaning services, and monitoring of their clients to ensure appropriate conduct. We received a very nice note indicating our staff had made it a very smooth and positive experience. We hope to build on that positive start to a new relationship. While we did not have to cancel or lose any rental revenue to provide this emergency public service, Red Cross and OES indicated that they would compensate us for any lost or prevented revenue.
3. Pool. We are in the process of building usage commitments and rental costs for keeping the pool open in winter, except for approximately two weeks for repair. Aqua Sol has made a solid offer that serves as a base upon which to build. As I've noted before, we will be using distributed cost accounting to try and ensure what the real costs are and that they are either covered or are very close since many residents, through lap swim and the potential for water aerobics, support year-round use if possible. We will also contact the high schools to see if their programs can fit within the time that would be available. Last we will try home school groups that also have a physical education requirement.

4. Pickleball. We have determined how and who built the skatepark next to the possible pickleball site. It was in fact by a contractor and not volunteers as we were previously told. We are trying to contact the contractor to see if they are still in business and can provide any construction or ground information. What we understand to date is that there is seepage on the surface for 4-6 months a year that would need to be accommodated. That is not difficult if that's all there is. We have two engineering firms, and a design/build/finance organization interested so far. We will be putting out an RFP once this additional information is acquired.

We are aware of CEQA concerns in a small area of the overall park but believe that the area of concern is far from the intended site and can be appropriately managed. Unlike some of our other parks and areas, by being against the freeway, use of the courts should not cause the excess noise for residents that can occur in other locations. Now that we have a better understanding of what we have there we intend to determine the best estimate for when the project could be completed. With current data we are -\$5,537.63.

5. Summer Spectacular. The Parks Committee specifically requested this be included in this report, which can then be pulled for discussion. Within the first two weeks after the event Recreation, Parks and Administrative staffs met to discuss the plusses and minuses. Unfortunately, with both key staff out until or after the Board meeting those notes are not available, nor are the final numbers. The fact that the numbers are not final has been true in past years too. However, we can now give an estimate of costs and revenue. They are Under lessons learned, first I highly commend staff for putting on such a robust event.
 - a. The prior person did not leave any materials and current staff had to proceed from scratch. Some events and costs were not known until near the event, e.g. the flyover.
 - b. We also learned that the kids' zone, while very popular and highly cost effective for parents compared to any other regional event, had performance issues by renting the equipment and doing the setup and management ourselves. We will fully outsource it next year.
 - c. Further, a key problem with the delayed and catchup plan was that advertising that promoted and detailed the value provided was not possible until after negative social media occurred. The ticket was only \$5 higher than in 2023, and more was included. By starting in September with preliminary planning and developing each area, we can begin initial public information in February and get ahead of resident and attendee comments. This clearly impacted attendance.
 - d. The volunteers were wonderful, worked well and we hope to have a similar result next time.
 - e. Parking on Airpark streets was included in the ticket price. It was well organized and effective. Ingress and egress went as well as could be planned given our streets layout.
 - f. Paying at the two entrances had issues, partly tied to our old computer program. By offering discounted *early* sales and with the new Internet at the lake, we hope to smooth those issues next year.

- g. We hope to attract a greater variety of food trucks.
 - h. We planned for heat, with ice and cooling opportunities, but one of the hottest days of the year did impact attendance.
 - i. The flyover was appreciated by all, and we hope that team will participate in the 25th anniversary of the Spectacular in 2025.
 - j. We received many comments that the bands were better than last year. There were some suggestions to improve the physical staging.
 - k. The fireworks show was spectacular. We've had nothing but compliments about it. And the vendor held their price from the prior year.
6. New volunteer core. Residents at the Lake are interested in having a group coordinated locking the park at dusk, as well as assisting in other issues at the lake. We will be working with them to get this in place. Rasmussen Park currently has resident volunteers that lock the park at dusk. We greatly appreciate the assistance volunteers are and will provide.
7. Marble Valley/Lime Rock Developments. We have started discussions on mitigating the impacts on the District with Lime Rock. We anticipate restarting the discussions with Marble Valley the week after the Board meeting. If an agreement with either is reached it would of course be contingent on the project(s) being approved by the board of Supervisors.
8. Fire Annexation. The first meeting with El Dorado Hills Fire Department is scheduled to begin on 8/26.
- 9.

Respectfully submitted,
Alan Gardner, GM

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

74 - Summer Spectacular Special
Events

		<u>FY 2023 24 Actuals</u>
Operating Revenue		
Special Events	4170	20,100.00
Sponsorships	4255	<u>20,000.00</u>
Total Operating Revenue		<u>40,100.00</u>
Expenditures		
Advertising/Marketing	5209	1,295.28
Bank Charge	5221	2,296.42
Clothing/Uniforms	5230	271.34
Fire & Safety Supplies	5285	226.05
Food	5300	807.96
Government Fees/Permits	5310	342.00
Janitorial / HH Supplies	5315	19.19
Maint. - Equipment	5350	2.67
Maint. - Grounds	5355	(84.41)
Program Supplies	5421	113.65
Rent/Lease - Equipment	5440	17,347.48
Special Events	5465	<u>23,000.00</u>
Total Expenditures		<u>45,637.63</u>
Net Revenue Over Expenditures		<u>(5,537.63)</u>

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: August 21, 2024

FROM: Michael Grassle, Parks, and Facilities Superintendent

AGENDA ITEM #6.C: **PARKS DEPARTMENT REPORT**

RECOMMENDED ACTION: **RECEIVE AND FILE**

General Information

- Two of the district's 4 turf grass lawn mowers have been out of service. Staff replaced the starter on one of the mowers and several pullies on the other. Both mowers are up and running again.
- The district tractor has two brand new rear tires. The department got every ounce of life out of the rear tires before replacing them.
- Staff fertilized all the turf grass with 15-15-15 fertilizer for the summer. Staff will fertilize the turf grass again in October prior to winter.
- The Superintendent spent time creating a 5-year Capital Improvement Budget (CIP) for the district. The draft budget will be presented to the Budget and Administration Committee on August 13th.

Cameron Park Lake

- Staff encountered a large sink hole along the pathway on the southwest side of the lake. Staff rented an excavator to dig up the sink hole to understand how large it is. Staff installed 12 yards of 1 ½ rock, road base and decomposed granite to fill in the sink hole. It is hard to tell the cause of the sink hole, but erosion and/or beavers likely caused the issue.
- The lake has experienced a large algae bloom. Staff are keeping a close eye on the bloom to see if it spreads. The district is working on a plan to spray the algae bloom if it continues to grow on the lake surface.

- The department will be meeting with residents who live around Cameron Park Lake on Friday August 9th at 10AM. The meeting will be held at the Gazebo.

Parks and LLAD'S

- The hedges along Meder Road were pruned back for the Summer by a third-party contractor
- Staff ordered parts to rebuild the drinking fountains at Paul J. Ryan and Cameron Park Lake. Both fountains have broken valves and tubing that is cracked.
- Residents reached out to the department wanting to volunteer and take over the responsibility of locking and unlocking Rasmussen Park. Currently one household is taking on this responsibility while others will be able to provide coverage when needed.

Community Center

- Staff installed a new ADA pool chair lift. The old chair aged out and was broken beyond repair.
- The Pool has been vandalized several times over the past month. Staff along with AquaSol coaches removed lifeguard chairs, bleachers, and lane line reels from the bottom of the pool. Several sprinkler heads and pool tiles were also broken. The district was borrowing a pool vacuum from Lincoln Aquatics, and the battery pack for the vacuum was thrown into the pool damaging the loaner unit. The district is working with Lincoln Aquatics to repair the unit. A police report was filed with the El Dorado County Sheriff's Office.
- Staff installed additional signage and chained down the amenities on the pool deck to discourage further vandalism and damage to the pool.
- Staff will be installing a new 8" pool backwash valve. The original valve has a hairline crack in it that is slowly getting worse. The new valve should be installed by the end of August.

Cal Fire / Growlersberg

- Growlersberg spent a ½ a day working at Cameron Valley and Nothview LLAD.
- The department has several projects lined up once we get access to the crews regularly again.

Special Project Update

Cameron Park Lake Automatic Gate

The automatic gate is moving forward. District staff met with El Dorado County Planning on Thursday July 25th for the pre inspection process and to understand the inspect schedule moving forward. Sierra Nevada Asphalt has improved the roadway entrance and exit leading into the park. The Fire Marshal required 15' on each side of the automatic gate. The kiosk was removed and demolished on Wednesday July 31st.

Staff will be meeting with the electrical and concrete contractor on Wednesday August 7th to discuss the infrastructure improvements. The electrician is scheduled to install the new electrical on Tuesday August 13th. Once the new electrical infrastructure is installed district staff will remove the old wooden bollards and prep to install the new 3" steel bollards. The cement contractor is scheduled to pour the new pad and set the bollards the week of August 19th.

In the meantime, Parking Boxx will initiate the kickoff call and schedule delivery of the automatic gate equipment. This is a 4–6-week process that begins once Parking Boxx receives the 50% down payment from the district. The down payment was processed by the district and mailed out on Friday July 26th. The electrical contractor will mount and install the automatic gate equipment once it arrives, and the new concrete pad is finished.

Parking Boxx will then install the ground loops into the asphalt and program all the new equipment. Parking Boxx will work with the district finance and front desk staff to implement the new software. If everything goes as planned, we are hopeful to have the new automatic gate functioning by October 1st, 2024.

Cameron Park Lake Aeration System

All 12 bubblers have been installed in the Southern half of the lake. Lake Solitude Management is working with the manufacturer to set the correct PSI for each aeration bubbler. The system should be fully calibrated by Friday August 9th. Currently 6 of the 12 aerators are operating.

Community Center Audio/Visual install

PCD Audio and Video Systems Integration finished installing the new equipment for phase one on Friday July 19th. The Main Hall's audio equipment has been fully upgraded with new speakers, microphones, teleconference equipment, and cameras. PCD will be training staff in the new teleconference equipment/software over the next month. There will be a learning curve for staff before we can broadcast and post public meetings. The district will most likely use software called OBS Studios to broadcast public meetings and post records. The Social Room is now equipped with the teleconference software, new speakers, television, camera, and handheld microphones.

PCD is scheduled to installed phase two of this project the week of August 26th. The installation for phase two includes two large televisions in the main hall along with additional cameras, and audio ports for the smaller breakout rooms. The district will be able to hold conferences and meetings in the smaller rooms room when the partitions are in use. PCD will be back out on Thursday August 8th to provide staff training and to add additional HDMI cords for users to connect to the system.

The new speakers and microphones will be used for the August 21st Board meeting in the main hall.



Agenda Transmittal

DATE: August 21, 2024

FROM: Hayley Sadecki and Clarissa Lowe, Recreation Coordinators

AGENDA ITEM #6.D: RECREATION REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

The Recreation Department had a busy summer, offering a diverse variety of programs and camps for all ages in our community. Activities included lap swim, rec swim, swim lessons, and a youth splash ball water polo clinic to keep everyone active in the water. The Artsy Squirrel Camp and National Academy of Athletics Camp provided creative and athletic opportunities for youth. Our internal Cameron Park Summer Camp kept kids engaged with various activities and engaging with local organizations, while indoor pickleball offered fun for adults and seniors. At the end of July, one of our Summer Camp Counselors led a Super Smash Bros Tournament in the Social Room for youth ages 7 – 17 years old which utilized the new audio/visual system. In August, we are welcoming a new Aquarobics class and having a Free Trial Day for Line Dancing! August brings the end to our summer season, which was successful in all aspects.

Recreation Programming:

Below is a quick summary on everything that has been happening:

- *Camps:*
 - Summer Camp
 - **Session 1** (6/10/2024-6/14/2024): **Wild Wild West** – 43 participants
 - **Session 2** (6/17/2024-6/21/2024): **Superheroes and Villains** – 42 participants
 - **Session 3** (6/24/2024-6/28/2024): **Color Week** – 33 participants
 - **Session 4** (7/08/2024-7/12/2024): **Mermaids and Pirates** – 42 participants
 - **Session 5** (7/15/2024-7/19/2024): **Around the World** – 50 participants
 - **Session 6** (7/22/2024-7/26/2024): **Carnival** – 33 participants
 - **Session 7** (7/29/2024-8/02/2024): **Movie Week** – 36 participants

- Artsy Squirrel Camp
 - **Session 1** (6/10/2024-6/14/2024): **Wild Wild West** – 9 participants
 - **Session 2** (6/17/2024-6/21/2024): **Superheroes and Villains** – 16 participants
 - **Session 3** (6/24/2024-6/28/2024): **Color Week** – 18 participants
 - **Session 4** (7/08/2024-7/12/2024): **Mermaids and Pirates** – 13 participants
 - **Session 5** (7/15/2024-7/19/2024): **Around the World** – 28 participants
 - **Session 6** (7/22/2024-7/26/2024): **Carnival** – 16 participants
 - **Session 7** (7/29/2024-8/02/2024): **Movie Week** – 16 participants

- National Academy of Athletics Camp
 - **Jr. Academy 4-6 y/o** (6/10/2024-6/14/2024): 7 enrolled
 - **All Sorts of Sports 7-12 y/o Full Day** (6/10/2024-6/14/2024): 5 enrolled
 - **All Sorts of Sports 7-12 y/o Half Day** (6/10/2024-6/14/2024): 5 enrolled
 - **Grass Volleyball 7-12 y/o Full Day** (6/17/2024-6/21/2024): 6 enrolled
 - **Grass Volleyball 7-12 y/o Half Day** (6/17/2024-6/21/2024): 2 enrolled
 - **Basketball Camp 7-12 y/o Full Day** (7/08/2024-7/12/2024): 8 enrolled
 - **Basketball Camp 7-12 y/o Half Day** (7/08/2024-7/12/2024): 9 enrolled
 - **Flag Football 7-12 y/o** (7/15/2024-7/19/2024): 14 enrolled
 - **Cheer and Dance Camp 7-12 y/o** (7/15/2024-7/19/2024): 5 enrolled
 - **Indoor Volleyball Camp 7-12 y/o** (7/22/2024-7/26/2024): 15 enrolled

- *Aquatics:*
 - Lap swim continues 5 days a week – we have extended our lap swim hours to be offered Monday-Thursday from 5:30am-7:30am – Sunday hours proceed as usual (7-8am)
 - AquaSol Swim Team proceeds 6 days a week – swim meets will be hosted on:
 - October 18th-20th, 2024
 - March 29th-30th, 2025
 - July 25th-26th, 2025
 - Sierra Sharks Swim Team has ended their season.
 - Recreational Swim will continue weekends through Labor Day Weekend.

- Swim Lessons have ended
- Splash Ball was held 7/29/2024-8/02/2024: 8 participants
- **Upcoming:** We will be holding a water aerobics class on Tuesday's and Thursday's from 6:30am-7:30am starting August 6th.
 - This will be held in the shallow end of the pool during lap swim hours.
- **Sports:**
 - Indoor Pickleball continues M-F from 9:00am – 1:00pm
 - Soccer shots will be taking a break throughout Fall so that we can review the current contract agreement.
 - Taekwondo Cameron Park continues.
 - National Academy of Athletics has submitted a 30-program proposal of a variety of sports programming running through next year.
 - Adult Basketball League returns August 27th.
 - Futsal is growing as they have been running clinics throughout the summer and expected to raise the registrants' numbers during the League in Winter.
 - **New Program:**
 - Splash Ball Water Polo Clinic (under aquatics) – 8 participants
 - Aquarobics (under aquatics) – launches August 6th
- **Community Center Programs:**
 - Senior Social Hour continues.
 - Modified Zumba continues.
 - Gold Nugget Quilters continues in the Dance Room now.
 - County Senior Nutrition meals for pick-up continue in-person five days a week; CSD provides tables and chairs for congregate dining in Social Room now.
 - Tai Chi for Health continues.
 - Cooking With Kids had 15 participants in July, and 10 currently in August.
 - Intro Guitar & Let's Uke will continue in August.
 - The instructor is looking to build into Senior activities.
 - Speaking Spanish for Kids returns on August 14th.
 - Free Trial Line Dancing Day is on August 8th.
 - Kaiut Yoga Free Trial Days are on August 3rd and August 31st.
 - **New Programs:**
 - Zumba
 - Kaiut Yoga
 - Blyss Yoga:
 - Flow Yoga
 - Yin Yoga

- *New Programs in Discussion:*
 - Line Dancing
 - Low Cardio Class
 - Hatha Yoga
 - Musical Theater Class
 - Wisdom Circles
 - After School Care Program

- *Events:*
 - *Upcoming Events:*
 - Halloween Event - Trunk or Treat and Pumpkin Plunge
 - Christmas Event – Christmas Craft Faire
 - *Upcoming Events brought to Discussion (2024):*
 - Thanksgiving Event – Turkey Bingo / Turkey Trot
 - Christmas Event – Movie Night/ Tree Lighting
 - *Upcoming Events brought to Discussion (2025):*
 - Valentines Event – Ties & Tiaras Dance
 - 70's/80's Dance
 - Dance or Exercise Expo
 - Bingo Nights
 - Concerts in the Park
 - Dive In Movie

Communications:

- Active engagement on Facebook and Instagram
- Multiple registrants for programs have come through direct messages from Facebook and Instagram.
- Newsletters continue to go out monthly with information for the Community.
- Fall/Winter electronic Activity Guide, moving towards restarting printed versions for Spring/Summer.



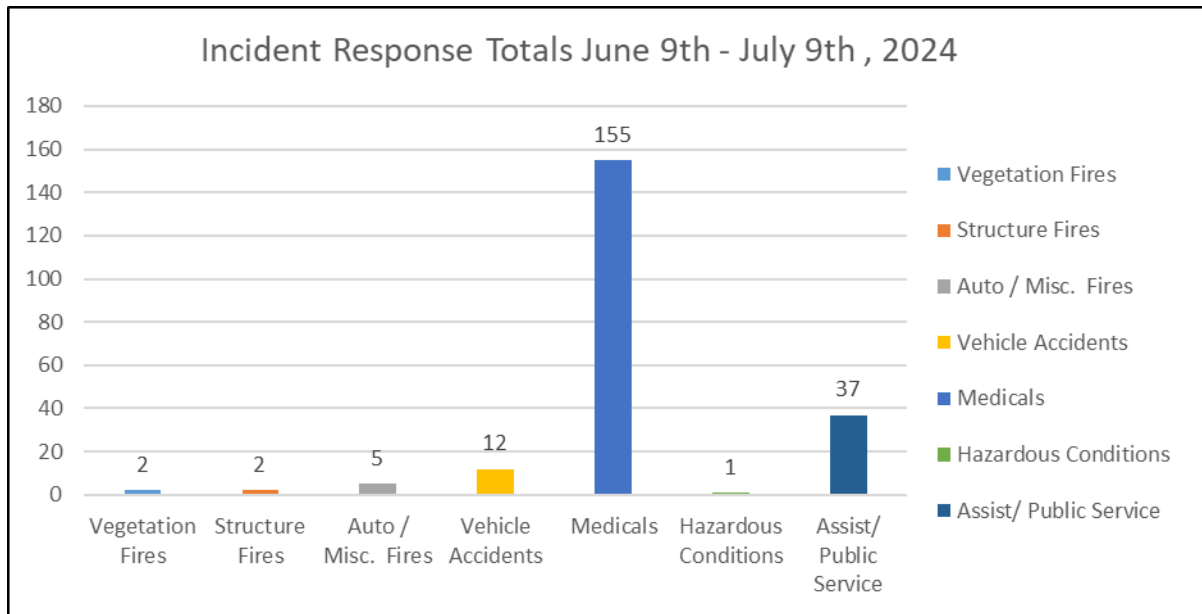
Cameron Park
Community Services District



Agenda Transmittal

Date: August 21st, 2024
From: Kalan Richards, Battalion Chief
Agenda Item #6E: Fire Department Report
Recommended Action: Receive and File

Cameron Park Fire Department Incident Totals



Total Incident Count Comparatives:

Monthly	June 2024	July 2024	Increase
	214	241	12.6%
Yearly	July 2023	July 2024	Increase
	220	241	9.5%
YTD	YTD 2023	YTD 2024	Decrease
	1556	1504	-3.4%

FY 24/25 Batt 5 Vehicle Maint. and Tires

<u>E89</u>	\$643.68
<u>E88</u>	
<u>E289</u>	
<u>E288</u>	
<u>E389</u>	
<u>E388</u>	
<u>B2705</u>	
<u>B2715</u>	\$485.52
<u>U88</u>	
<u>U289</u>	
<u>Mech. Time</u>	
<u>Misc</u>	\$157.06
<u>Total</u>	\$1,286.26

Fire Apparatus Rental Income

FY 24/25

E89	E88	E288	E289	E388	U289/88	B2715	OES T/F	Total

Cameron Park Fire Department Operations and Administration Report

- On Saturday, July 27th, B2711, E88, E89, and mutual aid from surrounding agencies responded to a residential structure fire on Ribier. E88 arrived on scene and reported a working fire in the attic. With the assistance of the responding resources, the fire was quickly contained, resulting in no injuries and limited structural damage.
- On August 7th, B2715, E89, E88, and a full response from CAL FIRE AEU were dispatched to a vegetation fire on Silver Leaf Drive in Rescue. Upon arrival, E88 reported a 2-3 acre grass and brush fire with a moderate rate of spread. B2715 assumed command of the incident, and with the assistance of the responding resources, the fire was contained at 41 acres. No structures were damaged, and no injuries were reported.
- Throughout July and August, there have been several major fires across California. Multiple CAL FIRE AEU personnel have been deployed both regionally and statewide, filling various command and support roles. In Cameron Park, our division chief was deployed as one of the incident commanders for the Park Fire in Butte and Tehama Counties. Additionally, two engineers have been deployed as logistics section chiefs and facilities unit leaders on the Park, Shelly and Crozier fires.
- Throughout parts of June, July, and August, several pieces of Cameron Park fire apparatus have been deployed to staff CAL FIRE stations, respond to major fires, and participate in strike team assignments. The apparatus include E288, E289, E388, U88, U289, and B2715. This deployment is part of the local agreement between Cameron Park CSD and CAL FIRE AEU.



**Budget and Administration Committee
Special Meeting
Tuesday, August 13, 2024
6:30 p.m.**

**Cameron Park Community Center – Social Room
2502 Country Club Drive
Cameron Park, CA 95682**

Special Notation:

Director Monique Scobey will participate in this meeting from a satellite location via teams. The Public may participate in all Open Session portions of this meeting from this location. The specifics of her location, while participating in the meeting are as follows:
2894 Pigeon Point Rd, Eureka, CA 95503

Agenda

Members: Director Monique Scobey (MS), Director Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA



1. APPROVAL OF CONFORMED AGENDA

- a. None

OPEN FORUM

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

DEPARTMENT MATTERS

- 2. CIP for FY 2024/2025 (A. Gardner & C. Greek)
- 3. Proposed Final FY 2024/2025 Budget (A. Gardner & C. Greek)

4. ITEMS FOR FUTURE COMMITTEE MEETINGS

5. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

6. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting**

Monday, August 5th, 2024

5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive

Cameron Park, CA 95682

Agenda

Members: Chair Bob Dutta (BD), Vice Chair Sid Bazett (SB), Tim Israel (TI), Candice Hill Calvert (CHC),
Terry Eastwood (TE)

Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER

ROLL CALL

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

1. APPROVAL OF AGENDA

2. APPROVAL OF CONFORMED AGENDA

a. Conformed Agenda – CC&R Meeting – July 1st, 2024

OPEN FORUM

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

DEPARTMENT MATTERS

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - o Total Cases Open = 50
 - Courtesy Notices – 11
 - Initial Notices – 8
 - Final Notices – 5
 - Pre-legal Notices – 4
 - Referred to Legal – 1
 - o Prior Month's Cleared Cases – 15
 - o Prior Month's New Cases – 7

- b. Architectural Review Projects – Period – July 2024
 - o Projects Reviewed – 22
 - o Projects Approved – 22

Summary of ARC Projects:

- o Roofs – 8
- o Solar – 0
- o Tree Removals – 2
- o Fences – 1
- o New Home Const. – 1
- o ADU/JADU – 1
- o Swimming Pool – 3
- o Exterior House Paint – 0
- o Carport – 0
- o Deck – 0
- o Exterior Renovation/Room Addition – 1
- o Siding Replacement – 1
- o Detached Garage – 0
- o Gazebo/Pergola/Patio Cover – 2
- o Storage Shed – 1
- o Window Replacement – 1

4. Pre-Legal Request – (Committee Action Required).

- a. **CCR21 – 1002 – 3003 Wilkinson Rd. – Deer Trail Estates** – Section 2. Vehicle Storage. This case went to pre-legal on 2.13.23. At that time, the owner asked CC&R staff to meet with him to determine allowance and if there was room to add additional storage. Staff worked with the owner to extend the fence to store the RV and boat together. This season, after several inspections, staff found that the owner is still storing the RV on public streets (Mellowdawn and Wilkinson). Staff is requesting that the committee determine if we issue another pre-legal notice or Final notice before additional pre-legal then to move the case to Counsel for legal notice.

5. Staff Updates – (Not Action Items).

- a. **CCR21 – 1011 – 2431 Mellowdawn Way – Deer Creek Estates #1** – Vehicle Restrictions. Pre-legal has been served twice. Once on 2.13.23 and once on 5.8.24. The boats are still not being put away. Staff has requested a legal letter from Counsel requesting abatement of all trailered items as required by CC&Rs.
- b. **CCR23 – 1042 – 2614 Julie Ct. – Creekside Estates Unit 5.** – Vehicle Restrictions. Homeowner had not complied after pre-legal notice. Staff has turned the case over to legal for legal notice. Current inspection showed no boat on Julie Ct. Staff will continue to monitor before clearing the case.

6. Items for Future CC&R Committee Agendas

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT:

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



Fire & Emergency Services Committee
Tuesday, August 6, 2024
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Sidney Bazett (SB)

Staff: General Manager Alan Gardner, Chief Dusty Martin & Chief Kalan Richards

**THIS MEETING HAS BEEN
CANCELED**

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



Parks & Recreation Committee
Monday, August 12, 2024
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner and Parks & Facilities Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda- March 4, 2024

OPEN FORUM

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

DEPARTMENT MATTERS

2. Discuss Park and Community Center projects including progress and timeline for implementation.

STAFF REPORTS

3. Recreation Report (H. Sadecki & C. Lowe)
4. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- Fees at Cameron Park Lake and Park Entry Improvements
- Future Project (Quimby Fees)
- Road widening project (Paul J. Ryan Park)
- Review the park ordinance

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Agenda Transmittal

DATE: August 21, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #8A: JOB DESCRIPTIONS AND ORGANIZATIONAL CHART

RECOMMENDED ACTION: REVIEW AND APPROVE

BACKGROUND

On January 17, 2018, the Board of Directors approved an Organizational chart based upon the findings of Municipal Services Group, the findings added a Finance/Human Resources Officer, and confirmed other existing positions. On November 20, 2019 the Board of Directors approved updating the current job descriptions. In 2021 and 2022 job descriptions were added with the intent of succession within the current departments. The positions were filled and staff has had time to evaluate if these positions are helpful in accomplishing the strategic goals set forth by the Board of Directors and it has been determined by department heads and the General Manager that some of the positions should be eliminated, reduced or reclassified.

DISCUSSION

Job descriptions, along with the employee wage schedule and organizational chart, are considered Board policy documents; each document is related to the other. The General Manager has reviewed job duties with staff and the services that are provided to residents. Job descriptions were updated, and an additional job description was added based on the need of the District.

Staff updated job descriptions based on:

1. Past District job descriptions,
2. Comparisons to similar agencies
3. Need of the District

Draft job descriptions were reviewed and edited by the General Manager and staff. Once drafted with this input, employees reviewed their job descriptions and provided input. The labor union reviewed the job descriptions and expressed no concerns.

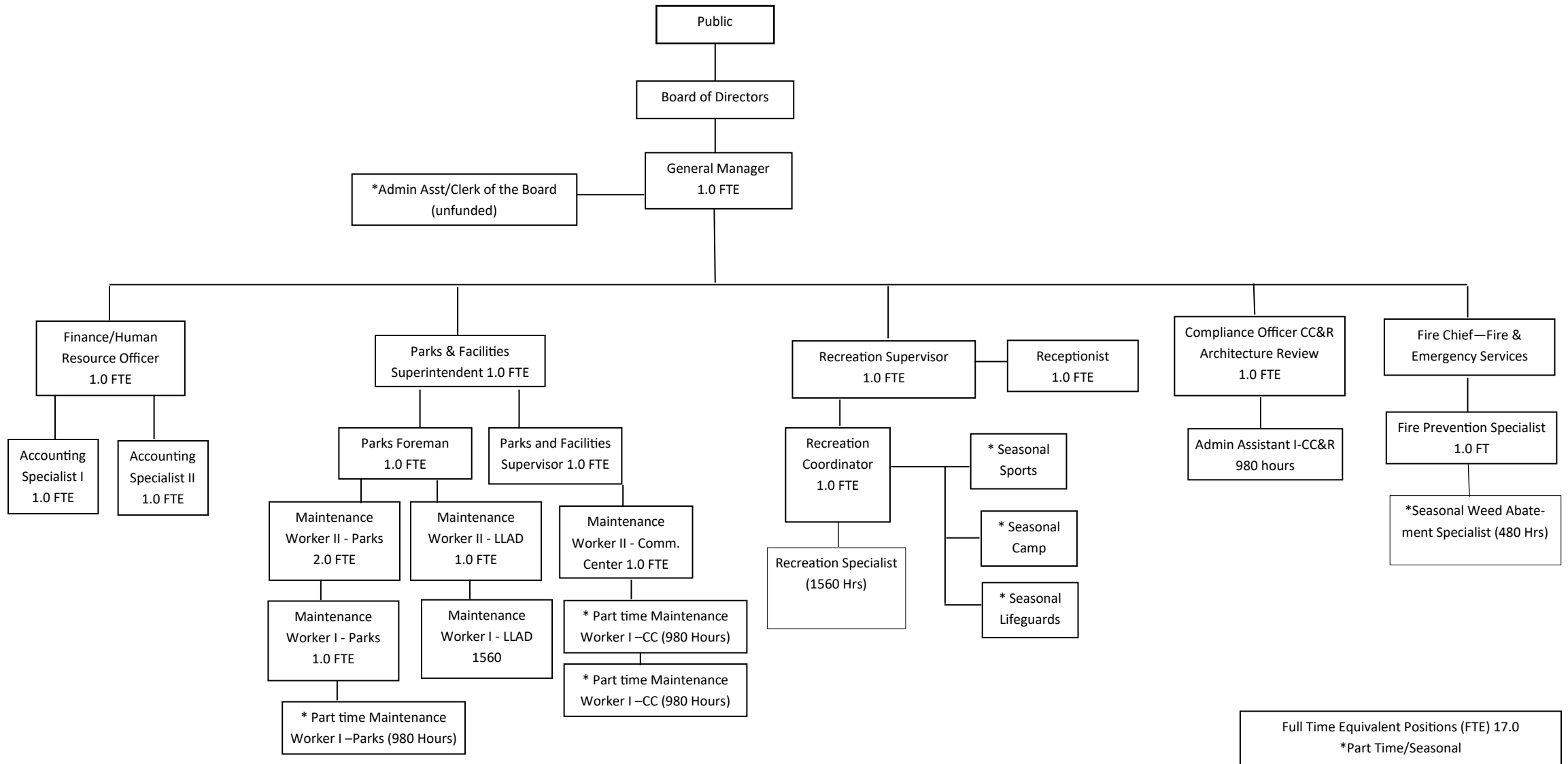
FISCAL IMPACT

The fiscal impact of the change in the organizational chart and job descriptions being updated come out to a savings of \$141,514 to the General Operating (Fund 01) and approximately \$55,000 to the CC&R (Fund 02)

Attachments:

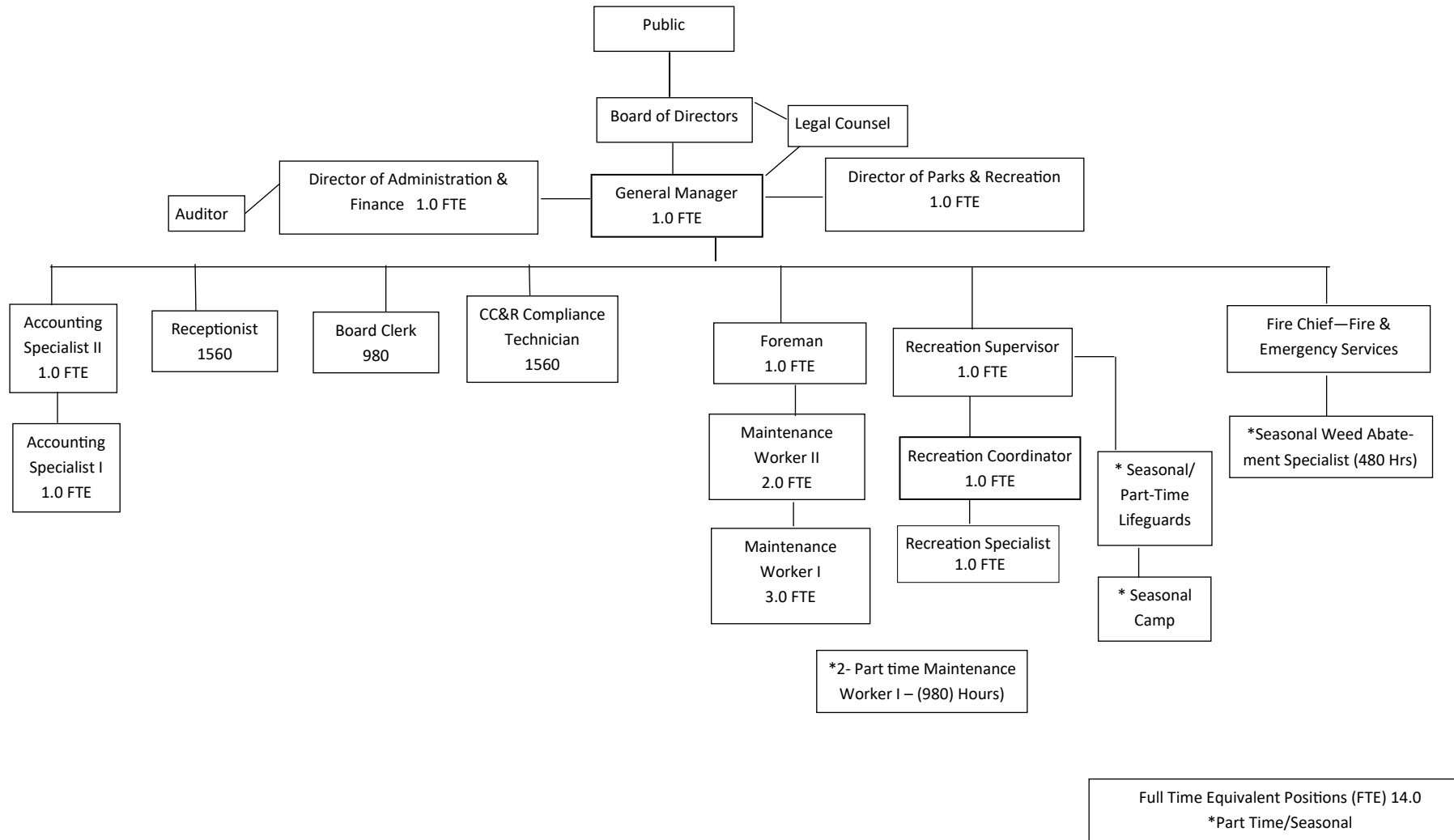
1. FY 23/24 BOD Approved Organizational Chart
2. Proposed Organizational Chart
3. Job Descriptions

Cameron Park Community Services District Preliminary Fiscal Year 2023-2024



Cameron Park Community Services District

Fiscal Year 2024-2025



Cameron Park Community Services District

Job Title:	Administrative Assistant II – Board Clerk	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$24.31-\$31.04	Position Type:	Less than Part-Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the General Manager, Director of Finance and Administration this position Performs all statutory duties of Board Clerk, including but not limited to a variety of paraprofessional and administrative duties involving a high degree of accuracy, confidentiality, discretion, and independent judgment. Serves as Secretary to the Board and General Manager. Acts as custodian of and responsible for the safekeeping and maintenance of all official records, ordinances, resolutions, minutes, and other formal documents and records of the District. Performs other related duties as required.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Board Clerk is a single level class, confidential, non-exempt position performing all functions of the Board Secretary as required by the state and federal law. Provides administrative support to the General Manager, Board of Directors, Board Committees and Director of Finance and Administration. This position is distinguished within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the General Manager with direction and oversight from the Director of Finance and Administration. Incumbents in this position do not routinely exercise supervision.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing, or preparing agendas, information packets, legal notices, and the taking and transcribing of official minutes. • Maintain records and files including confidential documents, records, and reports. • Coordinate and supervise responses to records request under the California Public Records Act. • Operate a variety of audio and visual equipment • Attend and represent the District at meetings and events. • Research and prepare correspondence, memoranda, reports, e-mails, policies, and procedures, and other miscellaneous documents. • Monitor the status of pending inquiries and follow up as appropriate • Under the direction of the General Manager, arrange and schedule Board and Committee meetings 			

- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft, and oral instructions.
- Coordinate legal notices with media for various public hearings and prepare, post, and publish public notices and documents.
- Prepare and compose resolutions, certifications, and other necessary documents Communicates with Board members and community regarding public reports and agendas, coordinate responses to public records act requests.
- Maintains a professional work ethic, and confidentiality as requested.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff, and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Load agendas, minutes, newsletters, and new releases onto the District's website.
- Attend meetings and perform other duties as assigned by the General Manager
- Performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

SKILL TO:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

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.

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- An Associate's Degree is desired.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District

Job Title:	Covenants, Conditions & Restrictions (CC&R) Compliance Technician	Department/Group:	CC&R
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$24.31-\$31.04	Position Type:	Less than Part-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the direction of the District General Manager, this position is responsible for coordinating, monitoring, interpreting and enforcing all Covenants, Conditions and Restrictions (CC&Rs), including Architectural Review, within each unit in Cameron Park.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Receives and responds to complaints regarding CC&R violations; • Provides procedural information to residents regarding amendment of CC&R's • Conducts field inspections for possible violations of CC&Rs and issues notices of violation for non-compliance; • Responds to questions and concerns from the public, departmental staff and other agencies. • Maintains clear, concise and comprehensive records and reports related to compliance activities • Prepares violation and other notices which outline necessary corrections and time limits; • Provides residents with information and assistance on processes and procedures for obtaining compliance; • Monitors compliance activities and conducts follow-up and final inspections; • Receives and reviews construction plans for Architecture Review Committee approval and CC&R compliance; • Performs weekly tours of the District, notes new violations, and observes progress on pending violations. • Researches and prepares reports for appropriate Board and CC&R Committees; • Prepares and publishes appropriate meeting agendas and minutes in a timely fashion; • Provides support between District Board of Directors, CC&R Committee, Architectural Reviews Committee and the public, including, but not limited to, providing staffing for meetings of the CC&R and Architectural Review Committees; • Assists in budget preparation pertaining to CC&R management • Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public. <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Possess and maintain a valid California's driver's license; • Knowledge of office skills, including but not limited to use of computers, word processing, spreadsheets and databases; • Knowledge of the principles, practices and methods used in the enforcement of a variety of CC&Rs, 			

methods and techniques used in enforcement and investigation, basic math principles, applicable federal, state and local laws, codes and regulations;

- Ability to interact with a wide variety of public agencies and private citizens;
- Ability to handle potentially sensitive issues calmly;
- Ability to perform basic clerical functions including, but not limited to, filing, preparation of correspondence and the maintenance of District records;
- Ability to use standard office equipment including, but not limited to telephone, computer, adding machine, typewriter, copies, fax machine and audio equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Most essential duties of this position are performed in an office environment. Work may also be performed out doors in all weather conditions. Work is performed in an environment of frequent interruptions requiring maintenance of attention. 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 reports and data using a computer keyboard. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Additionally, the position requires both near and far vision in reading correspondence, 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.

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of an Associate Degree from an accredited two-year college is encouraged.
- Two (2) years full-time experience in code enforcement, building permits/inspection or real estate or Two (2) years of increasingly responsible work experience and training, which provide the ability to interact with members of the public and the ability to analyze and interpret moderately complex CC&R's.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license and good, safe driving record with proof of insurability are required and must be maintained throughout employment.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District

Job Title:	Finance Human Resources Officer <u>Director of Administration and Finance</u>	Department/Group:	Cameron Park CSD Management
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$48.15-\$61.45	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
Under general supervision of the General Manager, plans, manages and oversees and directs the operations and services of the Administration and Finance Department; major areas of responsibility include: organizes and directs the Finance, Budget, Human Resources and Risk Management, Compliance and Design Review and other related functions as required. Contributes to human resources functions; develops, implements and maintains departmental goals, objectives, policies and procedures, work standards, and internal controls; participates as a contributory member of the District's Management Team, coordinating efforts with the General Manager. Maintains a high degree of confidentiality, professional standards and communication skills. This is an Exempt position.			
DISTINGUISHING CHARACTERISTICS			
The Director of Administration and Finance Finance/Human Resources Officer is the senior level class responsible for all functions and operations related to Finance, Budget, Human Resources, Residential Services and Risk Management. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises, evaluates and directs work performed by full and part time part-time employees, and coordinates with staff at all levels in other Departments. Manages the Budget and all District fund funds including General Fund; Conditions, Covenants and Restrictions Fund; and Lighting and Landscape District Funds. In addition, oversees the revenues and expenditures related to grants and other special programs. This classification is distinguished from the next higher classification of General Manager in that the latter has management responsibility over all departments.			
Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies, finance and the District's Strategic Plan, and Budget. The Director of Administration and Finance has primary responsibility for dealing with difficult matters involving departmental programs, including interpretation of related laws, codes, ordinances, and regulations, and for ensuring compliance with local, state, and federal law. The position requires a demonstrated ability to work independently and successfully with staff, management, the Board of Directors as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.			
SUPERVISION EXERCISED/RECEIVED			

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Approved by Board of Directors on

Receives general direction from the General Manager. Incumbents in this position ~~Exercises direct and indirect supervision over supervisory, professional, technical and clerical staff, routinely exercise supervision over full and part time employees such as the Accounting Specialist I & Accounting Specialist II.~~

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

- ~~• Accepts management responsibility for planning, coordinating and directing the activities, operations and services of the Administration and Finance Department; plans, supervises, coordinates, prioritizes and monitors the work of teams responsible for supporting the District's administrative, fiscal and technology operations; conducts staff meetings; monitors performance of department staff; coordinates the work of the Administration and Finance Department with other District departments and divisions, outside agencies, community groups and the public.~~
- ~~• Reports directly to the General Manager and works with all departments. Manages the Finance, Budget and Human Resources of the District.~~
- Performs complex accounting functions related to financial statements, budget, preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable/receivable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Provides high-level, quality reports to the General Manager timely in support of the Finance Department for committees and the Board of Directors, advises the General Manager and the Board of Director's and attends the Board of Directors, Administration and Finance and other Committee meetings as assigned.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-end reports for the general ledger; prepares annual County and other agencies reports; works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Provides reports and works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, annual budget, procurement, payroll, accounts payable/receivable, fixed assets, vendor agreements, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Reviews and analyzes bank accounts to ensure funds ~~available~~ are available, prepares requests for funds from the County and other agencies and required, and reconciles monthly bank statements for all District accounts.
- Manages the District's fixed asset record-keeping and ~~coordinate~~ coordinates the preparation of a fixed asset report.
- Communicates and coordinates with the District bank, oversees accounts to maintain adequate cash balances and controls and prepares bank reconciliations.
- Provides leadership and supervision; establishes performance goals for assigned employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination. Manages Human Resources functions, including discipline, salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Responds to the more difficult questions and concerns from the public and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the department.

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- Manages the operations of the District's CC&Rs and Architechtual Review Committee by working with staff, the Board and Board-appointed volunteer committee members.
- Contributes to human resources activities including recruitment, classification, compensation, benefits administration, retirement, employee and labor relations, human resources policies, employee training, volunteers, and related program areas
- ~~Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.~~
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors, Administration and Finance Committee and other Committee meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

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.

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer's duties as described above.
- A college-level Associates degree is required. A Bachelor's degree is preferred.
- Experience in a government agency, special district, or with fund accounting is highly desirable.
- At least two years of increasingly responsible experience including supervision, governmental finance and budget, human resources and risk management is highly desirable to perform the above duties and responsibilities at the professional level desired by the District.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

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Cameron Park Community Services District

Job Title:	Director of Parks and Recreation	Department/Group:	Parks and Recreation
Location:	Cameron Park Lake/CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$48.15-\$61.45	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			

GENERAL DESCRIPTION OF POSITION

Under the direction of the General Manager, the Director of Parks and Recreation plans, manages, oversees and directs the operations and services of the Parks and Recreation Departments; functional areas of responsibility include, facilities, neighborhood parks, athletic fields, parks administration, youth and adults sports, youth development, senior center, aquatics, special interests classes, and related program areas; and Lighting and Landscape Districts, (LLAD's); coordinates with Finance staff on Capital Improvement Plan and Capital Reserve Fund activities; develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; and performs related duties as required. This is an Exempt position.

DISTINGUISHING CHARACTERISTICS:

The Director of Parks and Recreation is the Senior Management level class responsible for the development, maintenance and safe operation of functions related to all Parks and Recreation; originating, carrying out, reviewing, interpreting and coordinating functions and policies related to parks and facilities maintenance, operation and renovation, and the design, development; oversight of new parks, facilities, and recreational programs. Represent the District on matters before public and private groups and individuals. Serve as liaison to other governmental agencies. Grant administration, compliance, and application. Oversee consultant services.

Departmental planning and operations are coordinated with the activities of other District departments and are developed within District policies and the District's Strategic Plan. The Director of Parks and Recreation has primary responsibility for dealing with difficult matters involving assigned departmental programs, including interpretation of related codes, ordinances and regulations and for ensuring compliance with local, state and federal law. The position requires a demonstrated ability for working successfully with citizens, planning groups, neighborhood associations, board level committees and other organizations and individuals. The position requires considerable contact and the ability to have a successful working relationship with appointed committees and elected boards. This position requires a high degree of independence and professional judgment, as well as considerable experience in personnel management and public relations.

SUPERVISION RECEIVED/EXERCISED:

Incumbents in this position exercises direct and indirect supervision over supervisory, professional, maintenance, recreation and clerical staff. This classification is distinguished from the next higher classification of General Manager in that the latter has management responsibility over all departments.

ESSENTIAL JOB DUTIES

- This position has responsibility for planning, coordinating and directing the activities, operations and services of the Parks and Recreation Departments; plans, supervises, coordinates, prioritizes

and monitors for District parks and facilities maintenance and development; conducts staff meetings; monitors performance of department staff; coordinates the work of the Parks and Recreation Departments with other District departments and divisions, outside agencies, community groups and the public.

- Communicates the District's mission and vision to employees and carries out responsibilities in accordance with the District's policies, mission and applicable laws.
- Recruits, hires, trains, schedules, motivates, develops, evaluates and supervises staff. coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination.
- Manages capital improvement and facility development projects, including design and construction documentation, and contract management. Meets with contractors and bidders; verifies contractors' requests for additional work; assists in development or revision of contract specifications and preparation of budgets gauged on area needs.
- Assists General Manager in the development and implementation of division and departmental policy; prepares reports, studies, and correspondence as required.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends and facilitates meetings as assigned; attends Board of Directors' meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.
- Develops memorandums of understanding with community, school and governmental organizations to facilitate use of facilities for recreation programs for approval.
- May assist with long range planning for recreational facilities based on participant needs and desires, and community input.
- Develops, monitors and administers the annual Parks and Recreation Departments' budget, including manpower needs, salary expenses, operating services and supplies, equipment needs and recommended capital improvement projects; monitors monthly budget reports for all program areas.
- Serves as Risk Manager for the Department, working with the Director of Finance and Administration, including development of safety programs, providing safety training for Department personnel, and staff adherence to safe work practices.
- Manages the preparation of maintenance records related to supplies, equipment, parks, landscape areas and maintenance activities.
- Oversees the inspection of parks and facilities for safety and maintenance needs.
- Responds to District emergencies. Assists and coordinates disaster relief.
- Prepares work programs and estimates; develops and maintains short and long-range maintenance schedules for assigned areas; develops cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Directs the procurement of equipment, materials and services, ensuring that all purchasing is conducted in compliance with mandated and District policies, procedures, rules and regulations; prepares, reviews and authorizes related supplies and equipment purchases
- Develops, implements, monitors and directs staff in the evaluation of the District's Best Practices Standards for design and maintenance; evaluates impact on District operations and recommends and implements procedural improvements.
- Oversees final contract documents, construction plans and specifications for capital improvement projects; advertises for public bids; prepares recommendation for Board approval.
- Assist in developing, updating, implementing, and managing Park and Landscape Standards, Nexus Studies, Developer Fees, Community Facilities Districts, and Assessment Districts
- Work flexible hours, including evenings and weekends as business needs require.
- Coordinate, manage and respond to after-hours calls.
- Responds to the more difficult questions and concerns from the public, contractors, vendors and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the unit.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum three (5) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and aquatic facilities,
- Minimum of three (5) years as a supervisor; or an equivalent combination of education and experience.
- Associate degree from an accredited two-year college in Recreation Administration, Park Management, Horticulture or related field preferred.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Certificates
- Landscape Irrigation Auditor certification.

SPECIAL REQUIREMENTS:

- Possession of a valid Class C California driver's license and good safe driving record with proof of insurability is required and must be maintained throughout employment.
- Undergo medical examination, drug screening and Department of Justice background check.
- This position may require flexible work hours.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.



Agenda Transmittal

DATE: August 21, 2024

FROM: Alan Gardner, General Manager
Christina Greek, Finance/HR Manager

Agenda Item #9A: **Fiscal Year 2024-2025 General Fund 01 & CC&R Fund 02
Final Budget**

RECOMMENDED ACTION: **Approve Resolution 2024-20**

Background

On June 19, 2024, the Board of Directors approved a Fiscal Year 2024-2025 (FY24-25) Preliminary Budget with a \$650,002 deficit. Staff's commitment was to reduce the deficit considerably. This report provides a list of budget changes between the Preliminary and Final Budget. Some changes add to District expenditures, such as election costs. Mostly, the list contains changes that will reduce the deficit by reducing expenditures while minimally adding revenues at this time.

Discussion

The Fiscal Year 2024-2025 Final Budget deficit was reduced to \$436,618.00. Below are a list of changes since the FY24-25 Preliminary Budget approved in June by the Board of Directors. Attachment 1 is the General Fund 01 budget and the CC&R Fund 02 budget.

General Fund, Fund 01 – Staffing reductions, bank fees and other items:

- \$20,000 was added to pool rental fees. With the rising cost of maintenance and chemicals we have factored in additional revenue to offset this cost.
- Salaries and health related benefits were reduced by \$141,514 by eliminating the position of the Parks and Facilities Supervisor and reducing the current position of Maintenance Worker II into a Maintenance I position. Staff have put together a structure to utilize more of the full-time maintenance staff in both parks and the community center to have more coverage on nights and weekends without adding staff.
- Election costs of \$18,000 were factored in for the upcoming November elections.

- Water was increased by \$15,000 for rising water usage at the parks along with increased water rates.
- Bank charges reduced by \$17,000 to have current merchant fees covered by users utilizing credit card payments.
- Transfer of \$30,000 to CC&R department removed
- Clothing, food, fuel, janitorial supplies and staff development saw smaller reductions in an effort to cut costs in additional areas.

A 5-year CIP budget for Fire was put together and reviewed by the Fire Committee during the 2023/24 Fiscal Year. The expenses for Station 89 were included in the preliminary budget and have not been changed. Staff put together a 5-year CIP (Attachment 2) from the [Browning Reserve](#) and it was taken to the Budget and Administration Committee on August 13, 2024. These items have not been included in the Final Budget at this time. Staff will put together RFPs (Request for Proposals) for items necessary and come back to the Board at mid-year with costs and a plan.

CC&R Budget, Fund 02

The CC&R Budget has a reduction of the part-time Administrative Assistant as well as the current full-time position was reduced to a 30 hour a week position. The proposed budget removed the \$30,000 transfer from the operating budget and is now in the black by \$6,700.00.

Conclusion

District staff will continue to work together to identify cost savings opportunities and expand on revenue generating programming.

Attachments

1. Fiscal Year 2024-25 Proposed Final Budget Operating (Fund 01) and CC&R (Fund 02)
2. Capital Budget
3. Resolution 2024-20

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

01 - General Fund

		FY 2023 24 Final		Total Budget -		Change from
		Budget	FY 2023 24 Actuals	Proposed	Total Budget - Final	Preliminary to Final
Operating Revenue						
Property Taxes	4110	5,152,837.00	5,100,966.21	5,410,479.00	5,410,479.00	0.00
Franchise Fees	4113	250,000.00	213,978.50	280,000.00	280,000.00	0.00
Fire Marshall Plan Review	4132	77,000.00	63,970.70	70,000.00	70,000.00	0.00
Tuition Fees/Revenue	4142	0.00	2,562.50	3,000.00	3,000.00	0.00
Recreation Program	4154	180,000.00	128,756.69	180,000.00	180,000.00	0.00
Instructor Program Revenue	4155	100,000.00	99,617.68	140,000.00	140,000.00	0.00
Transfer In	4165	63,006.00	0.00	0.00	0.00	0.00
Special Events	4170	0.00	(39.05)	0.00	0.00	0.00
Lake Entries - Daily (Kiosk)	4180	50,000.00	3,983.10	60,000.00	60,000.00	0.00
Annual Passes (Lake/Pool	4181	65,000.00	31,875.96	60,000.00	60,000.00	0.00
Combo)						
Picnic Site Rentals	4182	2,000.00	500.00	1,000.00	1,000.00	0.00
Assembly Hall & Classroom	4185	47,000.00	38,700.41	70,000.00	70,000.00	0.00
Rentals						
Gym Revenue	4186	23,000.00	46,773.63	40,000.00	40,000.00	0.00
Pool Rental Fees	4187	113,000.00	113,489.97	140,000.00	160,000.00	20,000.00
Sports Field Rentals	4190	31,800.00	664.00	20,000.00	20,000.00	0.00
Donations	4250	7,745.00	12,170.00	5,000.00	5,000.00	0.00
Sponsorships	4255	0.00	0.00	30,000.00	30,000.00	0.00
JPA Reimbursable	4260	1,353,200.00	585,059.92	0.00	0.00	0.00
Fire Apparatus Equip Rental	4262	260,000.00	27,071.05	0.00	0.00	0.00
Reimbursement/Refund	4400	0.00	1,315.00	0.00	0.00	0.00
Weed Abatement	4410	50,000.00	1,717.90	0.00	0.00	0.00
Interest Income	4505	6,000.00	16,494.56	10,000.00	10,000.00	0.00
Other Income/Refunds	4600	2,000.00	1,575.22	2,000.00	2,000.00	0.00
First Responder Fee	4602	115,000.00	225,717.61	220,000.00	220,000.00	0.00
Grants	4610	104,450.00	85,148.75	0.00	0.00	0.00
Gain/Loss of Assets	4615	<u>10,000.00</u>	<u>15,225.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Operating Revenue		<u>8,063,038.00</u>	<u>6,817,295.31</u>	<u>6,741,479.00</u>	<u>6,761,479.00</u>	<u>20,000.00</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

01 - General Fund

		Budget	FY 2023 24 Actuals	Proposed	Total Budget - Final	Preliminary to Final
Expenditures						
Salaries - Perm.	5000	968,124.00	863,077.76	1,003,000.00	909,736.00	(93,264.00)
Salaries - Seasonal	5010	152,600.00	106,523.15	120,000.00	120,000.00	0.00
Overtime	5020	7,250.00	11,464.77	8,000.00	8,000.00	0.00
Health Benefit	5130	156,923.00	167,159.12	201,480.00	169,780.00	(31,700.00)
Retiree Health Benefit	5135	103,204.00	102,173.97	94,700.00	94,700.00	0.00
Dental Insurance	5140	15,530.00	12,499.54	13,336.00	11,786.00	(1,550.00)
Vision Insurance	5150	2,510.00	1,709.57	2,130.00	1,860.00	(270.00)
CalPERS Employer	5160	278,753.00	278,038.34	384,648.00	375,048.00	(9,600.00)
Retirement						
CalPERS 457	5161	5,500.00	4,750.00	5,000.00	5,000.00	0.00
Worker's Compensation	5170	53,530.00	52,872.16	73,305.00	73,305.00	0.00
FICA/Medicare Employer	5180	34,200.00	26,787.82	33,404.00	21,404.00	(12,000.00)
Contribution						
UI/TT Contribution	5190	13,364.00	5,769.60	8,000.00	5,000.00	(3,000.00)
Advertising/Marketing	5209	2,500.00	133.92	4,000.00	4,000.00	0.00
Agriculture	5215	22,900.00	25,621.70	23,000.00	23,000.00	0.00
Audit/Accounting	5220	35,000.00	23,599.25	35,000.00	35,000.00	0.00
Bank Charge	5221	20,600.00	16,242.90	19,200.00	2,200.00	(17,000.00)
Clothing/Uniforms	5230	29,300.00	26,124.93	4,100.00	4,000.00	(100.00)
Computer Software	5231	40,580.00	37,977.11	36,600.00	36,600.00	0.00
Computer Hardware	5232	4,900.00	4,426.27	22,405.00	22,405.00	0.00
Contractual Services	5235	10,000.00	33,643.13	40,000.00	40,000.00	0.00
Contractual - Provider	5236	3,661,974.00	2,164,504.40	3,766,804.00	3,766,804.00	0.00
Ambulance Exp	5238	1,353,200.00	585,059.92	0.00	0.00	0.00
Contract Services - Other	5240	176,067.00	135,029.96	93,400.00	93,400.00	0.00
Director Compensation	5250	17,000.00	16,900.00	10,250.00	10,250.00	0.00
EDC Department Agency	5260	5,000.00	5,158.68	6,000.00	6,000.00	0.00
Educational Materials	5265	400.00	0.00	0.00	0.00	0.00
Elections	5270	0.00	0.00	0.00	18,000.00	18,000.00
Equipment-Minor/Small	5275	14,500.00	6,240.52	10,000.00	10,000.00	0.00
Fire & Safety Supplies	5285	3,850.00	19,569.89	19,500.00	19,500.00	0.00
Fire Prevention & Inspection	5290	2,000.00	3,272.46	2,500.00	2,500.00	0.00
Fire Turnout Gear	5295	28,400.00	2,997.86	15,000.00	5,000.00	(10,000.00)

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

01 - General Fund

		Budget	FY 2023 24 Actuals	Proposed	Total Budget - Final	Preliminary to Final
Fire- Intern paid	5296	10,000.00	640.00	3,000.00	3,000.00	0.00
Food	5300	3,900.00	2,750.56	3,900.00	3,000.00	(900.00)
Fuel	5305	62,200.00	49,515.93	65,200.00	60,200.00	(5,000.00)
Government Fees/Permits	5310	32,200.00	15,131.40	20,100.00	20,100.00	0.00
Janitorial / HH Supplies	5315	46,979.00	47,403.31	35,500.00	32,500.00	(3,000.00)
Instructors	5316	54,000.00	77,578.54	84,000.00	80,000.00	(4,000.00)
Insurance	5320	254,433.00	254,563.01	318,109.00	318,109.00	0.00
Legal Services	5335	10,000.00	8,910.00	12,000.00	12,000.00	0.00
Maint. - Vehicle Supplies	5340	600.00	608.69	600.00	600.00	0.00
Maint. - Buildings	5345	26,000.00	43,772.08	45,000.00	45,000.00	0.00
Maint. - Equipment	5350	42,350.00	57,144.80	56,000.00	56,000.00	0.00
Maint. - Grounds	5355	45,250.00	53,947.95	46,500.00	46,500.00	0.00
Maint. - Radio/Phones	5360	2,000.00	3,448.77	2,000.00	2,000.00	0.00
Maint. - Tires & Tubes	5365	13,400.00	9,463.22	14,400.00	14,400.00	0.00
Maint. - Vehicle	5370	32,500.00	71,455.27	54,000.00	54,000.00	0.00
Medical Supplies	5375	30,040.00	18,005.63	20,150.00	20,150.00	0.00
Memberships/Subscriptions	5380	12,150.00	11,886.56	13,550.00	13,550.00	0.00
Mileage Reimbursement	5385	2,900.00	1,452.69	700.00	700.00	0.00
Miscellaneous	5395	500.00	905.33	1,000.00	1,000.00	0.00
Office Supplies/Expense	5400	7,000.00	7,783.57	6,400.00	6,400.00	0.00
Pool Chemicals	5405	38,000.00	33,793.23	35,000.00	35,000.00	0.00
Postage	5410	2,250.00	1,603.01	2,100.00	2,100.00	0.00
Printing	5415	750.00	635.85	600.00	600.00	0.00
Professional Services	5420	136,750.00	148,904.09	46,500.00	46,500.00	0.00
Program Supplies	5421	16,000.00	9,629.87	12,000.00	12,000.00	0.00
Publications & Legal Notices	5425	1,180.00	1,619.82	2,450.00	2,450.00	0.00
Radios	5430	1,000.00	0.00	0.00	0.00	0.00
Rent/Lease - Equipment	5440	11,900.00	3,016.30	4,240.00	4,240.00	0.00
Staff Development	5455	22,800.00	22,068.38	22,450.00	17,450.00	(5,000.00)

01 - General Fund

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

		Budget	FY 2023 24 Actuals	Proposed	Total Budget - Final	Preliminary to Final
Special Events	5465	0.00	305.89	0.00	0.00	0.00
Phones/internet	5470	55,000.00	52,720.29	54,250.00	54,250.00	0.00
Tuition	5486	0.00	151.00	500.00	500.00	0.00
Utilities - Water	5490	41,500.00	68,253.70	53,000.00	68,000.00	15,000.00
Utilities - Gas	5491	150,000.00	89,919.02	106,000.00	106,000.00	0.00
Utilities - Electric/Solar	5492	157,000.00	159,778.38	145,500.00	145,500.00	0.00
Vandalism	5500	0.00	1,312.75	0.00	0.00	0.00
Cal Fire In Kind Purchases	5501	15,000.00	14,328.76	11,000.00	11,000.00	0.00
Capital Equipment Expense	5625	0.00	1,179.75	0.00	0.00	0.00
Transfer Out	7000	<u>9,020.00</u>	<u>0.00</u>	<u>39,020.00</u>	<u>9,020.00</u>	<u>(30,000.00)</u>
Total Expenditures		<u>8,566,211.00</u>	<u>6,084,916.10</u>	<u>7,391,481.00</u>	<u>7,198,097.00</u>	<u>193,384.00</u>
Net Revenue Over Expenditures		<u>(503,173.00)</u>	<u>732,379.21</u>	<u>(650,002.00)</u>	<u>(436,618.00)</u>	<u>213,384.00</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

02 - CC&R

		FY 2023 24 Final Budget	FY 2023 24 Actuals	Total Budget - Proposed	Total Budget - Final	Change from Preliminary to Final
Operating Revenue						
Property Taxes	4110	0.00	177.66	300.00	300.00	0.00
Special Assessments	4135	0.00	78,102.71	78,000.00	78,000.00	0.00
Arc Review Fees	4140	0.00	25,848.25	30,000.00	26,000.00	(4,000.00)
Transfer In	4165	0.00	0.00	30,000.00	0.00	(30,000.00)
Settlements	4450	0.00	13,947.27	0.00	0.00	0.00
Interest Income	4505	<u>0.00</u>	<u>5,259.57</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
Total Operating Revenue		<u>0.00</u>	<u>123,335.46</u>	<u>143,300.00</u>	<u>109,300.00</u>	<u>(34,000.00)</u>
Expenditures						
Salaries - Perm.	5000	0.00	67,216.36	89,000.00	50,000.00	(39,000.00)
Overtime	5020	0.00	121.24	0.00	0.00	0.00
Health Benefit	5130	0.00	11,648.14	12,500.00	0.00	(12,500.00)
Dental Insurance	5140	0.00	750.00	750.00	0.00	(750.00)
Vision Insurance	5150	0.00	119.46	130.00	0.00	(130.00)
CalPERS Employer	5160	0.00	4,881.11	4,905.00	4,000.00	(905.00)
Worker's Compensation	5170	0.00	797.60	1,500.00	800.00	(700.00)
FICA/Medicare Employer	5180	0.00	4,343.29	6,000.00	4,100.00	(1,900.00)
Contribution						
UI/TT Contribution	5190	0.00	230.12	400.00	400.00	0.00
Advertising/Marketing	5209	0.00	0.00	500.00	500.00	0.00
Agency Administration Fee	5210	0.00	2,000.00	2,000.00	2,000.00	0.00
Audit/Accounting	5220	0.00	0.00	10,000.00	10,000.00	0.00
Bank Charge	5221	0.00	1,103.67	1,500.00	0.00	(1,500.00)
Computer Software	5231	0.00	4,785.61	5,000.00	5,000.00	0.00
Computer Hardware	5232	0.00	0.00	2,000.00	0.00	(2,000.00)
Contract Services - Other	5240	0.00	6,364.89	6,500.00	6,500.00	0.00
Director Compensation	5250	0.00	0.00	2,400.00	2,400.00	0.00
Food	5300	0.00	325.54	0.00	0.00	0.00
Fuel	5305	0.00	313.95	600.00	600.00	0.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2024 Through 6/30/2025

02 - CC&R

		FY 2023 24 Final Budget	FY 2023 24 Actuals	Total Budget - Proposed	Total Budget - Final	Change from Preliminary to Final
Government Fees/Permits	5310	0.00	15.00	0.00	0.00	0.00
Legal Services	5335	0.00	4,115.00	5,000.00	2,000.00	(3,000.00)
Maint. - Buildings	5345	0.00	165.00	0.00	0.00	0.00
Maint. - Equipment	5350	0.00	271.23	300.00	300.00	0.00
Memberships/Subscriptions	5380	0.00	7.45	0.00	0.00	0.00
Office Supplies/Expense	5400	0.00	107.26	150.00	150.00	0.00
Postage	5410	0.00	429.49	400.00	400.00	0.00
Rent/Lease - Equipment	5440	0.00	199.92	200.00	200.00	0.00
Staff Development	5455	0.00	90.00	200.00	200.00	0.00
Phones/internet	5470	0.00	4,663.64	5,500.00	5,500.00	0.00
Utilities - Electric/Solar	5492	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>0.00</u>
Total Expenditures		<u>0.00</u>	<u>115,064.97</u>	<u>164,935.00</u>	<u>102,550.00</u>	<u>(62,385.00)</u>
Net Revenue Over Expenditures		<u>0.00</u>	<u>8,270.49</u>	<u>(21,635.00)</u>	<u>6,750.00</u>	<u>28,385.00</u>

Capital Improvement Plan						
Cameron Park CSD						
2024/25 Role Up						
	Item	Replacement/Repair FY "Browning Reserve"	Staff Recommendation for repair/replacement	Useful Life	FY 2024/25	Potentail Funding Source
Priority	Rasmussen Park					
2	Replace Restroom Tile Flooring	2022/23	2024/25	20 Years	\$ 1,892.00	General Fund
1	Replace Cement Picnic	2022/23	2024/25	10 Years	\$ 2,400.00	General Fund
1	Replace Metal Dugout Benches	2022/23	2024/25	20 Years	\$ 5,068.00	General Fund/User Groups
2	Replace Park Wooden Benches	2018/19	2024/25	12 Years	\$ 5,427.00	General Fund
	Cameron Park Lake					
2	Replace Wrough Iron Gates	2022/23	2024/25	4 Years	\$ 4,000.00	General Fund
2	Replace Drinking Fountain	2022/23	2024/25	20 Years	\$ 5,600.00	General Fund/Quimby
	Christa McAuliffe Park					
2	West Permeter 6' Wooden Fence	2021/22	2024/25	18 Years	\$ 14,183.00	General Fund
2	Replace Drinking Fountains	2022/23	2024/25	20 Years	\$ 16,000.00	General Fund/Quimby
	Chardi Corner					
2	Replace 6' Property Line Wooden Fence	2021/22	2024/25	18 Years	\$ 10,771.00	General Fund
	Community Center					
2	Repaint Pool Wrought Iron Fence	2014/15	2024/25	4 Years	\$ 11,346.00	General Fund
3	Repaint Parking Lot Light Poles	2014/15	2024/25	4 Years	\$ 5,442.00	General Fund
2	Repaint Interior of Campus	2018/19	2024/25	10 Years	\$ 70,023.00	General Fund
3	Realign/Repair Interior Doors	2013/14	2024/25	2 Years	\$ 6,050.00	General Fund
2	Resurface Swimming Pool	2020/21	2024/25	12 Years	\$ 46,862.00	General Fund
1	Replace Edging and Coping Tiles	2032/33	2024/25	24 Years	\$ 25,000.00	General Fund
2	Replace Lane Line Tiles	2020/21	2024/25	12 Years	\$ 32,194.00	General Fund
1	Replace Pool Pump	2024/25	2024/25	10 Years	\$ 15,000.00	General Fund
2	Sand and Seal Hardwood Floors	2024/25	2024/25	5 Years	\$ 9,000.00	General Fund
2	Replace the Hobart Commercial Dishwasher	2018/19	2024/25	10 Years	\$ 6,332.00	General Fund
	Capital Equipment					
2	2002 52" ExMark Lawn Mowers	N/A	2024/25	15 Years	\$ 14,000.00	General Fund/Grant
1	2004 60" ExMark Lawn Mower	N/A	2024/25	15 Years	\$ 16,000.00	General Fund/Grant
				Total Cost	\$ 322,590.00	

Capital Improvement Plan								
5 Year Projection Period								
Reserves								
Item	Replacement/Repair FY "Browning Reserve"	Staff Recommended Replacement/Repair FY	Useful Life	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29
Chardi Corner								
Replace 6' Property Line Wooden Fence	2021/22	2024/25	18 Years	\$ 10,771.00	\$ -	\$ -	\$ -	\$ -
Reseal and Restripe Parking Lot	2024/25	2025/26	5 Years	\$ 1,250.00	\$ 2,500.00	\$ -	\$ -	\$ -
Paul J. Ryan Park								
Ongoing Parking Lot Repairs	2024/25	2025/26	5 years	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
Replenish Decomposed Granite Pad & Trail	2017/18	2025/26	10 Years	\$ 23,625.00	\$ 47,250.00	\$ -	\$ -	\$ -
Replace Split Rail Fence	2027/28	2025/26	20 Years	\$ 8,309.00	\$ 16,619.00	\$ -	\$ -	\$ -
Replace Doggie Pot Stations	2022/23	2025/26	15 Years	\$ 325.00	\$ 650.00	\$ -	\$ -	\$ -
Replace Monument Sign Lettering	2016/17	2026/27	5 Years	\$ 2,656.00	\$ 2,656.00	\$ 7,969.00	\$ -	\$ -
Replace and Move Flagpole	2022/23	2026/27	20 Years	\$ 2,982.00	\$ 2,982.00	\$ 8,954.00	\$ -	\$ -
Replace Drink Fountain "Parking Lot	2027/28	2027/28	20 Years	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 7,200.00	\$ -
			Total Expense	\$ 10,771.00	\$ 69,019.00	\$ 16,923.00	\$ 7,200.00	
			Total Reserves	\$ 41,947.00	\$ 7,438.00	\$ 1,800.00	\$ -	
			Yearly Total	\$ 52,718.00	\$ 76,457.00	\$ 18,723.00	\$ 7,200.00	

Capital Improvement Plan

5 Year Projection Period

Reserves

Christa McAuliffe Park

Item	Replacement/Repair FY	Staff Recommended	Useful Life	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29
	"Browning Reserve"	Replacement/Repair FY						
West Perimeter 6' Wooden Fence	2021/22	2024/25	18 Years	\$ 14,183.00	\$ -	\$ -	\$ -	\$ -
Replace Drinking Fountains	2022/23	2024/25	20 Years	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -
Skate Park Concrete Repair	2017/18	2025/26	10 Years	\$ 25,660.00	\$ 51,320.00	\$ -	\$ -	\$ -
Paint & Repair wrought iron playground fence	2014/15	2025/26	8 Years	\$ 3,770.00	\$ 7,540.00	\$ -	\$ -	\$ -
Replace Parking Lot Posts and Cable	2022/23	2025/26	25 Years	\$ 7,762.00	\$ 15,524.00	\$ -	\$ -	\$ -
Restroom Rehab	2017/18	2026/27	10 Years	\$ 1,333.00	\$ 1,333.00	\$ 4,000.00	\$ -	\$ -
Replace Park Entry Sign	2017/18	2026/27	10 Years	\$ 2,200.00	\$ 2,200.00	\$ 6,600.00	\$ -	\$ -
Replace Playground	2026/27	2026/27	20 Years	\$ 14,130.00	\$ 14,130.00	\$ 42,389.00	\$ -	\$ -
Replace Swing Set	2026/27	2026/27	20 Years	\$ 7,065.00	\$ 7,065.00	\$ 21,195.00	\$ -	\$ -
Replace Picnic Tables "Powder Coated"	2022/23	2026/27	20 Years	\$ 1,666.00	\$ 1,666.00	\$ 5,000.00	\$ -	\$ -
Seal Parking Lot		2026/27	5 Years	\$ 1,733.00	\$ 1,733.00	\$ 5,200.00	\$ -	\$ -
Ongoing Asphalt Repairs		2026/27	15 Years	\$ 1,666.00	\$ 1,666.00	\$ 5,000.00	\$ -	\$ -
Paint Parking Lot Lines		2026/27	5 Years	\$ 833.00	\$ 833.00	\$ 2,500.00	\$ -	\$ -
Resurface Decorative Tile Wall	2027/28	2027/28	20 Years	\$ 2,172.00	\$ 2,172.00	\$ 2,172.00	\$ 8,690.00	\$ -
			Total Expense	\$ 30,183.00	\$ 74,384.00	\$ 91,884.00	\$ 8,690.00	
			Total Reserves	\$ 69,990.00	\$ 32,798.00	\$ 2,172.00	\$ -	
			Yearly Total	\$ 100,173.00	\$ 107,182.00	\$ 94,056.00	\$ 8,690.00	

Capital Improvement Plan								
5 Year Projection Period								
Information provide by the Browning Reserve Study in 2013/14. Additional 5% added per year for inflationary costs.								
Reserves Cost Savings								
Cameron Park Lake								
Item	Replacement/Repair FY "Browning Reserve"	Staff Recommendation for repair/replacement	Useful Life	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29
Replace Wrough Iron Gates	2022/23	2024/25	4 Years	\$ 4,000.00				
Replace Drinking Fountain	2022/23	2024/25	20 Years	\$ 5,600.00				
Asphalt Sealing Single Coat	2023/24	2025/26	5 Years	\$ 4,500.00	\$ 9,000.00			
Ongoing Asphalt Repairs	2023/24	2025/26	5 Years	\$ 2,294.00	\$ 4,589.00			
Striping Parking Lot	2024/25	2025/26	5 Years	\$ 1,000.00	\$ 2,000.00			
Major Repair lower Parking Lot	2022/23	2025/26	10 Years	\$ 6,250.00	\$ 12,500.00			
Repair & Paint Gazebo	2020/21	2025/26	5 Years	\$ 1,560.00	\$ 3,120.00			
Paint Interior Restrooms	2022/23	2025/26	10 Years	\$ 1,507.00	\$ 3,015.00			
Restroom Rehab	2022/23	2025/26	20 Years	\$ 4,416.00	\$ 8,833.00			
Repair/Reseal/Restripe Tennis Courts	2016/17	2025/26	7 Years	\$ 11,444.00	\$ 22,888.00			
Replace Hydrant Well Pump	2017/18	2025/26	10 Years	\$ 8,018.00	\$ 16,037.00			
Emergency Spillway Vavle Replacement	2016/17	2025/26	5 Years	\$ 6,085.00	\$ 12,169.00			
Replace Dumpster Fencing	2027/28	2025/26	18 Years	\$ 2,500.00	\$ 5,000.00			
Replace Light Posts W/ LED Fixtures	2015/16	2025/26	20 Years	\$ 2,908.00	\$ 5,815.00			
Replace Swing Set	2022/23	2025/26	20 Years	\$ 5,545.00	\$ 11,089.00			
Replace Play Ground	2022/23	2025/26	20 Years	\$ 25,874.00	\$ 51,747.00			
Paint Concrete Foot Bridge	2019/20	2026/27	4 Years	\$ 1,241.00	\$ 1,241.00	\$ 2,483.00		
Resurface Decoposed Granite Pathway	2017/18	2026/27	10 Years	\$ 24,571.00	\$ 24,571.00	\$ 49,142.00		
Replace Park Entry Sign	2016/17	2026/27	20 Years	\$ 3,025.00	\$ 3,025.00	\$ 6,050.00		
Replace Concession AC Unit	2020/21	2026/27	15 Years	\$ 4,020.00	\$ 4,020.00	\$ 8,041.00		
Paint Exterior Light Poles	2017/18	2027/28	4 Years	\$ 3,421.00	\$ 3,421.00	\$ 3,421.00	\$ 10,263.00	
Paint Exterior Maint. Shop	2025/26	2028/29	5 Years	\$ 1,320.00	\$ 1,320.00	\$ 1,320.00	\$ 1,320.00	\$ 6,601.00
Replace Gazebo Roof	2024/25	2028/29	25 Years	\$ 5,681.00	\$ 5,681.00	\$ 5,681.00	\$ 5,681.00	\$ 28,405.00
			Expense Total	\$ 9,600.00	\$ 167,802.00	\$ 65,716.00	\$ 10,263.00	\$ 35,006.00
			Reserve Total	\$ 127,180.00	\$ 43,279.00	\$ 10,422.00	\$ 7,001.00	\$ -
			Yearly Total	\$ 136,780.00	\$ 211,081.00	\$ 76,138.00	\$ 17,264.00	\$ 12,282.00

Capital Improvement Plan								
5 Year Projection Period								
Information provide by the Browning Reserve Study in 2013/14. Additional 5% added per year for inflation costs.								
Rasmussen Park Reserves								
Item	Replacement/Repair FY "Browning Reserve"	Staff Recommendation for repair/replacement	Useful Life	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29
Replace Restroom Tile Flooring	2022/23	2024/25	20 Years	\$ 1,892.00				
Replace Cement Picnic	2022/23	2024/25	10 Years	\$ 2,400.00				
Replace Metal Dugout Benches	2022/23	2024/25	20 Years	\$ 5,068.00				
Replace Park Wooden Benches	2018/19	2024/25	12 Years	\$ 5,427.00				
Resurface Decoposed Granite Pathway	2015/16	2025/26	20 Years	\$ 6,382.00	\$ 12,765.00			
Seal Parking Lot	2015/16	2025/26	5 Years	\$ 2,675.00	\$ 5,351.00			
Re-Stripe Parking Lot	2024/25	2025/26	5 Years	\$ 1,229.00	\$ 2,458.00			
Replace Doggie Pot Stations	2020/21	2025/26	15 Years	\$ 1,300.00	\$ 2,600.00			
Structural Repairs to Foot Bridge	2022/23	2026/27	20 Years	\$ 1,291.00	\$ 1,291.00	\$ 3,872.00		
Rehab Restrooms	2022/23	2026/27	20 Years	\$ 1,549.00	\$ 1,549.00	\$ 4,646.00		
Rehab Interior Concession Stand	2022/23	2026/27	20 Years	\$ 1,549.00	\$ 1,549.00	\$ 4,646.00		
Replace Park Entry Sign	2017/18	2026/27	10 Years	\$ 2,200.00	\$ 2,200.00	\$ 6,600.00		
Replace Chain Link Fence Ballfields	2027/28	2027/28	30 Years	\$ 7,368.00	\$ 7,368.00	\$ 7,368.00	\$ 7,368.00	
Replace Chain Link Fence Playground	2027/28	2027/28	30 Years	\$ 1,442.00	\$ 1,442.00	\$ 1,442.00	\$ 1,442.00	
Replace Dugout and Bleacher Fencing	2027/28	2027/28	30 Years	\$ 2,027.00	\$ 2,027.00	\$ 2,027.00	\$ 2,027.00	
Replace Backstop Fencing	2027/28	2027/28	30 Years	\$ 1,357.00	\$ 1,357.00	\$ 1,357.00	\$ 1,357.00	
Replace Parking Lot Posts	2027/28	2027/28	25 Years	\$ 5,286.00	\$ 5,286.00	\$ 5,286.00	\$ 5,286.00	
Replace T-Post Fence	2027/28	2027/28	25 Years	\$ 3,548.00	\$ 3,548.00	\$ 3,548.00	\$ 3,548.00	
Replace Aluminum Bleachers	2022/23	2027/28	20 Years	\$ 4,858.00	\$ 4,858.00	\$ 4,858.00	\$ 19,432.00	
Replace Shade Structure Fabric	2024/25	2027/28	20 Years	\$ 2,397.00	\$ 2,397.00	\$ 2,397.00	\$ 2,397.00	\$ 11,985.00
Replace Playground	2027/28	2028/29	20 Years	\$ 7,242.00	\$ 7,242.00	\$ 7,242.00	\$ 7,242.00	\$ 36,208.00
			Expense Total	\$ 14,787.00	\$ 23,174.00	\$ 19,764.00	\$ 50,099.00	\$ 48,193.00
			Reserve Total	\$ 53,700.00	\$ 42,114.00	\$ 35,525.00	\$ 9,639.00	\$ -
			Yearly Total	\$ 68,487.00	\$ 65,288.00	\$ 55,289.00	\$ 59,738.00	\$ 48,193.00

Capital Improvement Plan

5 Year Projection Period

Community Center

Item	Replacement/Repair FY "Browning Reserve"	Staff Recommended Replacement/Repair FY	Useful Life	Cost Savings Per Fiscal Year				
				FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29
Repaint Pool Wrought Iron Fence	2014/15	2024/25	4 Years	\$ 11,346.00				
Repaint Parking Lot Light Poles	2014/15	2024/25	4 Years	\$ 5,442.00				
Repaint Interior of Campus	2018/19	2024/25	10 Years	\$ 70,023.00				
Realign/Repair Interior Doors	2013/14	2024/25	2 Years	\$ 6,050.00				
Resurface Swimming Pool	2020/21	2024/25	12 Years	\$ 46,862.00				
Replace Pool Edging and Coping Tiles	2032/33	2024/25	24 Years	\$ 25,000.00				
Replace Lane Line Tiles	2020/21	2024/25	12 Years	\$ 32,194.00				
Replace Pool Pump	2024/25	2024/25	10 Years	\$ 15,000.00				
Sand and Seal Hardwood Floors	2024/25	2024/25	5 Years	\$ 9,000.00				
Replace the Hobart Commercial Dishwasher	2018/19	2024/25	10 Years	\$ 6,332.00				
Repaint Exterior of Campus	2018/19	2025/26	10 Years	\$ 21,766.00	\$ 43,532.00			
Replace Partitions "Main Hall"	2028/2029	2025/26	20 Years	\$ 28,057.00	\$ 56,114.00			
Replace Solar Pool Panels	2021/22	2025/26	12 Years	\$ 11,514.00	\$ 23,028.00			
Replace Lifeguard Chairs	2018/19	2025/26	10 Years	\$ 6,332.00	\$ 12,664.00			
Replace Lighting Control System	2028/29	2025/26	20 Years	\$ 15,587.00	\$ 31,174.00			
Replace Office Carpet	2018/19	2025/26	10 Years	\$ 3,685.00	\$ 7,371.00			
Replace Projector and Screen	2022/23	2025/26	15 Years	\$ 15,000.00	\$ 30,000.00			
Seal Parking Lot	2015/16	2026/27	5 Years	\$ 3,621.00	\$ 3,621.00	\$ 10,862.00		
Misc Parking Lot Repairs	2015/16	2026/27	5 Years	\$ 2,465.00	\$ 2,465.00	\$ 7,395.00		
Restripe Parking Lot	2025/26	2026/27	5 Years	\$ 2,004.00	\$ 2,004.00	\$ 6,011.00		
Replace HVAC Trane AC-1	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Trane AC-2 & 3	2023/24	2026/27	15 Years	\$ 9,622.00	\$ 9,622.00	\$ 28,867.00		
Replace HVAC Trane AC-4 & 5	2023/24	2026/27	15 Years	\$ 9,622.00	\$ 9,622.00	\$ 28,867.00		
Replace HVAC Trane AC- 6	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Trane AC- 7	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Trane AC- 8	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Trane AC- 9	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Trane AC-10	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Gym Roof AC-11	2023/24	2026/27	15 Years	\$ 15,155.00	\$ 15,155.00	\$ 45,464.00		
Replace HVAC Gym Roof AC-12	2023/24	2026/27	15 Years	\$ 15,155.00	\$ 15,155.00	\$ 45,464.00		
Replace HVAC Air Handler Gym	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Air Handler Gym	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		
Replace HVAC Air Handler Gym	2023/24	2026/27	15 Years	\$ 4,811.00	\$ 4,811.00	\$ 14,433.00		

Replace Roof Carrier HVAC Unit	2023/24	2026/27	15 Years	\$ 3,608.00	\$ 3,608.00	\$ 10,825.00		
Replace Roof Carrier HVAC Unit	2023/24	2026/27	15 Years	\$ 3,608.00	\$ 3,608.00	\$ 10,825.00		
Replace 120 Gallon Water Heater Pool	2020/21	2026/27	12 Years	\$ 2,948.00	\$ 2,948.00	\$ 8,845.00		
Replace 120 Gallon Water Heater Kitchen	2020/21	2026/27	12 Years	\$ 2,948.00	\$ 2,948.00	\$ 8,845.00		
Replace Vinyl Roofing	2038/39	2027/28	30 Years	\$ 35,600.00	\$ 35,600.00	\$ 35,600.00	\$ 142,400.00	
Stage Rehab	2018/19	2027/28	10 Years	\$ 3,251.00	\$ 3,251.00	\$ 3,251.00	\$ 13,003.00	
Rehab Main Restrooms	2018/19	2027/28	10 Years	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 10,402.00	
Replace Pool Tarps	2027/28	2027/28	5 Years	\$ 3,218.00	\$ 3,218.00	\$ 3,218.00	\$ 12,872.00	
Replace Folding Chairs	2023/24	2027/28	15 Years	\$ 1,927.00	\$ 1,927.00	\$ 1,927.00	\$ 7,706.00	
Replace Stacking Chairs	2028/29	2027/28	16 Years	\$ 6,188.00	\$ 6,188.00	\$ 6,188.00	\$ 24,751.00	
Replace the ADA Handicap Lift	2023/24	2027/28	15 Years	\$ 3,772.00	\$ 3,772.00	\$ 3,772.00	\$ 15,089.00	
Replace Folding Table	2028/29	2027/28	16 Years	\$ 3,314.00	\$ 3,314.00	\$ 3,314.00	\$ 13,257.00	
Replace Office furniture "Rehab"	2028/29	2028/29	20 Years	\$ 8,313.00	\$ 8,313.00	\$ 8,313.00	\$ 8,313.00	\$ 41,566.00
Rehab Pool Locker Rooms/Restrooms	2028/29	2028/29	20 Years	\$ 2,969.00	\$ 2,969.00	\$ 2,969.00	\$ 2,969.00	\$ 14,845.00
Rehab Maint. Office/Concessions	2028/29	2028/29	20 Years	\$ 891.00	\$ 891.00	\$ 891.00	\$ 891.00	\$ 4,454.00
Rehab Kitchen	2028/29	2028/29	20 Years	\$ 2,969.00	\$ 2,969.00	\$ 2,969.00	\$ 2,969.00	\$ 14,845.00
Replace Pool Vacuum Sweep	2028/29	2028/29	10 Years	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 8,000.00
Replace Basketball Hoops	2023/24	2028/29	10 Years	\$ 4,454.00	\$ 4,454.00	\$ 4,454.00	\$ 4,454.00	\$ 22,271.00
Replace Electronic Score Board	2028/29	2028/29	20 Years	\$ 1,277.00	\$ 1,277.00	\$ 1,277.00	\$ 1,277.00	\$ 1,277.00
Replace Exterior Light Fixtures	2028/29	2028/29	20 Years	\$ 7,571.00	\$ 7,571.00	\$ 7,571.00	\$ 7,571.00	\$ 7,571.00
Replace Restroom, Kitchen, and Wall Tiles	2028/29	2028/29	20 Years	\$ 16,626.00	\$ 16,626.00	\$ 16,626.00	\$ 16,626.00	\$ 83,130.00
Replace all Vinyl Flooring	2028/29	2028/29	20 Years	\$ 8,538.00	\$ 8,538.00	\$ 8,538.00	\$ 8,538.00	\$ 42,690.00
Replace Kitchen Wall Panels	2028/29	2028/29	20 Years	\$ 3,476.00	\$ 3,476.00	\$ 3,476.00	\$ 3,476.00	\$ 17,380.00
Replace Powder Coated Benches	2028/29	2028/29	20 Years	\$ 356.00	\$ 356.00	\$ 356.00	\$ 356.00	\$ 1,780.00
Replace Pool Deck Tables	2028/29	2028/29	20 Years	\$ 2,019.00	\$ 2,019.00	\$ 2,019.00	\$ 2,019.00	\$ 10,095.00
Replace Exterior Trash Cans	2028/29	2028/29	20 Years	\$ 831.00	\$ 831.00	\$ 831.00	\$ 831.00	\$ 4,155.00
Replace Gym Bleachers	2028/29	2028/29	20 Years	\$ 3,117.00	\$ 3,117.00	\$ 3,117.00	\$ 3,117.00	\$ 15,585.00
Replace Commerical Refridgerator	2028/29	2028/29	20 Years	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 5,940.00
Replace Commerical Freezer	2028/29	2028/29	20 Years	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 5,940.00
Replace Commercial Stove/Oven	2028/29	2028/29	20 Years	\$ 1,136.00	\$ 1,136.00	\$ 1,136.00	\$ 1,136.00	\$ 6,680.00
Replace Commercial Double Stack Oven	2028/29	2028/29	20 Years	\$ 1,039.00	\$ 1,039.00	\$ 1,039.00	\$ 1,039.00	\$ 5,195.00
Replace Commercial Exhaust Hood	2028/29	2028/29	20 Years	\$ 891.00	\$ 891.00	\$ 891.00	\$ 891.00	\$ 4,455.00
Replace Interior Drinking Fountain	2028/29	2028/29	20 Years	\$ 743.00	\$ 743.00	\$ 743.00	\$ 743.00	\$ 3,715.00
			Expense Total	\$ 227,249.00	\$ 203,883.00	\$ 342,167.00	\$ 239,480.00	\$ 321,569.00
			Reserve Total	\$ 347,058.00	\$ 245,117.00	\$ 131,062.00	\$ 71,192.00	\$ -
			Yearly Total	\$ 574,307.00	\$ 449,000.00	\$ 473,229.00	\$ 310,672.00	\$ 321,569.00

Capital Improvement Plan

5 Year Projection Period

Parks and Facilities Equipment

Cost Savings Per Fiscal Year

Parks	Replacement/Repair FY	Staff Recommended	Useful Life	Cost Savings Per Fiscal Year					Potential Funding Source
	"Browning Reserve"	Replacement/Repair FY		FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Fy 2028/29	
2002 52" ExMark Lawn Mowers	N/A	2024/25	15 Years	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	General Fund/Grant
2004 60" ExMark Lawn Mower	N/A	2024/25	15 Years	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	General Fund/Grant
Replace Massey Ferguson Tractor	2027/28	2025/26	20 Years	\$ 14,483.00	\$ 28,966.00	\$ -	\$ -	\$ -	General Fund
Replace 20' Carson Trailer	2021/22	2026/27	15 Years	\$ 2,106.00	\$ 2,106.00	\$ 6,318.00	\$ -	\$ -	General Fund
Replace the 11' Single Axle Trailer	2020/21	2026/27	15 Years	\$ 1,340.00	\$ 1,340.00	\$ 4,020.00	\$ -	\$ -	General Fund
2002 Ford F250 4-Door	N/A	2026/27	15 Years	\$ 13,333.00	\$ 13,333.00	\$ 13,333.00	\$ 40,000.00	\$ -	General Fund/Grant
Growlersberg Crew Trailer w/ Restroom	2018/19	2027/28	15 Years	\$ 3,969.00	\$ 3,969.00	\$ 3,969.00	\$ 15,878.00	\$ -	General Fund
2001 Dodge 3500 Diesel	N/A	2027/28	15 Years	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 52,000.00	\$ -	General Fund/Grant
Replace Vermeer 1230 Chipper	2027/28	2028/29	20 Years	\$ 15,207.00	\$ 15,207.00	\$ 15,207.00	\$ 15,207.00	\$ 76,037.00	General Fund
			Expense Total	\$ 30,000.00	\$ 28,966.00	\$ 10,338.00	\$ 107,878.00	\$ 76,037.00	
			Reserve Total	\$ 63,438.00	\$ 48,955.00	\$ 45,509.00	\$ 15,207.00	\$ -	
			Yearly Total	\$ 93,438.00	\$ 77,921.00	\$ 55,847.00	\$ 123,085.00	\$ 76,037.00	

Battalion 5-Year Budget Goals

2024/2025:

1. 88: Replace energy inefficient and failing HVAC system. ~\$15,000
2. 89: Replace failing roof gutters. ~\$4,000
3. 89: Front apron repair. ~\$20,000
4. 88: Replace apparatus bay energy inefficient fluorescent lighting with LED lighting. ~\$8,000
5. 89: Repair and seal coat asphalt. ~\$5,000
6. 88: Replace rear apparatus bay windows and one kitchen window that have been failing for over 20 years and are energy inefficient. ~\$12,000
7. 89: Stain entire wood perimeter fence. ~\$1,000

Total: \$65,000

2025/2026:

1. 88: Failing apparatus bay floors sanded and polished like Station 89. ~\$9,000
2. 88: Apparatus bay interior paint. ~\$4,000
3. 88: Apparatus bay whole house fan replacement for aging and energy inefficient unit that is existing. ~\$3,000
4. 88: Compound asphalt sealed and re-striped. ~\$4,000
5. 89: Station interior painted. ~\$8,000
6. 89: Front three bay doors new opener system. ~\$3,000
7. 89: Renovate front landscape. ~\$2,500
8. 89: Renovate rear landscape. ~\$2,500

Total: \$36,000

2026/2027:

1. 88: Exterior station paint. ~\$10,000
2. 88: Exterior brick siding repairs or replacement. ~\$12,000
3. 88: Replace old station bed frames and mattresses. ~\$4,000
4. 88: Replace ice machine. ~\$4,000
5. 88: Replace refrigerator. ~\$3,000
6. 89: High speed floor burnisher. ~\$5,000
7. 89: Update/replace gym equipment. ~\$8,000
8. 89: Kitchen appliance replacement. ~\$8,000

Total: \$54,000

2027/2028:

1. 88: Replace failing roof. ~45,000
2. 89: Repair and seal coat all asphalt. ~\$5,000
3. 89: Apparatus bay "whole house fan". ~\$5,000

Total: \$55,000

2028/2029:

1. 89: Replace apparatus bay failing roof. ~\$45,000
2. 89: Upgrade ConVault fuel meter to modern system. ~\$10,000

Total: \$55,000

Added or included in Line Items:

- Annual recliner, mattress, and carpet cleaning. \$700

Potential current and future budget planning items:

- 89: Metal fence and 2 electric metal gates separating public access. ~\$50,000
- 89: Extractor. ~\$4,000 (cost share ½ with AEU)
- 89: Kitchenette, lobby window and laundry room concrete counters. ~\$7,000
- 88 and 89: Replace office chairs
- 89: Replace front office and lobby desk set/furniture
- 89: Replace battalion, prevention, and captain office desk sets/furniture
- 89: Remove/replace Barnco outbuildings
- 89: Paint apparatus bay walls
- 89: Polish and seal maintenance bay and storage room floors
- 89: Fill front drainage
- 88 and 89: Replace computers (replace one computer set every year)
- 88 and 89: Replace/update phone system
- 88 and 89: Replace blinds
- 88 and 89: Replace toilets and urinals with modern low flow models
- 89: Tile shower stalls
- 89: Replace/update kitchen cabinets
- 89: Replace ice machines
- 88 and 89: Replace BBQ

- 89: Seal coat and repair Tower 89 asphalt

RESOLUTION No. 2024-20
of the Board of Directors
of the Cameron Park Community Services District
August 21, 2024

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES
DISTRICT FISCAL YEAR 2024-25 FINAL BUDGET**

WHEREAS, a preliminary Fiscal Year 2024-25 Budget was adopted by this Board on June 19, 2024; and

WHEREAS, proper notice was published accordance with the law, that said proposed Final Fiscal Year 2024-25 Budget was open for inspection and that a public hearing was be held on August 21, 2024, and interested taxpayers were given the opportunity to voice their opinions on the proposed Budget; and

WHEREAS, the Fiscal Year 2024-25 Budget is due to the County of El Dorado by September 1, 2024;

NOW THEREFORE BE IT RESOLVED that the District adopts Attachment 9A, attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2024-25 Budget.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 21st day of August 2024 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Monique Scobey, President
Board of Directors

Alan Gardner, General Manager
Secretary to the Board