

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**\*POLICY GUIDE SERIES 3000-OPERATION\***

**POLICY TITLE:           MANAGEMENT AND BUDGET POLICIES**  
**POLICY NUMBER:       3270 - 3277 Financial Management Policies**

The Cameron Park Community Services District's financial policies establish long-term policy guidance for conducting the District's financial activities. The Board of Directors has established these policies to meet the following objectives:

**General Policies**

**3270.10** All current operating expenditures will be financed with current revenues.

**3270.20** Budgetary emphasis will focus on providing high quality District services, recognizing the fundamental importance to the public, of public safety and properly maintained infrastructure and their related programs.

**3270.30** The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital assets and equipment.

**3270.40** The budget will reflect a higher priority for maintenance of existing facilities than for the acquisition of new facilities.

**3270.50** Future maintenance needs and operational costs for all new capital facilities will be conservatively estimated and added costs will be recognized and included in future year's budget projections.

**3270.60** Quality community services, with a focus on cost savings, remain important budgetary goals.

**3270.70** Likewise, productivity improvements resulting in cost reduction will remain an important budgetary goal.

**Revenue Policies**

**3271.10** Whenever possible, a diversified and stable revenue system will be maintained to avoid the District facing short-run fluctuations in any single revenue source.

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**3271.20** Revenues will be conservatively estimated, will be projected over the next five years and will be updated annually.

**3271.30** Intergovernmental assistance in the form of grants or loans will be used to finance:

- Capital improvements that are consistent with the Capital Improvement priorities and can be maintained and operated over time; and
- Operating programs which can either be sustained over time or have a limited duration.

**3271.40** One-time revenues will be used only to support capital projects that have operational funding in place or for other non-recurring expenditures.

**3271.50** Fees and charges will be set at a level that supports the direct and indirect cost of the service provided.

**3271.60** Unclaimed cash payments shall be properly accounted for and recorded in the financial records, pursuant to the Government Code Section 50050-50057.

## **Reserve Policies**

**3272.10 Purpose** The District will maintain prudent Reserve funds to stabilize services during economic uncertainties, and acquire, replace and improve capital assets.

**3272.20 Appropriations of Revenues and Expenditures for Reserves** shall be approved by the Board of Directors at least annually. Funding for Reserves shall consider property tax revenues, revenues generated from fees, grant funding, and other sources determined by the Board of Directors. Expenditures for Reserves shall consider five-year capital improvement plan, reserve studies, strategic plans, financial projections, and other appropriate Board-approved policy documents.

**3272.30 Economic Uncertainty Reserve** shall be funded and used to protect the General Fund against unpredictable fluctuations in major revenues and unexpected emergencies. A Reserve level of 15% of discretionary General Fund Revenues is recommended.

**3272.40 Capital Asset Reserves** shall be funded and used to acquire, replace and improve capital assets for Fire & Emergency Services and Recreation Facilities & Parks. Appropriations from these Reserves shall fund repairs, maintenance, and replacement of existing capital assets, and fund acquisition of new assets. Assets are considered items and projects costing more than \$5,000, such as vehicles, fire apparatus, parking lots,

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restrooms, personal protective gear, fire equipment, mechanical systems, appliances, buildings, playgrounds, and major park improvements.

### **Debt Management Policy**

**3273.10** It is the intent of the Cameron Park Community Services District to issue debt in a manner that adheres to federal and state laws, existing bond covenants and prudent financial management.

**3273.20** The Board of Directors will annually review and adopt a Debt Management Policy. This policy will address inter-fund borrowing, short-term borrowing, long-term borrowing, and debt issuance. The policy will provide guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the District satisfy certain clear objective standards which allow the District to protect its financial resources in order to meet its long term capital needs.

### **Investment Policy**

**3274.10** The Board of Directors will annually review and adopt an Investment Policy in conformance with the California Government Code. The policy will address the objectives of safety, liquidity and yield with respect to the District's financial assets.

### **Fees and Charges Policy**

**3275.10** The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

### **Purchasing Policy**

**3276.10** The District will maintain a purchasing policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

### **Performance Measures Policy**

**3277.10** The General Manager, working with heads of departments, will annually develop performance measures to assess how efficiently and effectively the functions, programs and activities in each department are provided and for determining whether program goals are being met.