

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



Budget and Administration Committee
Tuesday, November 8, 2016
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Scott McNeil (SM), Vice Chair Director Greg Stanton (GS)
Alternate Director Margaret Mohr (MM),
Staff: General Manager Mary Cahill, Interim Finance Officer Amy Trier

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. El Dorado County Levying and Collecting Assessments for Fiscal Year 2016-17**
(Resolution No. 2016-06) – Discussion, John Bliss from SCI will be present (See Attachment A)
- 2. Cameras for the Community Center** – See Attachment B
- 3. Preliminary October 2016 Financials**
- 4. Mitigation Fee Report**
- 5. Accountability Act Report**
- 6. Fiscal Year 2016/17 Goals and Implementation** – See Attachment C
- 7. Items for December Committee Agenda**

8. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Budget and Administration Committee
Tuesday October 11, 2016
5:30 p.m.
2502 Country Club Drive, Cameron Park

DRAFT Conformed Agenda

Members: Chair Director Scott McNeil (SM), Vice Chair Director Greg Stanton (GS)
Alternate Director Margaret Mohr (MM),
Staff: General Manager Mary Cahill, Interim Finance Officer Amy Trier

CALL TO ORDER – 5:30 p.m.

ROLL CALL – SM, GS

ADOPTION OF AGENDA - Adopted

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

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DEPARTMENT MATTERS

PUBLIC COMMENT

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- 1. Cameras for the Community Center**
- 2. Preliminary September 2016 Financials** – will be provided at or prior to the meeting
- 3. Condensed Comparison of Fiscal Year 2016/17 Goals**
- 4. Items for November Committee Agenda**
 - Cameras*
 - Goals and Implementation*
- 5. Items to take to the Board of Directors**
 - Cameras*
 - Goals and Implementation*

MATTERS TO AND FROM COMMITTEE MEMBERS

None

ADJOURNMENT – 5:50 p.m.

**RESOLUTION NO. 2016-06
of the Board of Directors
of the Cameron Park Community Services District
April 20, 2016**

**DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT
ASSESSMENTS FOR FISCAL YEAR 2016-17**

**RESOLUTION AUTHORIZING COVENANTS, CONDITIONS AND RESTRICTIONS
ASSESSMENT DISTRICT FOR 2016-2017**

WHEREAS, the assessment of property parcels within this District, by vote of the registered voters, is administered by the Cameron Park Community Services District; and

WHEREAS, AB1350, approved by the Governor, September 24, 1985, now authorizes the Cameron Park Community Services District to enforce the Covenants, Conditions, and Restrictions adopted for each subdivision within the District and to assume the duties of the Architectural Control Committee; and

WHEREAS, on November 5, 1985, the voters of said District authorized the Board of Directors of the District to adopt and levy a special tax of up to \$10 per year on each parcel of land within the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District does hereby establish a ten-dollar (\$10) assessment per parcel, with designated exemptions, herewith for fiscal year 2016-2017; and

BE IT FURTHER RESOLVED, that the Tax Collector of the County of El Dorado be requested to include such assessments on the tax roll of the County and provide receipts to the District less any established fees and collection costs as established by the County for these services.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20th day of April 2016, by the following vote of said Board:

AYES: GS, AB, SM

NOES: MM

ABSENT: HM

ATTEST:



Greg Stanton, President
Board of Directors



Mary Cahill
Secretary to the Board

Security Cameras

Staff has researched how the County records and streams their Board of Supervisors' meetings and would like to propose them as an option 4 to the list presented in the October committee meeting. Uptown Studios has also proposed options for streaming the footage on our website through a twitter option called Telescope where the County currently uses a company called Granicus to manage their streaming abilities. Granicus also works very closely with a contractor from Gov. T.V. to install the equipment needed to record our Board meetings. He was scheduled to come out Wednesday but was unable to make it to our facility. However it is expected he will do a site visit prior to the Budget and Administration November Committee meeting.

Staff is also in the process of gathering and comparing specs for the three camera options proposed at the October Meeting. This information will be available prior to the November Budget and Administration meeting.

Cameron Park Community Services District
Implementation of 2016/17 Goals

Goal	Implementation	Source
<p>Increase revenue in Recreation Department programs and facility rentals by 5%. Increase sponsorships and use events to bring in revenue.</p>	<p>Apply for more grants, seek additional partnerships/sponsors and funding sources, build on current sponsorships and evaluate property improvement fee schedule.</p>	<ul style="list-style-type: none"> • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016)
<p>Expand on community partnerships.</p>	<p>Strengthen Community Partnerships</p> <ul style="list-style-type: none"> • Government partnerships • Non-profit partnerships • Program partnerships • Youth sports partners • Seniors <p>Special Events</p> <ul style="list-style-type: none"> • Maintain event binders • Pre-plan next year events • Recruit vendors well in advance <p>Continue to provide the highest level of customer service to every individual, every day and to enforce all CC&Rs in a timely, consistent, reasonable and non-discriminatory manner.</p>	<ul style="list-style-type: none"> • Five Year Strategic Plan 2016-2021 (dated February 29, 2016) • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016)
<p>Increase class/program attendance by 5% using various events to promote classes and facilities.</p>	<p>Explore new programs and events and identify trends, needs and desires. Make improvements to various parks. Complete analysis for park maintenance standards for parks and facilities and identify park improvements for return on investment. Continue monthly training sessions for maintenance staff in various work-related subjects. Work with GM to purchase discounted equipment 2017 CPRS Conference.</p> <ul style="list-style-type: none"> • Reseal tennis courts - \$45,000 • Gazebo Repairs and Improvements - \$15,000 • Resurface Christa McAuliffe parking lot - \$10,000 • Resurface Christa McAuliffe turf area - \$25,000 • Pool heater pump - \$6,000 	<ul style="list-style-type: none"> • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016) • Capital Improvement Plan 2016/17 (dated August 17, 2016)

Goal	Implementation	Source
<p>Establish a reserve for on-time and /or contributions towards OPEB liabilities. Priority rank additional funding of its OPEB obligation, compared to other one-time needs.</p>	<p>Review District fund balances and assist the Board with reserve decisions.</p>	<ul style="list-style-type: none"> • Five Year Forecast and Assessment (dated April 4, 2016) • Goals 2016/17 (dated May 24, 2016)
<p>Continue to assess the costs of Fire Services.</p> <p>Maintain and improve Fire Prevention Program.</p>	<p>Continue provide professional fire service to the community while maintaining personnel safety. Implement plans and studies. Fund fire department reserves to cover unforeseen costs and look for outside funding sources. Continue firefighter development and maintaining facilities and equipment. Continue and improve ongoing community event support and fire presentation programs. Increase utilization of explorer and resident programs. Continue the assistance by hire of development equipment to CAL Fire through local agreement.</p>	<ul style="list-style-type: none"> • Five Year Forecast and Assessment (dated April 4, 2016) • Five Year Strategic Plan (dated February 17, 2016) • Goals 2016/17 (dated May 24, 2016) • Capital Improvement Plan 2016/16 (dated August 17, 2016)