

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**

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

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



**Budget and Administration Committee**  
**Tuesday September 13, 2016**  
**5:30 p.m.**  
**2502 Country Club Drive, Cameron Park**

**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** – 5:32 p.m.

**ROLL CALL** – SM, GS

**ADOPTION OF AGENDA** – Agenda Adopted

**APPROVAL OF CONFORMED AGENDA** – Conformed Agenda Approved

**OPEN FORUM** - None

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

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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**1. Updates**

- **Preliminary August 2016 Financials** – Attachments A and B

**2. District Strategic Planning Comparison Chart** – Attachment C

**3. Cameras for the Community Center**

**4. Green Waste Discussion**

**5. Items for October Committee Agenda** – Cameras for the Community Center, Strategic Plan

**6. Items to take to the Board of Directors** - Financials

**MATTERS TO AND FROM COMMITTEE MEMBERS**

- *Country Fest Summary*

**ADJOURNMENT** – 5:55 p.m.

# Security Cameras in the Assembly Hall

*Submitted by Parks Superintendent J. R. Hichborn*



Staff has had three walkthroughs of the facility with three different companies for additional security cameras at the Community Center. The walkthroughs occurred on July 14<sup>th</sup>, August 2<sup>nd</sup> and October 6<sup>th</sup>.

One of the points of emphasis was the Assembly Hall and being able to stream or post video footage of the Cameron Park Community Services District (CPCSD) board meetings though the CPCSD website. Staff received proposals on installing two cameras with the option of adding more later. The first camera will show all five board members and staff. The second camera will show audience members in their seats and approaching and speaking at the podium. The cameras are high definition 1080p quality and these proposals only include the East Hall of the Community Center. Staff has received prices for additional coverage but extra cameras would be at an increased cost to the district. The most costly part of the camera system is the NVR and hard drives.

An additional 14 cameras can be added to the system at a later time, if needed. Staff is waiting to hear from Uptown Studios about the video streaming and archiving options on the CPCSD website. Video can also be added to a flash drive.

**DRAFT**

Proposal 1	Proposal 2	Proposal 3
<ul style="list-style-type: none"> <li>• 2 IDPH cameras</li> <li>• BR1500G Hard Drive</li> <li>• 16 channel NVR</li> <li>• Prevailing Wage Labor</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Vandal dome cameras</li> <li>• 4 TB Hard Drive</li> <li>• Microphone</li> <li>• 16 channel 1080p NVR</li> <li>• Prevailing wage labor</li> </ul>	<ul style="list-style-type: none"> <li>• 2 IP cameras</li> <li>• 16 channel DVR</li> <li>• Microphone</li> <li>• Network drops</li> <li>• Prevailing wage labor                             <ul style="list-style-type: none"> <li>○ Contractor has not yet provided the cost of prevailing wage labor or the rental cost of a lift which he stated will be needed</li> </ul> </li> </ul>
<b>Total \$5,250</b>	<b>Total \$3,500</b>	<b>Total \$2,750</b>

*Cameron Park Community Services District*

**Condensed Comparison of Fiscal Year 2016/17 Documents:**

- *Cameron Park Community Services District Marketing Plan (2015/16)*
- *Five-Year Forecast and Assessment (Fiscal Year 2017 – Fiscal Year 2021)*
- *Five-Year Strategic Plan 2016-2021*
- *Fire Department Master Plan and Capital Improvement Plan 2015-2016*
- *Goals 2016/17*
- *Capital Improvement Plan 2016/17*

<b>Increase Revenue</b>			
<b>Marketing and Program Plan</b>	<b>Five Year Forecast and Assessment</b>	<b>Five-Year Strategic Plan</b>	<b>Goals 2016/17</b>
Increase revenue in Recreation Department programs and facility rentals by 5%. Increase sponsorships and use events to bring in revenue.	This model uses a 3% increase per year in revenue. Grants can fund one-time needs and not on-going programs. Continue efforts to seek cost effective changes and examine all sources of revenue enhancement.	Evaluate CC&R and Architectural Review fees.	Apply for more grants, seek additional partnerships/sponsors and funding sources, build on current sponsorships and evaluate property improvement fee schedule.

<b>Enhance Relationships with the Community</b>		
<b>Marketing and Program Plan</b>	<b>Five-Year Strategic Plan</b>	<b>Goals 2016/17</b>
Expand on community partnerships.	Strengthen Community Partnerships.	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.

Increase Attendance			
Marketing and Program Plan	Five-Year Strategic Plan	Goals 2016/17	Capital Improvement Plan 2016/17
Increase class/program attendance by 5% using various events to promote classes and facilities.	Improve the image of the CSD, provide top-quality programs, increase marketing/public relations and volunteer involvement, increase facility rentals and identify new and diverse opportunities.	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.	<ul style="list-style-type: none"> <li>• Reseal tennis courts - \$45,000</li> <li>• Gazebo Repairs and Improvements - \$15,000</li> <li>• Resurface Christa McAuliffe parking lot - \$10,000</li> <li>• Resurface Christa McAuliffe turf area - \$25,000</li> <li>• Pool heater pump - \$6,000</li> </ul>

Follow Top-Level Plans		
Five Year Forecast and Assessment	Five-Year Strategic Plan	Goals 2016/17
Update forecast annually. Monitor and refine, as needed, the Marketing Plan.	Continue to follow the existing top-level plans – GASB 45 Actuarial Valuation Report Update, Browning Reserve Study Update, Marketing and Program Plan Update. New plan - Five Year Forecast and Assessment (2017-2021).	Update, review and tie strategies goals, policies and implementation.

Establish a Reserve Fund		
Five Year Forecast and Assessment	Five-Year Strategic Plan	Goals 2016/17
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. Establish a target cash-flow reserve of between 4-6 months.	Optimize reserve programs and address deferred maintenance needs.	Review District fund balances and assist the Board with reserve decisions.

Fire Service				
Five Year Forecast and Assessment	Five Year Strategic Plan	Fire Department Master Plan and Capital Improvement Plan 2015-2020	Goals 2016/17	Capital Improvement Plan 2016/17
Continue to assess the costs of Fire Services.	Maintain and improve Fire Prevention Program.	Define the scope for an updated Capital Improvement Plan including forecasting revenues. Identify and recommend the best ways to use an existing fire protection fund balance and funding options for the possible improvements. Analyze current levels of service, response times, station locations and adequacy, and related subjects. Address the scope and service impacts of a potential major development in Marble Valley. Recommend an implementation strategy.	Continue provide professional service to the community while maintaining personnel safety. Implement plans and studies. Fund 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.	<ul style="list-style-type: none"> <li>Exterior paint for Station 89 - \$25,000</li> <li>Upstairs bathrooms remodel continued for Station 89 - \$5,000</li> <li>Flooring/Reception area desk for Station 88 - \$21,000</li> <li>Hose for Stations 88 and 89 - \$5,000</li> <li>Staffing for Weed Abatement Program - \$26,730</li> <li>Front office counters at Station 89 - \$3,000</li> <li>Mattresses at Stations 88 and 89 - \$10,000</li> <li>Washer and dryer for Station 89 - \$2,200</li> </ul>