



Budget and Administration Committee
Tuesday, May 9, 2017
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

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

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 Disposal Services Preliminary Report – Exhibit A

2. Report on Projects

- Corrected Coding
- Added Line Items for Draft Budget Format 2018/19
- Year End Close

- Financials
- Check Register

3. **Fiscal Year 2017/18 General Fund Budget First Draft Review**
4. **Ipads for Board Directors – Policies, if purchased – Exhibit B**
5. **Development Impact Fee List Review – Capital Improvement Plan – Exhibit C**
6. **Items for June Committee Agenda**
7. **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, March 7, 2017
5:30 p.m.
2502 Country Club Drive, Cameron Park

DRAFT Conformed Agenda

Members: Chair Director Greg Stanton (GS) and Vice Chair Director Amy Blackmon (AB)
Alternate Director Holly Morrison (HM),
Staff: General Manager Mary Cahill, Interim Finance Officer Tam Resovich

CALL TO ORDER – 5:30 p.m.

ROLL CALL – GS, AB

ADOPTION OF AGENDA - *Adopted*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

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DEPARTMENT MATTERS

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1. Select Committee Goal for 2017

Maintain a fiscally responsible budget, find ways to be cost effective and update policies.

2. Assembly Hall Cameras Update

3. Park Projects – Capital Improvement Plan

4. Preliminary Financials

5. Items for April Committee Agenda

- *Ipads for Board Directors*
- *Long-term Financial Plan*

6. Items to take to the Board of Directors

- *Ipads for Board Directors (April meeting)*
- *Long-term Financial Plan*
- *Camera Update*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – *6:18 p.m.*

**RESOLUTION NO. 2017-04
of the Board of Directors
of the Cameron Park Community Services District
May 17, 2017**

**RESOLUTION ESTABLISHING RATES FOR THE COLLECTION OF SOLID WASTE
WITHIN THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

WHEREAS, the Cameron Park Community Services District and Waste Connections of California, Inc., doing business as El Dorado Disposal Services ("El Dorado"), have entered into a Franchise Agreement, including Amendments thereto ("Agreement"), for the collection of solid waste within the Cameron Park Community Services District; and

WHEREAS, pursuant to said Agreement El Dorado is entitled to certain rate adjustments periodically; El Dorado has requested a rate adjustment to be effective July 1, 2017.

WHEREAS, as the increase in the Consumer Price Index – All Items – for the State of California for the past year was 23%, and

WHEREAS, the increase in the Producers Price Index, Diesel Fuel #2 change for the January to January period applied as outline in Franchise Agreement was 2.91%,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cameron Park Community Services District that effective July 1, 2017, the rates are increased overall by 3.05%, and apply those rates as stated below.

- Apply a 3.05% increase to the remaining residential rates
- Commercial and roll off rates will receive the 3.05% increase

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 17th day of May 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Scott McNeil, President
Board of Directors

General Manager Richard J. Ramirez
Secretary to the Board

Apple iPad Prices

TYPE	PRICE	VENDOR
IPAD MINI	\$389.99 - \$491.64	Walmart
	\$271.99	Amazon
	\$399	Apple
IPAD	\$329 - \$429	Apple
IPAD PRO 9.7"	\$412.95 - \$447.85	Amazon
	\$599 - \$700	Apple
	\$519.95	Amazon
IPAD PRO 12.9"	\$799 - \$999	Apple

Cameron Park Community Services District

**Budgeted Capital and Operations
Fiscal Year 2016/17**

	<u>Location</u>	<u>Description</u>	<u>Amount</u>	<u>Tier</u>	<u>Status</u>	<u>RFPs</u>	<u>Browning Reserve</u>
Fire	Station 89	Exterior station	\$25,000	1	Pending		Yes
Fire	Station 89	Upstairs bathrooms	\$5,000	1	Completed		Yes
Fire	Station 88	Flooring/Reception area desk	\$21,000	1	Pending		Yes
Fire	Stations 88 and 89	Hose	\$5,000	1	Completed		No
Parks	Cameron Park Lake	Tennis court reseal	\$45,000	1	Pending	3	Yes
Parks	Cameron Park Lake	Gazebo	\$15,000	1	Pending	2	No
Parks	Christa McAuliffe Park	Resurface parking lot	\$10,000	1	Pending	1	Yes
Parks	Christa McAuliffe Park	Resurface turf area	\$25,000	1	Pending	0	No
Comm. Center	Community Center	Pool heater pump	\$6,000	1	Pending	2	Yes
Subtotal Tier 1			\$157,000				

Operating Expense Items (included in Budget)

	<u>Cost</u>	<u>Department/Category</u>	<u>Status</u>
Staffing for Weed Abatement Program	\$ 26,730	Fire/Contractual Services	Completed
Front office counters (Station 89)	\$ 3,000	Fire/Maintenance - Buildings	
Mattresses (Station 88 & 89)	\$ 10,000	Fire/Maintenance – Buildings	
Washer & Dryer (Station 89)	\$ 2,200	Fire/Maintenance - Buildings	
Subtotal	\$ 41,930		

Cameron Park Community Services District
Fiscal Year 2016/17
Revised Midyear Estimate Budget Review

Cameron Park Lake Lagoon Season Extension	\$30,000	
Playground Equipment Replacement	Unknown	
Transfer Retiree Health Care	<u>\$41,650</u>	Approved in Budget - researching
Subtotal	<u>\$71,650</u>	
Fire Department Weed Abatement Staff II	\$17,820	
Fire Department Weed Abatement Land Clearance	\$30,000	
Fire Department Station 89 Computer Server	<u>\$14,000</u>	
Subtotal	<u>\$61,820</u>	
Total	<u>\$133,470</u>	

<i>Added Considerations</i>	<i>Estimated Cost</i>	<i>Comments</i>
New Financial/Recreation software	\$30,000	
Finance Officer	\$10,000	Wage scale increase
Bocce ball courts – competition/Astroturf, no grading, drainage or other improvements (possible revision of impact fee list) \$69,700 per court x 4 courts	\$276,000	
CC&R vehicle	\$16,000	CC&R Fund

Cameron Park Community Services District

New Budget List
Fiscal Year 2017/18

<u>Department</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>	<u>Tier</u>	<u>BRS¹</u>
Fire	Station 89	Front apron repair	\$20,000	2	
Fire	Station 89	Rear four bay doors	\$22,000	2	
Fire	Station 89	Replace upstairs office carpet	\$15,000	2	
Fire	Station 89	Extractor	\$8,000	2	
Fire	Station 89	Metal fence with electric gates	\$24,000	2	
Parks	Cameron Park Lake	Refurbish barges	\$10,000	2	No
Parks	Christa McAuliffe	Reroof restrooms	\$7,000	2	Yes
Parks	Several	New drinking fountains (\$7,000 each)	\$14,000	2	Yes
Parks	Rasmussen	New fence at ball fields	\$25,000	2	Yes
Comm. Center	Comm. Center	Pool tile replacement	\$6,000	2	Yes

Subtotal Tier 2

\$151,000

TIER 3 – Deferred - Not in Budget

<u>Department</u>	<u>Location</u>	<u>Description</u>	<u>Tier</u>	
Parks	Hacienda	Extend parking area	3	No
Comm. Center	Comm. Center	Pool slide pump	3	

Reserves (Not in Budget)

	<u>Cost</u>	<u>Disposition</u>
Retiree Healthcare	\$ 41,650	To be transferred to a TBD Trust
Capital Improvement Reserve	\$ 318,000	To be transferred to a new CIP Fund
Subtotal	\$ 359,650	

¹ Browning Reserve Study (BRS)

Cameron Park Community Services District
Proposed use of Development Impact Fees
Park Impact Fees
 Fiscal Years 2015/16 - 2019/20

Item	Estimated Amount	Impact Fee Portion
Trail - Master Plan - Consultant	\$10,000	100%
*Plans for Park Improvements - Consultant	\$20,000	50%
50% of estimated amount = \$10,000		
New Concession Center at the Community Center	\$20,000	100%
New Concession Deck at Cameron Park Lake	\$15,000	100%
New Community Information Stations	\$40,000	100%
Cameron Park Lake, Community Center, Rasmussen Park, Christa McAuliffe Park		
Adding New Picnic Tables	\$20,000	100%
*Picnic Area Improvement - Cameron Park Lake and Parks	\$20,000	50%
50% of estimated amount = \$10,000		
New Entrance Cameron Park Lake	\$30,000	100%
Portable Lights for use at Multiple Parks	\$40,000	100%
Electronic Scoreboard - Rasmussen Park	\$10,000	100%
New Truck for Parks Department	\$20,000	100%
Interpretive Signage	\$20,000	100%
Exercise Stations at Parks	\$30,000	100%
Park Course, Mobile Ap		
Disc Golf Course - Park Location to be Determined	\$30,000	100%
Security Cameras for Parks	\$15,000	100%
New Golf Cart - Park Vehicle	\$10,000	100%
New Storage	\$20,000	100%
New Shade Structures	\$50,000	100%
Cameron Park Lake, Community Center, Parks, Community Center		
Subtotal	\$420,000	
Minus \$20,000 for 50% of Plans for Park Improvements - Consultant Picnic Area Improvement - Cameron Park Lake and Parks	20,000	
Total	\$400,000	

Fire Impact Fees
 Fiscal Years 2015/16 - 2019/20

Item	Estimated Amount	Anticipated Commencement Construction Date	Project Cost Payable by Impact Fees Percentage
Light Vehicles Purchase (2)	\$140,000	2016/17	100%
Station 88	\$315,000	2016/17	100%
Station 88	\$35,000	2017/18	100%
Type 3 Engine	\$490,000	2017/18	100%
Training Facility	\$300,000	2018/19	100%