



**Attend Meeting Online<sup>1</sup>:**  
[November 10, 2021 Regular Meeting](#)

**Call-in Option:**  
1 (669) 900-6833

**Meeting ID:**  
892 0725 6387

## **Board of Directors Regular Meeting Agenda<sup>2</sup>**

**Wednesday, November 10, 2021**

**1021 Harvard Way, El Dorado Hills, CA 95762 - Norm Rowett Pavilion**

**Open Meeting and enter into Closed Session - 5:30 p.m.  
Reconvene to Regular Meeting - 6:30 p.m.**

***Noelle Mattock, President***

***Sean Hansen, Vice President***

***Michael Martinelli, Director***

***Benjamin L. Paulsen, Director***

***Heidi Hannaman, Director***

### ***Mission Statement***

*"Enhance the quality of life for the El Dorado Hills community through innovative, responsible leadership, and by providing superior services and facilities."*

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### **CALL TO ORDER**

- Roll Call
- Pledge of Allegiance
- Moment of Silence to honor those Americans serving in the Military
- Adoption of Agenda<sup>3</sup>

### **CLOSED SESSION PUBLIC COMMENT<sup>4</sup>**

### **ADJOURNMENT TO CLOSED SESSION**

### **CLOSED SESSION ITEMS**

- Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation. (Gov. Code section 54956.9(b)). - 1 item.
- Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation. (Gov. Code section 54956.9(b)). - 1 item.
- Conference with Legal Counsel - Existing Litigation (Government Code § 54956.9(d)(1)): Name of case: Thomas Austin and Helen Austin v. County of El Dorado, et al., Case No. PC2015063S

- D. Public Employee Performance Evaluation - General Manager (Government Code § 54957(b)(1))

**REPORT OUT OF CLOSED SESSION - 6:30 p.m.**

**GENERAL MANAGER MONTHLY REPORT**

1. General Manager Report for October 2021 (K. Loewen) (pg. 6)

**LEGAL COUNSEL UPDATES AND ADVICE**

**BOARD OF DIRECTORS' COMMENTS & FUTURE AGENDA ITEMS**

**GENERAL PUBLIC COMMENT**<sup>4</sup>

**CONSENT CALENDAR**<sup>5</sup>

***Receive & File:***

2. 2021 Calendar of Special Events (K. Loewen) (pg. 12)  
3. Submittal of the Monthly Treasury Report (K. Loewen) (pg. 13)  
4. Submittal of First Quarter FY 2022 Financial Statements and Treasury Report (T. Gotro) (pg. 15)

***Approve:***

5. 2021 Calendar of Board Member Training Opportunities (K. Loewen) (pg. 73)  
6. Minutes of October 14, 2021 Board of Directors Regular Meeting - *Hybrid* (B. DiTonno) (pg. 74)  
7. October 2021 Summary of Director Meetings (K. Loewen) (pg. 79)  
8. Board Director Training Report: Director Hannaman - 2021 SDLA Training Conference (pg. 82)  
9. Board Director Training Report: Director Hansen - 2021 SDLA Training Conference (pg. 83)  
10. Board Director Training Report: Director Martinelli - 2021 SDLA Training Conference (pg. 85)  
11. Board Director Training Report: Director Mattock - 2021 SDLA Training Conference (pg. 86)  
12. Board Director Training Report: Director Paulsen - 2021 SDLA Training Conference (pg. 87)  
13. Consolidated General Facilities Services Agreement (K. Loewen) (pg. 88)  
14. Resolutions for Application of Proposition 68 Regional Recreation and Tourism & Regional Park Program (T. Fessler) (pg. 256)  
    A. Resolution 2021-21: Approving District Application of the Regional Park Program Prop 68 Grant (pg. 259)  
    B. Resolution 2021-22: Approving District Application of the Regional Recreation and Tourism Prop 68 Grant (pg. 261)  
15. New and Updated Job Descriptions, Position Allocations, and Part-time and Unrepresented Salary Scale (K. Loewen & J. Leal) (pg. 263)  
16. CAC Recommendation that the Board of Directors Authorize Staff to Direct District Legal Counsel to Send Third and Final Notices of Non-Compliance to: (C. Layne) (pg. 293)

**Property Owner:** John & Jeanette Cordova

**Property Address:** 2563 Pendleton Drive  
**Village:** St. Andrews Village, Unit 3  
**APN:** 125 140 006  
**Case#:** 21-426  
**Violation:** Section E – Garbage and Refuse Disposal

**Property Owner:** Brian & Vicki Wallace  
**Property Address:** 5021 Klondike Way  
**Village:** Bass Lake Village, Unit 4, Lot 66  
**APN:** 115-198-011  
**Case#:** 21-494  
**Violation:** Section 2.03 – Garages and Vehicles

**Property Owner:** David Hall & Jacqueline Thomas  
**Property Address:** 3882 Arrowhead Drive  
**Village:** Park Village, Unit 1  
**APN:** 120-062-002  
**Case#:** 21-516  
**Violation:** Section 11 – Nuisance  
Section 15 – Trailers, Inoperable Cars, Etc.

**Property Owner:** Michael A Jenkins  
**Property Address:** 3422 Smokey Mountain Circle  
**Village:** Crescent Hills, Unit 3, Lot 80  
**APN:** 120 590 004  
**Case#:** 21-494  
**Violation:** Section 4.11 – Landscaping Requirement  
Section 5.01 – Owner's Maintenance Obligations

### **GENERAL BUSINESS**

17. Receive Presentation of Results from FSB Outreach for Public Financing of Master Plan Projects, and Award Phase 2 Contract (K. Loewen/C. Spriggs) (pg. 309)
18. Provide Nomination Ranking - El Dorado Local Agency Formation Commission (LAFCO) Special District Runoff Election - Seat 2 (K. Loewen) (pg. 334)
19. Review and Provide Direction - Central/Golf Course County Development Agreement (K. Loewen) (pg. 348)

### **REVIEW ITEMS PULLED FOR DISCUSSION**

### **ADJOURNMENT**

The next regularly scheduled meeting of the El Dorado Hills Community Services District Board of Directors is **Thursday, December 09, 2021 at 5:30 p.m.**, in the Norm Rowett Pavilion located at 1021 Harvard Way, El Dorado Hills, California

This agenda and packet items are available online at the EDHCSO website:  
<https://www.eldoradohillscsd.org/csd-board/board-of-directors-meeting-agenda-packets.html>

**ADA COMPLIANCE STATEMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at (916) 933-6624 or [mail@edhcsd.org](mailto:mail@edhcsd.org). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.

**PUBLIC MEETING CONDUCT**

Board Meeting Conduct is outlined in District Policy 5030, which can be found on our website: [EDHCSD Board Policies](#).

Virtual Public Participation in District Board Meetings is currently offered and stated on page one (1) of this Agenda. *Please note you will not be able to join the meeting until the posted start time.*

If you choose not to observe the Board of Directors meeting but wish to make a comment on a specific agenda item, please submit your comment via email to the Clerk of the Board. You will receive receipt of your comment(s), which are forwarded to the Board of Directors, and notation will be placed into the minutes of the meeting. The Clerk of the Board is here to assist you, please call (916) 614-3212 if you need any assistance with directions to access the meeting.

**PROTOCOLS FOR PUBLIC COMMENT**

Time for public comment will be provided at every meeting and will only be received at designated periods as called by the Board President or otherwise outlined on this agenda.

Individuals will have three (3) minutes to address the Board with an overall time allotment of 20 minutes per topic.

Except with the consent of the Board President, individuals shall be allowed to speak to an item only once.

Individuals participating on-site will be provided the opportunity to address the Board of Directors first, then any virtual participants will be called upon.

Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board.

If any person(s) providing comments to the Board of Directors creates a disruption to the meeting by refusing to follow guidelines, the Board President may take the following actions:

- Step 1 - Request the person(s) adhere to Board Meeting guidelines. If the person refuses, the President may have the speaker's microphone turned off.
- Step 2 - If the disruption continues, the President may order a recess of the Board meeting.
- Step 3 - If the disruption continues, the President may order the removal of the person from the Board meeting.

**AGENDA FOOT NOTES**



1. **Virtual Participation: Virtual Participation:** All participants will be entered into the meeting with disabled video/audio and will remain this way through the duration of the meeting to allow for viewing/listening purposes only. Please note: You will find recordings of Regular and Special meetings on the District's website within 72 hours of the meetings closure.
2. **Public Records Available:** Any writing that is a public record and is distributed to all or a majority of the Board of Directors is available for immediate public inspection by contacting the District Office. Public records distributed during the meeting shall be made available to review at the meeting. For purposes of the Brown Act §54954.2(a), the numbered items on this Agenda give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.
3. **Adoption of Agenda:** This agenda may be amended up to 72 hours (6:30 p.m. Monday) prior to the meeting being held. An AGENDA in FINAL FORM is located in the kiosk in front of the District Office. Additionally, a copy of the FINAL AGENDA is available on the District's website at [www.edhcsd.org](http://www.edhcsd.org).
4. **General Public Comments:** At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board, provided that NO action may be taken on items not on the agenda unless authorized by law. Board Directors will not engage in debate on items during this time. Individuals will have three (3) minutes to address the Board with an overall time allotment of 20 minutes per topic.
5. **Consent Calendar:** All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item. Members of the audience who wish to address any item on the Consent Calendar should do so before Board action is taken.

**El Dorado Hills Community Services District (District)**  
**Wednesday, November 10, 2021**

**GENERAL MANAGER'S REPORT**

*Respectfully submitted by General Manager Kevin A. Loewen (Loewen)*

**STRATEGIC INITIATIVES**

1. **CORONAVIRUS/COVID-19 RESPONSE** (Updated by Kevin A. Loewen/Jennifer Leal)

District employees are subject to Cal/OSHA standards allowing vaccinated employees to work in the office environment without face coverings. Most recreation programs continue to wear face coverings due to the age of the participants, however, exemptions may permit individuals to go without masking.

2. **SUSTAINABILITY [FINANCIAL]** (Updated by Teri Gotro)

The First Quarter Financials are available to the Board, staff, and Public for review. Staff is using this data as a benchmark to identify if any actions need to be taken to adhere to a balanced budget. The General Manager and Department Heads will be bringing mid-year budget adjustments to the Administration & Finance Committee in December.

The audit of the District's financial data kicked off on October 21. This is the first audit by Richardson & Company, stepping up the level of detailed analysis necessary as they learn the District's practices and review the District's financial reporting for accuracy and accountability. A draft of the Comprehensive Accounting Financial Report (CAFR) report should be ready for the General Manager to review in November.

Recreation Supervisors completed Cost Recovery Reports for the Summer Activities to measure whether the programs and activities were on-line with the Districts Cost Recovery Policy. Adjustments will be made if any programs fall outside the Cost Recovery limits.

El Dorado Disposal briefed the District on the new SB 1383 food waste requirements and the pilot program they plan to launch in El Dorado Hills. This information will soon be brought to the AdHoc Committee and Board of Directors to secure approval.

The District has received reimbursements for the Capital Projects that have been submitted to the County. This frees up \$82k in the Capital Deficiency Reserve Fund for future projects. In addition, the District has received notification from the County that we will not receive any ARPA funds. The County received \$118M in requests, but only have \$37M to allocate. They are funding programs that make a significant investment into their infrastructure or programs that benefit the community for 20-30 years. Examples include water infrastructure (\$9M), expanding broadband (\$5M) and restructuring the county's behavioral health system (\$7M). The only special districts that will be funded are fire districts that will receive \$500k for Personal Protective Equipment (PPE).

The State has extended the deadline to request for COVID relief funds for Special District. The District will be submitting a request for reimbursement even though the initial review shows that we do not qualify.

3. **BASS LAKE REGIONAL PARK** (Updated by Tauni Fessler)

Project Highlights

The District's environmental consultant, LSA, has been working to gather the additional traffic count data to complete the Traffic Impact Analysis (TIS). Other main components of the overall analysis related to environmental, biological and cultural reports are complete. CEQA (California Environmental Quality Act) is anticipated to finalize by year end, with an Administrative Draft issued by January 2022 and public noticing occurring shortly thereafter.

The District is preparing to issue a Request for Proposals (RFP) for final design and construction drawings in December 2021, which will lead to the formal application of the project being submitted to the County in early 2022. Staff and the Working Group continue to actively work to develop necessary protocols/management plans to prepare the site for long-term management and maintenance.

The District is also submitting for State Proposition 68 Grant Funding through the Regional Park Program (RPP) opportunity. The project identified for the grant includes the sensory garden and adaptive use playgrounds. The deadline for the grant submittal was recently extended from November 5, 2021 to January 20, 2022. More information on this will follow.

As a reminder, Fishing has been suspended until further notice due to the extremely low water levels and current drought our region is experiencing. Our goal is to preserve the fishery during these challenging times through responsible management so the lake can continue to be an element of enjoyment, education, and nature our Community enjoys for decades to come.

4. **VOLUNTEERING** (Updated by Meleya Walker)

VolunteerHub Event Listings

- Punt, Pass Kick + - 14 Volunteers
- Halloween Heart Decorating General List - New
- Gilmore Senior Center General List- New
- Laurel Oaks Beatification with Briana Nelson - 25 Volunteers
- Girl Spring Volleyball Coach - Volunteers 7
- Flag Football Coach Volunteers – 12 Volunteers
- Summer Concert Recycling – 12 Volunteers
- Adopt-A-Park Volunteers-13 Volunteers
- Bass Lake Regional Park Projects- 48 Volunteers
- Bass Lake Regional Park Fishing Volunteers- 5 Volunteers
- Bass Lake Regional Park Welcome Booth Attendant-5 Volunteers
- Bass Lake Regional Park Steward- 12 Volunteers
- Design and Review Committee Volunteers- 3 Volunteer

Volunteer Events

1. Love and Kindness Concert- We had 9 volunteers assist with recycling at the Love and Kindness Concert.

2. Halloween Heart Decorating- Daisy Girl Scout Troop 1790 Decorated the CSD Heart for Halloween (photo attached).

### **Special Projects**

Ava Prado - Girl Scout Silver Award, Troop 2732 Free Little Library at Fairchild Park. District staff met with Ava and her father, Mr. Prado, to discuss her preferred project location. The location is in review with Interim Parks & Recreation Director and the General Manager.

Briana Nelson - Girl Scout Gold Award, Troop 1234. Briana had planned a community event at Laurel Oaks Park on October 24th that had to be rescheduled due to rain. The new date is November 7th. She has invited members of the community to assist her and her troop with a beautification day. Playground fiber will be blown in, and the volunteers will be planting bulbs and trees.

Ella Anderson - Girl Scout Silver Award, Troop 2732 has received approval to move forward with her project from Girl Scouts Council. Her project will consist of a picnic table and BBQ at Fair Child Park. This project has preliminary approval from the CSD. We are currently waiting for her to submit the proposal she submitted to Girl Scouts.

Amelia O'Sullivan – Girl Scouts Silver Award, Troop 2622. Amelia and her troop installed the bee and butterfly garden at Valley View Sports Park on August 21st, including four flower beds. These flowers attract pollinators to the garden. She is currently working on submitting information to the CSD for an interpretive sign.

Savannah Hannaman - Girl Scout Gold Award Troop 2763. Bat Box project at Bass Lake Regional Park. Savannah is currently working with Principle Planner, T. Fessler, American River Conservancy (ARC), and Spot-On Signs to create the graphics for her interpretive sign for CSD approval.

### **5. STRATEGIC PLAN UPDATE (Updated by Kevin A. Loewen)**

The current District Strategic Plan was finalized and approved in 2014. Since that time, the Board has updated the Master Plan (2016 and 2021), updated the sphere of influence of the District's service area and future service area, and held three Board 'Strategy and Initiatives' sessions (2017, 2019, 2021). One element of the Master Plan Update was a review and solicitation of input from the community on the key elements of the Strategic Plan – the District's Core Values. Those Core Values are: Integrity, Excellence, Customer Service, People, Sustainability. This initiative has held a place on the General Manager's Report in an effort to plant the seed for the Board of Directors, Staff, and the community at-large to review the current Plan and to formulate edits, opinions, suggestions and recommendations, etc. To-date, no recommended updates to the Strategic Plan have been received from the public. A scheduled Board meeting to address the Plan will occur, which

will then provide the notice and open forum for the Community. The Plan may be found on the District's website, [EDHCSD Strategic Plan](#).

6. **COMCAST STATUS UPDATE** (Updated by Teri Gotro)

The District set up a meeting with Comcast and the County to work out the details of the trenching requirements. Comcast has pulled permits for the project and is scheduled to start the construction the end of November.

**DISTRICT PRESENCE AND COLLABORATION IN THE COMMUNITY**

10/02	EDHCSD hosted the EDH Rotary Pasta Drive-thru to benefit Caldor Fire Victims.
10/04	Several Board Directors and Staff attended the Oak Ridge Foundation Annual Golf Tournament Fundraiser event. The District sponsored a hole and greeted each team of Golfers with smiles and CSD swag.
10/05	Loewen and DiTonno met with Friends of the Library Representative, Claire Purlich, and EDH Library Director, Jan Robbins to discuss topics such as how CSD and the Library can work together for more community cohesive partnerships and the needs and future of the Library.
10/08	The District's final concert of the year (dubbed the Love & Kindness Concert) was held at Community Park from 7:00-9:30 p.m. Originally scheduled for August 20, 2021 but postponed due to fires and resulting poor air quality. Approximately 1200 people attended the event, featuring the band <i>Hip Service</i> . In attendance were guests of honor, Wally and Jenny Richardson. They enjoyed spreading their message of love and kindness throughout El Dorado Hills.
10/12	Loewen, Fessler, Kernan and DiTonno met with El Dorado County and Folsom Parks and Trails representatives to discuss trail connectivity from Northern El Dorado County to Sacramento County through Folsom.
10/23	The Pumpkin Splash Patch event took place at Community Pool from 1:00 p.m. - 3:00 p.m. There were 80 children enrolled, accompanied by their families. A "Witch Mermaid" read spooky stories, posed for photos with families, and swam with the kids. Upon picking a pumpkin from the floating pumpkin patch, participants enthusiastically decorated their pumpkins and enjoyed open swim for the remainder of the event. All participants went home with a Halloween-themed goody bag.
10/22-29	This year's Scarecrow Competition included 22 entries. Community members had the opportunity to vote for their favorites in each category online using a QR code. Winners were announced at the Trunk-or-Treat event on Friday, October 29, 2021.
10/25	A. West attended Troop 645's meeting in the Teen Center where she presented information about signing up on VolunteerHub to over 30 Boy Scouts. She

mentioned the tremendous appreciation the District has for volunteers, and presented additional ideas including Adopt-A-Park/Trail and Special Projects.

10/29 The 2021 Trunk-or-Treat event took place on from 4:00 p.m. - 6:00 p.m. in the CSD parking lot. Thirty-eight (38) individuals and groups decorated their car trunks for this family event, with approximately 2000 people enjoying the Halloween-themed festivities. The EDH Promise Foundation contributed to this event by providing food trucks and a beer garden.

### **HUMAN RESOURCE UPDATES** (Updated by Jennifer Leal)

The Administration Department has selected a new Part-time Communications Specialist that will start on November 3, 2021 to assist with District Communication and outreach activities.

The Planning Department hired a high-school intern on September 21, 2021 to assist with GIS projects and planning efforts for Bass Lake Regional Park.

The Parks and Recreation Department is preparing for the re-opening of the Teen Center after a long shut down due to COVID-19 and has hired six (6) Recreation Leaders to work the after-school program.

The Administration and Finance Department hired Monica Crescini as an Office Assistant for Resident Services who started on October 4, 2021.

There are new and ongoing recruitments underway. Active recruitments for part-time Maintenance Aide, Recreation Leader for Skate Park Attendant and Sports and Part-time Recreation Coordinator-Sports are open and posted as a continuous filing.

### **OFFICE CLOSURES**

October 11, 2021 - Columbus Day



## **PHOTOS FROM VOLUNTEER PROJECTS**



***End of Report***

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Brittany DiTonno, Executive Assistant/Clerk of the Board

**Meeting Date:** November 10, 2021

**Report Date:** October 29, 2021

**Subject:** Calendar of Special Events November - December 2021<sup>1</sup>

MEETING/EVENT	DATE	TIME	LOCATION
Punt, Pass & Kick	Sat., Nov 06	8:00-11:00 a.m.	Promontory Park
Letters to Santa	Dec 1-15	ALL DAY	Santa's Special Mailbox - Norm Rowett Pavilion
Cookies with Santa	Fri., Dec 03	4:00-6:00 p.m.	CSD Gymnasium
Breakfast with Santa (2 sessions offered)	Sat., Dec 04	8:00-9:15 a.m. & 10:00-11:15 a.m.	CSD Gymnasium

<sup>1</sup> Please be advised these events may be cancelled/rescheduled at any time due to COVID-19 restrictions.



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Meeting Date:** November 10, 2021

**Report Date:** October 29, 2021

**Subject:** Treasury Report Submittals - Monthly

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**Recommended Action:**

Receive and file.

**Background:**

Staff provide to the Board of Directors a quarterly financial statement and treasury report. The quarterly report provides summary and analyses, whereas this submittal is the monthly treasury report without analyses. This complies with government code § 53607

**Master Plan Strategic Recommendations:**

E.16 Invest District portfolio to maximize yield and investment revenues with the Investment Policy.

**Attachment:**

A. Treasury Report – September 2021

# El Dorado Hills Community Services District

Treasury Report  
September 30, 2021



INVESTMENT PORTFOLIO	BOOK VALUE	SEPTEMBER 2021 INTEREST EARNED/ VALUE CHANGE	YTD FY2022 INTEREST EARNED/ VALUE CHANGE
CAMP - INVESTMENT POOL	\$ 13,270	\$ 1	\$ 2
EL DORADO COUNTY TREASURER	21,761,223	\$ 6,831	11,811
LAIF - INVESTMENT POOL *	411,175	\$ 250	250
FIVE STAR BANK-PETTY CASH	5,000	\$ -	-
FIVE STAR BANK	15,457,013	\$ 2,653	9,065
STIFEL SECURITIES	5,549,506	\$ (7,024)	3,931
WELLS FARGO INVESTMENTS	-	\$ 3,889	2,808
<b>TOTAL INVESTMENT PORTFOLIO</b>	<b>\$ 43,197,187</b>	<b>\$ 6,600</b>	<b>\$ 27,867</b>

FIDUCIARY PORTFOLIO	BOOK VALUE	SEPTEMBER 2021 INTEREST EARNED/ VALUE CHANGE	YTD FY2022 INTEREST EARNED/ VALUE CHANGE
FIDUCIARY FUNDS, CALPERS PENSION	10,118,290	-	-
FIDUCIARY FUNDS, CALPERS OPEB TRUST *	2,813,642	(12,090)	(12,090)
<b>TOTAL CALPERS PORTFOLIO</b>	<b>\$ 12,931,932</b>	<b>\$ -</b>	<b>\$ (12,090)</b>

<b>TOTAL DISTRICT PORTFOLIO</b>	<b>\$ 56,129,119</b>	<b>\$ 6,600</b>	<b>\$ 15,777</b>
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\*Distributed Quarterly

1. I hereby certify that the investments are in compliance with the investment policy adopted by the governing board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. This report includes the book value as of the date published.
4. The book value for County Pool is the withdrawal value provided by the County Treasurer.
5. The checking accounts include checking, money market, and certificates of deposit accounts held in the name of the District.
6. The fiduciary funds with CalPERS are restricted long-term assets and are not considered a current financial resource. Pension values reported are as of most recent Actuarial Report dated June 30, 2020.
7. This report meets the requirements of Government Code Section 53646.

DocuSigned by:

*Teri Gotro*

11/2/2021

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Prepared by:

Teri Gotro, Director of Administration & Finance

DocuSigned by:

*Kevin Loewen*

11/2/2021

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Authorized by:

Kevin A. Loewen, General Manager

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Teri Gotro, Director of Administration & Finance

**Meeting Date:** November 10, 2021

**Report Date:** November 02, 2021

**Subject:** **Quarterly Financial Statement and Treasury Report, First Quarter of Fiscal Year 2022 (FY2022)**

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**Recommended Action:**

Receive and file District Financial Statements and Treasury Report for First Quarter FY2022.

**Background:**

A finance report for all funds must be generated quarterly and shall be submitted to the Board of Directors for approval (District Policies 3260.50). The Treasurer shall submit a quarterly and annual investment report to the Board of Directors, and the District auditor. Under authority of Government Code Section 61240, the General Manager is designated Treasurer to the Board.

Annually the Board of Directors shall receive a report of audited financial statements. The Annual Report is delivered to the Board through the Comprehensive Annual Financial Report (CAFR). The Annual Report is prepared after the close of financial books by the District and following the completion of the audit.

**Discussion:**

**Quarterly Financials:**

The Board adopted the FY2022 Budget on September 10, 2021. The attached unaudited First Quarter Financial Reports reflect the reporting of July 1, 2021 through September 30, 2021. The Financial Reports are provided to the Board of Directors to measure the District's financial performance in accordance to the adopted budget.

The list below is a summary of management's comments regarding the reporting of the first quarter time period:

- Property Tax and Assessment Revenue will be recognized in December when taxpayers make the first installment of their property taxes.
- Workers Compensation is paid at the beginning of the fiscal year based on estimated

wages. It will be reconciled to actuals at year end and the District is expecting a credit because forecasts were projected high.

- General Liability Insurance through SDRMA is over \$20k due to a last minute increase above original forecast. This will be adjusted at mid-year.
- The General Fund fund balance is carrying a negative balance (-35k) because the year-end forecast was not in line with actuals. This will be adjusted at mid-year.
- PERS Retirement has a lump sum contribution at the beginning of the Fiscal Year that readers should be aware of to understand why the variance does not line up with the budget period.
- Water Utilities actuals are higher than expected. Staff will research the cause.
- Deferred Maintenance projects of approximately \$80k were not completed or the project came in under budget. Mid-Year budget adjustments will be requested for FY21 projects that are necessary.
- The Community Facilities District (CFD) has a negative fund balance to offset expenditures that are occurring prior to funding that is expected with the first tax installment payment in due in December.
- Several of the LLADs did not carry forward the expected fund balance and had to use reserves to balance the individual budgets. The discrepancy will be addressed with cutting costs or delaying projects and/or increasing assessments in FY23.

#### Treasury Report:

Management adheres to the District's Investment Policy to prudently invest funds held in the District's Reserve Fund balances. The investment portfolio is diversified to take advantage of fluctuations in the market and to meet cash flow requirements by lining up investment maturities with the liquidity needs of the District to fund operations and capital projects. The District's Reserve Funds are held in a variety of investment vehicles, including Bonds, Certificates of Deposits, Pooled Funds, Money Market Accounts and CalPERS.

#### General Fund Reserve Balances:

Capital Deficiency Reserve	\$8,829,684
CARE (program fee offset)	\$7,734
Compensated Absences Reserve	\$121,899
Contingency Reserve	\$2,080,455
Deferred Maintenance Reserve	\$2,857,064
Operating Reserve	\$4,480,230
Fund or Beginning Balance (Operations)	-\$32,253

Reserve balances remain mostly static throughout a fiscal year unless there are unanticipated needs or unexpended revenue. For those instances there are Board-approved budget adjustments and allocations, such as during the mid-year budget adjustment.

#### Checking Accounts (Five Star):

The District's primary banking resource is Five Star Bank. As of September 30, 2021, funds in the amount of \$16,403,822 (\$158,825-regular checking, \$16,244,997-money mkt acct) are held at Five Star Bank for the investment of reserve funds as well as handling the day-to-day needs related to vendor/contractor payments and payroll. The reconciled book value is \$15,457,013.

The monthly percentage yield earned on the money market funds as of September 30<sup>th</sup> is .22%, down 10 basis points from last quarter. Five Star guarantees a yield equal to LAIF and waives all banking fees if the District maintains a \$5M minimum balance. Manual “Petty Cash” checking account with Five Star finished 4th quarter at \$5,000.

**El Dorado County Treasurer’s Pool:**

A majority of the District’s investment funds are held by the County. The investment of these funds is governed by county staff with monthly and quarterly reports provided to the District.

**Park Impact Fee:** The District provides parks and recreation services to nearly 45,000 residents. As new population enters the community, the existing park and recreation infrastructure is further impacted. To ensure that the level of service for current residents is not detrimentally impacted, the County and District have agreed upon a development Park Impact Fee. The fee effecting the reported FY2022 is:

	<u>Starting 06/07/21</u>
Single Family Residential Unit	\$12,347
Multifamily Residential Unit	8,149
Age Restricted Unit	7,215
Mobile Home Park Unit	Exempt
Accessory Dwelling Units	Exempt
Single Family Unit-Serrano	6,601
Multifamily Unit-Serrano	4,356
Age Restricted Unit-Serrano	3,829

An annual CPI increase is available to the District by formally submitting the request to the County for approval by the Board of Supervisors. The Planning Department will be requesting this increase as soon as the 2021 CPI has been posted.

The District has restricted access to these Park Impact fees collected by the County. After project funds are spent, the District requests funds from the County through a reimbursement application process. To assist with cash flow concerns, the District is working with the County to adjust the reimbursement process to allow monthly installment payments when the District has large construction contracts, such as the current Valley View \$5M project.

**Property Taxes and other assessments:** Monies other than impact fee funds held by the County are tied to property taxes, CC&R special taxes, and other assessments related to lighting and landscaping districts. The County Treasury Pool has an annualized quarterly yield for this period that for 1st quarter is .40%, static to the prior quarter.

**Investment Pool (LAIF, CAMP):**

**LAIF (Local Agency Investment Fund):** The District is currently holding remaining balance of \$411,175 with a 1<sup>st</sup> quarter annual yield of .22%, dropping 10 basis points from prior quarter. LAIF has a significant amount of their portfolio maturing, forcing them to reinvest in a market with lower yields. These low yields are not expected to recover for at least 2 years.

**CAMP (California Asset Management Program):**

This is currently not a viable investment vehicle for the District with yields well below LAIF and

Five Star. However, the District will hold limited funds in this account to keep this as an option when interest rates start to increase. CAMP accrues interest quarterly so the District can take advantage of a rising interest rate trend and reap the higher yield at the quarterly mark. LAIF and Five Star accrue the interest daily which is an advantage when the yield is trending down. The current balance in CAMP's money market account is \$13,270 with a yield .05%, which remains static to the prior quarter.

Certificates of Deposit (Wells Fargo):

The \$5M 5-year laddered series of certificates of deposits (CDs) through Wells Fargo had its final four CDs mature at the end of September. This has been a stable investment that allowed yields of 1.7% when short term investments were at .22%. The District will look into adding CDs to the portfolio once interest rates start to rise. The District transferred the remaining Wells Fargo Balance of \$1,025,795 to Five Star to cover current operations and capital projects.

Money Market Accounts (Five Star, Wells Fargo, CAMP):

The District has three separate Money Market accounts; Five Star with a reconciled book balance of \$14,289,404 yielding .22% and CAMP with a balance of \$13,270 yielding 0.05%. The Wells Fargo Market Rate Account was cashed out in September and funds were transferred to Five Star Market Rate Account. The market rate funds have immediate liquidity to cover operating expenses. Staff manages these accounts on a daily basis moving money from regular checking accounts in and out of the market rate account to keep District funds in a position to earn interest.

Bonds (Stifel Financial):

The District's investments in Stifel at the end of the 1st quarter total \$5,549,506. These investments are secured in bonds with differing maturities to diversify and give steps to the portfolio. These investments are locked in at yields ranging from .84%-2.5%, well above what is offered at Five Star/LAIF. Details of the investment can be found in the attached treasury report.

Fiduciary Funds (CalPERS):

The District participates in the CalPERS Pension Fund to provide for employees retirement income. Annually, CalPERS provides an Actuarial Report, which contains information regarding funds invested with the Pension Fund. The June 30, 2021 actuary report shows a value of \$10,118,290.

Funds are also invested with CalPERS for retiree medical benefits through the California Employer's Retiree Benefit Trust Fund (CERBT). The balance as of September 30<sup>th</sup> is \$2,801,552. The 1st quarter statement showed a loss of \$11K, a slight drop after a strong 4<sup>th</sup> quarter yield. The fund still carries the District highest investment yield at 20.29%.

**Master Plan Strategic Recommendations:**

- F.1 Diversify funding sources that support expanded and diversified facilities, programs, and initiatives including:
- Investing the District's portfolio to maximize yield and investment revenues with the Investment Policy.

- F.4 Develop and adhere to a long-term capital spending plan that results in a balanced budget.

**Fiscal Impact:**

Total interest and unrealized gain/losses across all District investments and accounts, restricted and unrestricted, for the quarterly reporting period is a gain of \$27,867 with the Fiscal YTD total at \$27,867. Note that these values do not include CalPERS investments as the District does not include these on the Government Funds Balance Sheet.

**Attachment:**

- A. Financial Statements, Quarter 1 FY2022
- B. Treasury Report, Quarter 1 FY2022

# General Ledger

## All Governmental Funds Budget vs. Actual Summary

### Organized by Account Type

### FY2022 Quarter 1 Financials



Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>Revenue</b>						
Property Taxes	\$8,257,992.92	\$146,467.36	\$7,960,000.00	\$7,960,000.00	\$7,813,532.64	98.16%
Assessments	1,470,810.53	4,813.79	1,783,950.73	1,783,950.73	\$1,779,136.94	99.73%
Impact Fees	2,890,673.53	727,905.81	3,400,000.00	3,400,000.00	\$2,672,094.19	78.59%
Franchise Fees	1,016,286.66	0.00	964,800.00	964,800.00	\$964,800.00	100.00%
Charges for Services	965,431.18	488,166.35	1,983,660.20	1,983,660.20	\$1,495,493.85	75.39%
Other Revenue	223,192.09	43,034.73	133,926.32	133,926.32	\$90,891.59	67.87%
Interest	180,532.86	21,128.36	178,800.00	178,800.00	\$157,671.64	88.18%
Transfers In	8,918,555.06	0.00	3,201,751.43	3,201,751.43	\$3,201,751.43	100.00%
<b>Revenue Total</b>	<b>23,923,474.83</b>	<b>1,431,516.40</b>	<b>19,606,888.68</b>	<b>19,606,888.68</b>	<b>18,175,372.28</b>	<b>92.70%</b>
<b>Expense</b>						
General Government	6,312,841.10	1,502,557.29	14,264,111.62	14,264,111.62	12,761,554.33	89.47% <sup>1</sup>
Parks and Recreation	4,305,772.56	1,293,991.45	6,041,335.85	6,041,335.85	4,747,344.40	78.58% <sup>2</sup>
Transfers Out	8,918,555.06	0.00	3,201,751.43	3,201,751.43	3,201,751.43	100.00%
<b>Expense Total</b>	<b>19,537,168.72</b>	<b>2,796,548.74</b>	<b>23,507,198.90</b>	<b>23,507,198.90</b>	<b>20,710,650.16</b>	<b>88.10%</b>
<b>All Governmental Funds Net Difference</b>	<b>\$4,386,306.11</b>	<b>-\$1,365,032.34</b>	<b>-\$3,900,310.22</b>	<b>-\$3,900,310.22</b>	<b>-\$2,535,277.88</b>	<b>-65.00%</b>

1. General Government includes all costs for Administration and the operations of Compliance and Design Review (CC&R/DRC), Landscape and Lighting Assessment District's(LLAD), and Capital Projects. Administration and operations costs include related salaries and benefits, services and supplies, and capital expenditures charged to the General Fund Administration and Finance Department, CC&R/DRC Fund, LLAD Funds, and Capital Project Funds.

2. Parks and Recreation includes all costs related to Community Parks, Village Parks, and Neighborhood Parks funded by the General Fund; and Recreation programs offered by the District.



# General Ledger

## All Governmental Funds Budget vs. Actual Summary

### Organized by Program Type

### FY2022 Quarter 1 Financials



Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>Revenue</b>						
Aquatics Programs	\$121,940.36	\$120,977.38	\$237,567.00	\$237,567.00	\$116,589.62	49.08%
Design Review Fees	48,140.00	14,225.00	35,000.00	35,000.00	\$20,775.00	59.36%
Franchise Fees	1,016,286.66	0.00	964,800.00	964,800.00	\$964,800.00	100.00%
Miscellaneous Revenue	292,227.59	36,083.35	227,400.00	227,400.00	\$191,316.65	84.13%
Property Tax/Assessments	12,619,476.98	879,186.96	13,143,950.73	13,143,950.73	\$12,264,763.77	93.31%
Reimbursements	343,869.87	70,383.87	577,616.00	577,616.00	\$507,232.13	87.81%
Park and Facility Rentals	201,001.52	47,025.56	206,092.20	206,092.20	\$159,066.64	77.18%
Seniors Programs	1,603.00	1,271.00	16,870.00	16,870.00	\$15,599.00	92.47%
Special Events	63,286.24	110,959.98	168,230.00	168,230.00	\$57,270.02	34.04%
Sports Programs	92,443.50	72,460.68	484,200.00	484,200.00	\$411,739.32	85.03%
Teen Programs	2,861.25	261.00	72,835.00	72,835.00	\$72,574.00	99.64%
Transfers In Total	8,918,555.06	0.00	3,201,751.43	3,201,751.43	\$3,201,751.43	100.00%
Wireless Tower Lease	67,292.76	15,524.74	68,326.32	68,326.32	\$52,801.58	77.28%
Youth Camps	134,490.04	63,156.88	202,250.00	202,250.00	\$139,093.12	68.77%
<b>Revenue Total</b>	<b>23,923,474.83</b>	<b>1,431,516.40</b>	<b>19,606,888.68</b>	<b>19,606,888.68</b>	<b>18,175,372.28</b>	<b>92.70%</b>
<b>Expense</b>						
Debt Service Total	0.00	0.00	0.00	0.00	0.00	0.00%
Salary and Benefits Total	3,739,270.69	1,338,905.54	5,066,775.60	5,066,775.60	3,727,870.06	73.57%
Services and Supplies Total	5,074,346.79	1,457,593.86	14,413,342.45	14,413,342.45	12,955,748.59	89.89%
Capital Expenditures Total	1,804,996.18	49.34	825,329.42	825,329.42	825,280.08	99.99%
Transfers Out Total	8,918,555.06	0.00	3,201,751.43	3,201,751.43	3,201,751.43	100.00%
<b>Expense Total</b>	<b>19,537,168.72</b>	<b>2,796,548.74</b>	<b>23,507,198.90</b>	<b>23,507,198.90</b>	<b>20,710,650.16</b>	<b>88.10%</b>
<b>Net Difference Total</b>	<b>\$4,386,306.11</b>	<b>-\$1,365,032.34</b>	<b>-\$3,900,310.22</b>	<b>-\$3,900,310.22</b>	<b>-\$2,535,277.88</b>	<b>-65.00%</b>

# General Ledger

All Governmental Funds Budget vs. Actual

FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>Revenue</b>							
3010	CC&R Reimbursement	\$19,153.75	\$7,919.75	\$44,480.00	\$44,480.00	\$36,560.25	82.19%
3020	Reimbursement	70,109.83	77.24	40,000.00	40,000.00	39,922.76	99.81%
3025	Impact Fee Reimbursement	57,813.48	0.00	68,000.00	68,000.00	68,000.00	100.00%
3030	LLAD Reimbursement	196,792.81	62,386.88	425,136.00	425,136.00	362,749.12	85.33%
3040	Refund Processing Fee	1,435.40	1,670.00	3,000.00	3,000.00	1,330.00	44.33%
3100	Property Tax/Assessments	12,619,476.98	879,186.96	13,143,950.73	13,143,950.73	12,264,763.77	93.31%
3121	Sponsorships	2,500.00	0.00	15,000.00	15,000.00	15,000.00	100.00%
3140	Donations	516.50	100.00	0.00	0.00	-100.00	0.00%
3141	Non Resident Fee	7,073.00	2,391.85	14,000.00	14,000.00	11,608.15	82.92%
3150	Interest	180,532.86	21,128.36	178,800.00	178,800.00	157,671.64	88.18%
3160	Franchise Fees	1,016,286.66	0.00	964,800.00	964,800.00	964,800.00	100.00%
3161	Wireless Tower Lease	67,292.76	15,524.74	68,326.32	68,326.32	52,801.58	77.28%
3170	Miscellaneous	13,240.67	4,054.78	16,600.00	16,600.00	12,545.22	75.57%
3210	Youth Camps	134,490.04	63,156.88	202,250.00	202,250.00	139,093.12	68.77%
3220	Sports Programs	92,443.50	72,460.68	484,200.00	484,200.00	411,739.32	85.03%
3250	Special Interest Classes	59,583.24	56,917.78	143,530.00	143,530.00	86,612.22	60.34%
3260	Special Events	3,703.00	54,042.20	24,700.00	24,700.00	-29,342.20	-118.79%
3270	Aquatics Programs	121,940.36	120,977.38	237,567.00	237,567.00	116,589.62	49.08%
3280	Senior Citizens	1,603.00	1,271.00	16,870.00	16,870.00	15,599.00	92.47%
3290	Teen Programs	2,861.25	261.00	72,835.00	72,835.00	72,574.00	99.64%
3297	Park & Facility Rentals	201,001.52	47,025.56	206,092.20	206,092.20	159,066.64	77.18%
3506	Unrealized Gains/Losses	86,929.16	6,738.36	0.00	0.00	-6,738.36	0.00%
3510	Design Review Fees	48,140.00	14,225.00	35,000.00	35,000.00	20,775.00	59.36%
	<b>Revenue Total</b>	<b>15,004,919.77</b>	<b>1,431,516.40</b>	<b>16,405,137.25</b>	<b>16,405,137.25</b>	<b>14,973,620.85</b>	<b>91.27%</b>
3300	Transfers In	8,918,555.06	0.00	3,201,751.43	3,201,751.43	3,201,751.43	100.00%
	<b>Transfers In</b>	<b>8,918,555.06</b>	<b>0.00</b>	<b>3,201,751.43</b>	<b>3,201,751.43</b>	<b>3,201,751.43</b>	<b>100.00%</b>
<b>Expense</b>							
4010	Payroll Tax Expense	207,997.91	62,488.20	297,102.76	297,102.76	234,614.56	78.97%
4120	Employee Benefits	378,806.62	91,313.30	528,082.58	528,082.58	436,769.28	82.71%
4130	PERS-Retirement	643,623.40	270,088.76	424,799.44	424,799.44	154,710.68	36.42%
4135	Retirement benefits-other	-31,148.44	45,321.65	210,117.00	210,117.00	164,795.35	78.43%
4140	Life Insurance	5,174.00	1,339.00	7,020.00	7,020.00	5,681.00	80.93%
4150	Workers Compensation	74,090.01	125,665.12	93,228.22	93,228.22	-32,436.90	-34.79%
5011	Salary Expense-Full Time	2,042,965.00	506,682.24	2,383,540.40	2,383,540.40	1,876,858.16	78.74%
5012	Salary Expense-Part Time	417,273.90	235,562.24	1,119,787.20	1,119,787.20	884,224.96	78.96%
5013	Overtime Expense	488.29	445.03	3,098.00	3,098.00	2,652.97	85.63%
	<b>Salary and Benefits Total</b>	<b>3,739,270.69</b>	<b>1,338,905.54</b>	<b>5,066,775.60</b>	<b>5,066,775.60</b>	<b>3,727,870.06</b>	<b>73.57%</b>

# General Ledger

## All Governmental Funds Budget vs. Actual

### FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
5016	Directors Expense	26,634.39	12,319.02	44,500.00	44,500.00	32,180.98	72.32%
5110	Custodial Supplies	39,823.45	8,790.03	36,800.00	36,800.00	28,009.97	76.11%
5120	Equipment Supplies	62,296.10	5,352.94	79,150.00	79,150.00	73,797.06	93.24%
5121	Equipment Services	68,624.71	10,788.81	93,987.00	93,987.00	83,198.19	88.52%
5122	HVAC-Equipment Services	24,912.24	3,270.95	13,500.00	13,500.00	10,229.05	75.77%
5123	Kitchen Equipment	683.17	0.00	1,500.00	1,500.00	1,500.00	100.00%
5130	Functional Supplies	142,646.94	33,758.84	310,795.00	310,795.00	277,036.16	89.14%
5131	Functional Services	92,677.99	16,664.40	251,998.28	251,998.28	235,333.88	93.39%
5132	Government Fees & Permits	304,071.02	51,788.83	351,641.44	351,641.44	299,852.61	85.27%
5136	Playground Equipment	10,256.99	730.36	13,250.00	13,250.00	12,519.64	94.49%
5137	Park/Field Supplies	46,079.20	4,446.80	62,650.00	62,650.00	58,203.20	92.90%
5138	Irrigation Supplies	27,335.88	5,439.36	37,655.00	37,655.00	32,215.64	85.55%
5139	Small Tools	6,181.95	1,954.64	11,250.00	11,250.00	9,295.36	82.63%
5140	Landscape Supplies	31,871.65	2,031.56	109,870.00	109,870.00	107,838.44	98.15%
5142	Contract Service	1,970,418.43	532,039.62	3,004,877.35	7,997,249.60	7,465,209.98	93.35%
5143	Construction Contingency	0.00	0.00	248,450.00	248,450.00	248,450.00	100.00%
5150	Chemical Supplies	56,952.13	25,909.55	105,950.00	105,950.00	80,040.45	75.55%
5151	Vandalism	9,417.38	608.55	6,500.00	6,500.00	5,891.45	90.64%
5153	Deferred Maintenance <5000	183,546.86	37,478.69	117,534.00	117,534.00	80,055.31	68.11%
5160	Office Supplies	7,830.37	2,108.09	17,160.00	17,160.00	15,051.91	87.72%
5161	Office Services	2,171.63	478.99	2,280.00	2,280.00	1,801.01	78.99%
5162	Postage	14,359.45	2,898.65	14,820.00	14,820.00	11,921.35	80.44%
5171	Professional Services	615,804.92	126,161.12	7,419,844.25	2,427,472.00	2,301,310.88	94.80%
5172	Legal Services	114,941.61	9,888.35	164,000.00	164,000.00	154,111.65	93.97%
5180	Dues & Publications	16,353.24	2,960.00	20,655.00	20,655.00	17,695.00	85.67%
5190	Advertising & Legal Notice	8,750.08	62.00	9,000.00	9,000.00	8,938.00	99.31%
5200	Staff Training	53,333.36	25,338.29	97,875.00	97,875.00	72,536.71	74.11%
5201	Employee Appreciation	5,710.15	1,409.68	12,950.00	12,950.00	11,540.32	89.11%
5202	Local Meetings	2,403.85	822.18	4,800.00	4,800.00	3,977.82	82.87%
5210	Mileage & Travel	22,675.57	3,276.86	25,850.00	25,850.00	22,573.14	87.32%
5220	Fuel Expense	33,297.94	11,007.36	48,838.00	48,838.00	37,830.64	77.46%
5230	Rental-Equipment	33,697.61	13,464.71	37,522.00	37,522.00	24,057.29	64.12%
5231	Rental-Facilities	16,337.74	0.00	68,691.00	68,691.00	68,691.00	100.00%
5235	Election Expense	34,335.66	0.00	37,000.00	37,000.00	37,000.00	100.00%
5240	Printing	41,857.53	656.47	65,525.00	65,525.00	64,868.53	99.00%
5241	Telephone Expense	57,633.63	8,463.60	71,770.00	71,770.00	63,306.40	88.21%
5242	Water Expense	276,437.94	91,860.94	333,842.40	333,842.40	241,981.46	72.48%
5243	Utility: Gas	15,799.12	3,064.27	23,000.00	23,000.00	19,935.73	86.68%
5244	Utility: Electric	160,403.05	18,835.15	212,178.66	212,178.66	193,343.51	91.12%
5245	Utility: Street Light Electric	10,147.65	2,201.81	14,342.00	14,342.00	12,140.19	84.65%
5251	General Insurance	174,732.33	283,451.97	261,092.00	261,092.00	-22,359.97	-8.56%
5255	Safety Expenses	11,206.54	3,159.74	9,820.00	9,820.00	6,660.26	67.82%
5260	Engineering Report Fees	22,165.85	22,470.44	24,920.00	24,920.00	2,449.56	9.83%
5261	Scholarships Awarded	479.25	0.00	0.00	0.00	0.00	0.00%
5262	Opportunity Funds	0.00	0.00	50,000.00	50,000.00	50,000.00	100.00%
5265	Administrative Overhead	215,946.56	70,306.63	461,209.07	461,209.07	390,902.44	84.76%
5290	Miscellaneous	1,103.68	-126.39	2,500.00	2,500.00	2,626.39	105.06%
	<b>Services and Supplies Total</b>	<b>5,074,346.79</b>	<b>1,457,593.86</b>	<b>14,413,342.45</b>	<b>14,413,342.45</b>	<b>12,955,748.59</b>	<b>89.89%</b>

# General Ledger

All Governmental Funds Budget vs. Actual

FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
5510	Land Acquisition	0.00	0.00	150,000.00	150,000.00	150,000.00	100.00%
5525	Renovation	0.00	0.00	43,800.00	43,800.00	43,800.00	100.00%
5540	Equipment & Vehicles	0.00	49.34	978.26	978.26	928.92	94.96%
5560	Deferred Maintenance >5000	106,470.35	0.00	630,551.16	630,551.16	630,551.16	100.00%
5576	Depreciation	1,698,525.83	0.00	0.00	0.00	0.00	0.00%
	<b>Capital Expenditures Total</b>	<b>1,804,996.18</b>	<b>49.34</b>	<b>825,329.42</b>	<b>825,329.42</b>	<b>825,280.08</b>	<b>99.99%</b>
5600	Transfers Out	8,918,555.06	0.00	3,201,751.43	3,201,751.43	3,201,751.43	100.00%
	<b>Transfers Out Total</b>	<b>8,918,555.06</b>	<b>0.00</b>	<b>3,201,751.43</b>	<b>3,201,751.43</b>	<b>3,201,751.43</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>19,537,168.72</b>	<b>2,796,548.74</b>	<b>23,507,198.90</b>	<b>23,507,198.90</b>	<b>20,710,650.16</b>	<b>88.10%</b>
	<b>Net Difference Total</b>	<b>\$4,386,306.11</b>	<b>-1,365,032.34</b>	<b>-\$3,900,310.22</b>	<b>-3,900,310.22</b>	<b>-\$2,535,277.88</b>	<b>-65.00%</b>

General Ledger  
General Fund Budget vs. Actual  
Organized by GL Account  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>001</b>	<b>General Fund</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$7,247,214.12	-\$35,252.62	\$0.00	\$0.00	\$35,252.62	0.00%
	<b>Beginning Balance</b>	<b>7,247,214.12</b>	<b>-35,252.62</b>	<b>0.00</b>	<b>0.00</b>	<b>35,252.62</b>	<b>0.00%</b>
2807	Capital Deficiency Reserve	181,999.92	8,829,684.00	8,829,684.00	8,829,684.00	0.00	0.00%
2808	Care Program Funds	7,500.00	7,733.75	7,500.00	7,500.00	-233.75	-3.12%
2809	Contingency Reserve	2,055,814.06	2,080,455.00	2,080,455.00	2,080,455.00	0.00	0.00%
2811	Deferred Maintenance Reserve	2,590,329.00	2,857,064.00	2,857,064.00	2,857,064.00	0.00	0.00%
2812	Operating Reserve	4,138,663.27	4,480,230.00	4,480,230.00	4,480,230.00	0.00	0.00%
2817	Compensated Absence Reserve	124,724.00	121,899.00	121,899.00	121,899.00	0.00	0.00%
	<b>Reserves Total</b>	<b>9,099,030.25</b>	<b>18,377,065.75</b>	<b>18,376,832.00</b>	<b>18,376,832.00</b>	<b>-233.75</b>	<b>0.00%</b>
	<b>Revenue</b>						
3010	CC&R Reimbursement	19,153.75	7,919.75	44,480.00	44,480.00	36,560.25	82.19%
3020	Reimbursement	64,430.64	77.24	40,000.00	40,000.00	39,922.76	99.81%
3025	Impact Fee Reimbursement	57,813.48	0.00	68,000.00	68,000.00	68,000.00	100.00%
3030	LLAD Reimbursement	196,792.81	62,386.88	425,136.00	425,136.00	362,749.12	85.33%
3040	Refund Processing Fee	1,435.40	1,670.00	3,000.00	3,000.00	1,330.00	44.33%
3100	Property Tax/Assessments	8,257,992.92	146,467.36	7,960,000.00	7,960,000.00	7,813,532.64	98.16%
3121	Sponsorships	2,500.00	0.00	15,000.00	15,000.00	15,000.00	100.00%
3140	Donations	516.50	100.00	0.00	0.00	-100.00	0.00%
3141	Non Resident Fee	7,073.00	2,391.85	14,000.00	14,000.00	11,608.15	82.92%
3150	Interest	56,846.01	6,847.96	178,600.00	178,600.00	171,752.04	96.17%
3160	Franchise Fees	1,016,286.66	0.00	964,800.00	964,800.00	964,800.00	100.00%
3161	Wireless Tower Lease	67,292.76	15,524.74	68,326.32	68,326.32	52,801.58	77.28%
3170	Miscellaneous	12,715.67	3,739.78	16,600.00	16,600.00	12,860.22	77.47%
3210	Youth Camps	134,490.04	63,156.88	202,250.00	202,250.00	139,093.12	68.77%
3220	Sports Programs	92,443.50	72,460.68	484,200.00	484,200.00	411,739.32	85.03%
3250	Special Interest Classes	59,583.24	56,917.78	143,530.00	143,530.00	86,612.22	60.34%
3260	Special Events	3,703.00	54,042.20	24,700.00	24,700.00	-29,342.20	-118.79%
3270	Aquatics Programs	121,940.36	120,977.38	237,567.00	237,567.00	116,589.62	49.08%
3280	Senior Citizens	1,603.00	1,271.00	16,870.00	16,870.00	15,599.00	92.47%
3290	Teen Programs	2,861.25	261.00	72,835.00	72,835.00	72,574.00	99.64%
3297	Park & Facility Rentals	201,001.52	47,025.56	206,092.20	206,092.20	159,066.64	77.18%
3300	Transfers In	5,708.15	0.00	0.00	0.00	0.00	0.00%
3506	Unrealized Gains/Losses	86,929.16	6,738.36	0.00	0.00	-6,738.36	0.00%
	<b>Revenue Total</b>	<b>10,471,112.82</b>	<b>669,976.40</b>	<b>11,185,986.52</b>	<b>11,185,986.52</b>	<b>10,516,010.12</b>	<b>94.01%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	196,914.74	59,721.68	270,859.76	270,859.76	211,138.08	77.95%
4120	Employee Benefits	360,240.06	90,160.55	478,731.58	478,731.58	388,571.03	81.17%
4130	PERS-Retirement	864,146.13	267,602.98	407,959.44	407,959.44	140,356.46	34.40%
4135	Retirement benefits-other	711,141.56	45,321.65	210,117.00	210,117.00	164,795.35	78.43%
4140	Life Insurance	5,174.00	1,339.00	7,020.00	7,020.00	5,681.00	80.93%
4150	Workers Compensation	63,254.86	102,849.88	76,302.22	76,302.22	-26,547.66	-34.79%
5011	Salary Expense-Full Time	1,928,445.71	474,283.08	2,178,243.40	2,178,243.40	1,703,960.32	78.23%
5012	Salary Expense-Part Time	381,522.84	226,950.92	1,018,817.00	1,018,817.00	791,866.08	77.72%
5013	Overtime Expense	488.29	421.83	3,098.00	3,098.00	2,676.17	86.38%
	<b>Salary and Benefits Total</b>	<b>4,511,328.19</b>	<b>1,268,651.57</b>	<b>4,651,148.40</b>	<b>4,651,148.40</b>	<b>3,382,496.83</b>	<b>72.72%</b>

General Ledger  
General Fund Budget vs. Actual  
Organized by GL Account  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
5016	Directors Expense	26,634.39	12,319.02	44,500.00	44,500.00	32,180.98	72.32%
5110	Custodial Supplies	36,676.74	7,884.91	30,900.00	30,900.00	23,015.09	74.48%
5120	Equipment Supplies	62,296.10	5,352.94	79,150.00	79,150.00	73,797.06	93.24%
5121	Equipment Services	62,748.62	9,707.91	86,250.00	86,250.00	76,542.09	88.74%
5122	HVAC-Equipment Services	24,912.24	3,270.95	13,500.00	13,500.00	10,229.05	75.77%
5123	Kitchen Equipment	683.17	0.00	1,500.00	1,500.00	1,500.00	100.00%
5130	Functional Supplies	137,861.07	33,755.63	308,295.00	308,295.00	274,539.37	89.05%
5131	Functional Services	79,936.71	14,960.40	239,278.28	239,278.28	224,317.88	93.75%
5132	Government Fees & Permits	179,361.57	5,196.58	221,600.00	221,600.00	216,403.42	97.65%
5136	Playground Equipment	2,680.05	0.00	6,000.00	6,000.00	6,000.00	100.00%
5137	Park/Field Supplies	41,633.53	3,968.37	50,000.00	50,000.00	46,031.63	92.06%
5138	Irrigation Supplies	19,240.71	2,134.70	23,300.00	23,300.00	21,165.30	90.84%
5139	Small Tools	6,181.95	1,867.97	10,600.00	10,600.00	8,732.03	82.38%
5140	Landscape Supplies	19,438.67	821.75	76,720.00	76,720.00	75,898.25	98.93%
5142	Contract Service	1,307,410.52	373,575.98	1,474,084.80	1,474,084.80	1,100,508.82	74.66%
5150	Chemical Supplies	56,170.03	23,745.12	96,600.00	96,600.00	72,854.88	75.42%
5151	Vandalism	7,432.02	608.55	6,500.00	6,500.00	5,891.45	90.64%
5153	Deferred Maintenance <5000	136,678.80	17,757.00	48,579.00	48,579.00	30,822.00	63.45%
5160	Office Supplies	6,854.81	1,984.03	15,960.00	15,960.00	13,975.97	87.57%
5161	Office Services	1,778.66	412.93	2,280.00	2,280.00	1,867.07	81.89%
5162	Postage	13,359.45	2,898.65	14,470.00	14,470.00	11,571.35	79.97%
5171	Professional Services	372,805.94	70,461.99	345,229.00	345,229.00	274,767.01	79.59%
5172	Legal Services	67,779.14	8,167.50	143,000.00	143,000.00	134,832.50	94.29%
5180	Dues & Publications	16,353.24	2,960.00	20,505.00	20,505.00	17,545.00	85.56%
5190	Advertising & Legal Notice	8,750.08	62.00	9,000.00	9,000.00	8,938.00	99.31%
5200	Staff Training	53,133.36	25,338.29	96,075.00	96,075.00	70,736.71	73.63%
5201	Employee Appreciation	5,710.15	1,409.68	12,950.00	12,950.00	11,540.32	89.11%
5202	Local Meetings	2,365.91	746.90	3,500.00	3,500.00	2,753.10	78.66%
5210	Mileage & Travel	22,675.57	3,276.86	25,350.00	25,350.00	22,073.14	87.07%
5220	Fuel Expense	26,293.24	9,667.09	36,500.00	36,500.00	26,832.91	73.51%
5230	Rental-Equipment	32,722.51	13,464.71	37,522.00	37,522.00	24,057.29	64.12%
5231	Rental-Facilities	16,337.74	0.00	68,691.00	68,691.00	68,691.00	100.00%
5235	Election Expense	34,335.66	0.00	37,000.00	37,000.00	37,000.00	100.00%
5240	Printing	41,857.53	656.47	64,625.00	64,625.00	63,968.53	98.98%
5241	Telephone Expense	55,018.06	7,987.49	68,590.00	68,590.00	60,602.51	88.35%
5242	Water Expense	147,759.66	50,647.94	161,560.65	161,560.65	110,912.71	68.65%
5243	Utility: Gas	15,799.12	3,064.27	23,000.00	23,000.00	19,935.73	86.68%
5244	Utility: Electric	127,588.63	13,337.96	154,936.00	154,936.00	141,598.04	91.39%
5251	General Insurance	174,732.33	283,451.97	261,092.00	261,092.00	-22,359.97	-8.56%
5255	Safety Expenses	11,206.54	3,159.74	9,820.00	9,820.00	6,660.26	67.82%
5261	Scholarships Awarded	479.25	0.00	0.00	0.00	0.00	0.00%
5262	Opportunity Funds	0.00	0.00	50,000.00	50,000.00	50,000.00	100.00%
5290	Miscellaneous	263.56	-126.39	0.00	0.00	126.39	0.00%
	<b>Services and Supplies Total</b>	<b>3,463,937.03</b>	<b>1,019,957.86</b>	<b>4,479,012.73</b>	<b>4,479,012.73</b>	<b>3,459,054.87</b>	<b>77.23%</b>
5525	Renovation	0.00	0.00	43,800.00	43,800.00	43,800.00	100.00%
5540	Equipment & Vehicles	0.00	49.34	0.00	0.00	-49.34	0.00%
5560	Deferred Maintenance >5000	106,470.35	0.00	173,205.00	173,205.00	173,205.00	100.00%
	<b>Capital Expenditures Total</b>	<b>106,470.35</b>	<b>49.34</b>	<b>217,005.00</b>	<b>217,005.00</b>	<b>216,955.66</b>	<b>99.98%</b>
5600	Transfers Out	393,562.99	0.00	855,751.43	855,751.43	855,751.43	100.00%
	<b>Transfers Out Total</b>	<b>393,562.99</b>	<b>0.00</b>	<b>855,751.43</b>	<b>855,751.43</b>	<b>855,751.43</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>8,475,298.56</b>	<b>2,288,658.77</b>	<b>10,202,917.56</b>	<b>10,202,917.56</b>	<b>7,914,258.79</b>	<b>77.57%</b>
	<b>Net Difference Total</b>	<b>1,995,814.26</b>	<b>-1,618,682.37</b>	<b>983,068.96</b>	<b>983,068.96</b>	<b>-2,601,751.33</b>	<b>-264.66%</b>
001	<b>General Fund Ending Balance</b>	<b>\$18,342,058.63</b>	<b>\$16,723,130.76</b>	<b>\$19,359,900.96</b>	<b>\$19,359,900.96</b>	<b>-\$2,636,770.20</b>	<b>-13.62%</b>

General Ledger  
Governmental Funds Balance Sheet  
FY2022 Quarter 1 Financials



Sort Level	Description	General Fund Balance	Capital Projects Balance	Park Impact Fees Balance	CC&R - DRC Balance	CFD's Balance	LLAD's Balance	Non-Major Funds Balance	Debt Service Balance	Total Balance
<b>Asset</b>										
A05	Cash & Investments	\$11,037,579.51	\$6,038,742.74	\$22,339,102.39	\$123,136.48	-\$4,954.74	\$3,633,037.02	\$31,093.15	\$0.00	\$43,197,736.55
A10	Accounts Receivable	42,982.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,982.55
A15	Interest Receivable	250.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.38
A20	Prepaid Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A25	Due from Other Funds	5,866,421.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,866,421.74
<b>Asset Total</b>		<b>16,947,234.18</b>	<b>6,038,742.74</b>	<b>22,339,102.39</b>	<b>123,136.48</b>	<b>-4,954.74</b>	<b>3,633,037.02</b>	<b>31,093.15</b>	<b>0.00</b>	<b>49,107,391.22</b>
<b>Liability</b>										
L05	Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L10	Payroll	-0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.04
L15	Accrued Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L20	Deferred Revenue	224,103.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224,103.46
L25	Due to Other Funds	0.00	0.00	5,866,421.74	0.00	0.00	0.00	0.00	0.00	5,866,421.74
L30	Due to Bond Holders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L35	Capital Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Liability Total</b>		<b>224,103.42</b>	<b>0.00</b>	<b>5,866,421.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,090,525.16</b>
<b>Fund Balance</b>										
F10	Restricted	7,733.75	0.00	0.00	0.00	0.00	0.00	2,323.99	0.00	10,057.74
F15	Reserves	18,369,332.00	0.00	0.00	0.00	0.00	3,298,067.67	0.00	0.00	21,667,399.67
F20	Assigned for Maintenance	0.00	0.00	0.00	0.00	-2,687.01	685,014.01	0.00	0.00	682,327.00
F25	Assigned for Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F30	Assigned for Capital Projects	0.00	6,130,897.32	0.00	0.00	0.00	0.00	0.00	0.00	6,130,897.32
F35	Assigned-Special Revenue Funds	0.00	0.00	15,761,715.29	0.00	0.00	0.00	0.00	0.00	15,761,715.29
F40	Unassigned	-35,252.62	0.00	0.00	136,318.24	0.00	0.00	28,435.76	0.00	129,501.38
<b>Fund Balance Total</b>		<b>18,341,813.13</b>	<b>6,130,897.32</b>	<b>15,761,715.29</b>	<b>136,318.24</b>	<b>-2,687.01</b>	<b>3,983,081.68</b>	<b>30,759.75</b>	<b>0.00</b>	<b>44,381,898.40</b>
<b>Net Difference Total</b>		<b>-1,618,682.37</b>	<b>-92,154.58</b>	<b>710,965.36</b>	<b>-13,181.76</b>	<b>-2,267.73</b>	<b>-350,044.66</b>	<b>333.40</b>	<b>0.00</b>	<b>-1,365,032.34</b>
<b>Liability, Fund Balance, and Net Difference Total</b>		<b>\$16,947,234.18</b>	<b>\$6,038,742.74</b>	<b>\$22,339,102.39</b>	<b>\$123,136.48</b>	<b>-\$4,954.74</b>	<b>\$3,633,037.02</b>	<b>\$31,093.15</b>	<b>\$0.00</b>	<b>\$49,107,391.22</b>

General Ledger  
Compliance DRC Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
011	Compliance/Design Review						
	<b>Fund Balance</b>						
2800	Fund Balance	\$80,477.69	\$136,318.24	\$61,439.00	\$61,439.00	-\$74,879.24	-121.88%
	<b>Beginning Balance</b>	<b>80,477.69</b>	<b>136,318.24</b>	<b>61,439.00</b>	<b>61,439.00</b>	<b>-74,879.24</b>	<b>-121.88%</b>
	<b>Revenue</b>						
3020	Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00%
3100	Property Tax/Assessments	162,979.09	484.37	162,175.00	162,175.00	161,690.63	99.70%
3150	Interest	479.21	79.90	200.00	200.00	120.10	60.05%
3170	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00%
3300	Transfers In	0.00	0.00	0.00	0.00	0.00	0.00%
3510	Design Review Fees	48,140.00	14,225.00	35,000.00	35,000.00	20,775.00	59.36%
	<b>Revenue Total</b>	<b>211,598.30</b>	<b>14,789.27</b>	<b>197,375.00</b>	<b>197,375.00</b>	<b>182,585.73</b>	<b>92.51%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	4,287.29	893.88	5,517.00	5,517.00	4,623.12	83.80%
4120	Employee Benefits	5,527.83	1,152.75	3,167.00	3,167.00	2,014.25	63.60%
4130	PERS-Retirement	3,604.50	641.98	3,668.00	3,668.00	3,026.02	82.50%
4135	Retirement benefits-other	0.00	0.00	0.00	0.00	0.00	0.00%
4140	Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00%
4150	Workers Compensation	216.74	452.90	336.00	336.00	-116.90	-34.79%
5011	Salary Expense-Full Time	22,731.68	5,994.14	15,150.00	15,150.00	9,155.86	60.43%
5012	Salary Expense-Part Time	29,190.61	5,772.00	49,436.00	49,436.00	43,664.00	88.32%
5013	Overtime Expense	0.00	0.00	0.00	0.00	0.00	0.00%
	<b>Salary and Benefits Total</b>	<b>65,558.65</b>	<b>14,907.65</b>	<b>77,274.00</b>	<b>77,274.00</b>	<b>62,366.35</b>	<b>80.71%</b>
5121	Equipment Services	0.00	0.00	0.00	0.00	0.00	0.00%
5130	Functional Supplies	2,753.76	0.00	2,500.00	2,500.00	2,500.00	100.00%
5131	Functional Services	12,741.28	1,704.00	12,720.00	12,720.00	11,016.00	86.60%
5132	Government Fees & Permits	6,286.40	0.00	6,286.40	6,286.40	6,286.40	100.00%
5160	Office Supplies	975.56	124.06	1,200.00	1,200.00	1,075.94	89.66%
5161	Office Services	392.97	66.06	0.00	0.00	-66.06	0.00%
5162	Postage	1,000.00	0.00	350.00	350.00	350.00	100.00%
5171	Professional Services	2,157.85	0.00	4,000.00	4,000.00	4,000.00	100.00%
5172	Legal Services	43,305.32	1,720.85	21,000.00	21,000.00	19,279.15	91.81%
5180	Dues & Publications	0.00	0.00	150.00	150.00	150.00	100.00%
5200	Staff Training	200.00	0.00	1,800.00	1,800.00	1,800.00	100.00%
5202	Local Meetings	37.94	75.28	1,300.00	1,300.00	1,224.72	94.21%
5210	Mileage & Travel	0.00	0.00	500.00	500.00	500.00	100.00%
5220	Fuel Expense	0.00	0.00	500.00	500.00	500.00	100.00%
5240	Printing	0.00	0.00	900.00	900.00	900.00	100.00%
5241	Telephone Expense	0.00	135.88	0.00	0.00	-135.88	0.00%
5251	General Insurance	0.00	0.00	0.00	0.00	0.00	0.00%
5260	Engineering Report Fees	1,194.27	1,317.50	1,318.34	1,318.34	0.84	0.06%
5265	Administrative Overhead	19,153.75	7,919.75	44,480.00	44,480.00	36,560.25	82.19%
	<b>Services and Supplies Total</b>	<b>90,199.10</b>	<b>13,063.38</b>	<b>99,004.74</b>	<b>99,004.74</b>	<b>85,941.36</b>	<b>86.81%</b>
5540	Equipment & Vehicles	0.00	0.00	0.00	0.00	0.00	0.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Expense Total</b>	<b>155,757.75</b>	<b>27,971.03</b>	<b>176,278.74</b>	<b>176,278.74</b>	<b>148,307.71</b>	<b>84.13%</b>
	<b>Net Difference Total</b>	<b>55,840.55</b>	<b>-13,181.76</b>	<b>21,096.26</b>	<b>21,096.26</b>	<b>34,278.02</b>	<b>162.48%</b>
011	Compliance/Design Review Ending Balance	\$136,318.24	123,136.48	\$82,535.26	82,535.26	-40,601.22	-49.19%



General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>020</b>	<b>Stonegate Village (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$26,139.96	\$60,402.92	\$38,934.00	\$38,934.00	-\$21,468.92	-55.14%
	<b>Beginning Balance</b>	<b>26,139.96</b>	<b>60,402.92</b>	<b>38,934.00</b>	<b>38,934.00</b>	<b>-21,468.92</b>	<b>-55.14%</b>
2811	Deferred Maintenance Reserve	52,630.83	43,077.00	43,077.00	43,077.00	0.00	0.00%
2812	Operating Reserve	14,241.85	15,570.45	15,570.45	15,570.45	0.00	0.00%
	<b>Reserves Total</b>	<b>66,872.68</b>	<b>58,647.45</b>	<b>58,647.45</b>	<b>58,647.45</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	61,803.72	0.00	40,210.83	40,210.83	40,210.83	100.00%
3150	Interest	579.43	69.32	0.00	0.00	-69.32	0.00%
3300	Transfers In	564.75	0.00	1,205.25	1,205.25	1,205.25	100.00%
	<b>Revenue Total</b>	<b>62,947.90</b>	<b>69.32</b>	<b>41,416.08</b>	<b>41,416.08</b>	<b>41,346.76</b>	<b>99.83%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	113.22	28.20	548.00	548.00	519.80	94.85%
4120	Employee Benefits	319.71	0.00	907.00	907.00	907.00	100.00%
4130	PERS-Retirement	136.60	30.27	235.00	235.00	204.73	87.12%
4150	Workers Compensation	283.66	684.75	508.00	508.00	-176.75	-34.79%
5011	Salary Expense-Full Time	1,609.28	443.26	3,165.00	3,165.00	2,721.74	85.99%
5012	Salary Expense-Part Time	66.03	0.00	2,793.00	2,793.00	2,793.00	100.00%
	<b>Salary and Benefits Total</b>	<b>2,528.50</b>	<b>1,186.48</b>	<b>8,156.00</b>	<b>8,156.00</b>	<b>6,969.52</b>	<b>85.45%</b>
5121	Equipment Services	29.44	5.50	77.00	77.00	71.50	92.86%
5132	Government Fees & Permits	545.05	0.00	545.05	545.05	545.05	100.00%
5138	Irrigation Supplies	86.02	213.52	330.00	330.00	116.48	35.30%
5140	Landscape Supplies	0.00	0.00	200.00	200.00	200.00	100.00%
5142	Contract Service	22,055.46	3,006.94	12,346.16	12,346.16	9,339.22	75.64%
5153	Deferred Maintenance <5000	4,260.00	0.00	0.00	0.00	0.00	0.00%
5220	Fuel Expense	34.79	6.82	85.00	85.00	78.18	91.98%
5242	Water Expense	2,803.16	776.56	3,570.00	3,570.00	2,793.44	78.25%
5244	Utility: Electric	180.93	39.14	265.00	265.00	225.86	85.23%
5245	Utility: Street Light Electric	128.70	28.66	252.00	252.00	223.34	88.63%
5260	Engineering Report Fees	589.61	650.25	650.87	650.87	0.62	0.10%
5265	Administrative Overhead	3,668.51	1,810.80	10,892.00	10,892.00	9,081.20	83.37%
	<b>Services and Supplies Total</b>	<b>34,381.67</b>	<b>6,538.19</b>	<b>29,213.08</b>	<b>29,213.08</b>	<b>22,674.89</b>	<b>77.62%</b>
5560	Deferred Maintenance >5000	0.00	0.00	42,981.00	42,981.00	42,981.00	100.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>42,981.00</b>	<b>42,981.00</b>	<b>42,981.00</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>36,910.17</b>	<b>7,724.67</b>	<b>80,350.08</b>	<b>80,350.08</b>	<b>72,625.41</b>	<b>90.39%</b>
	<b>Net Difference Total</b>	<b>26,037.73</b>	<b>-7,655.35</b>	<b>-38,934.00</b>	<b>-38,934.00</b>	<b>-31,278.65</b>	<b>-80.34%</b>
<b>020</b>	<b>Stonegate Village (LLAD) Ending Balance</b>	<b>\$119,050.37</b>	<b>\$111,395.02</b>	<b>\$58,647.45</b>	<b>\$58,647.45</b>	<b>-\$52,747.57</b>	<b>-89.94%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>021</b>	<b>Green Valley Hills (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$12,269.91	\$8,334.47	\$3,874.00	\$3,874.00	-\$4,460.47	-115.14%
	<b>Beginning Balance</b>	<b>12,269.91</b>	<b>8,334.47</b>	<b>3,874.00</b>	<b>3,874.00</b>	<b>-4,460.47</b>	<b>-115.14%</b>
2811	Deferred Maintenance Reserve	2,860.00	4,360.00	4,360.00	4,360.00	0.00	0.00%
2812	Operating Reserve	8,765.15	8,860.00	8,860.00	8,860.00	0.00	0.00%
2814	Reserved for Sidewalk	2,598.00	2,598.00	2,598.00	2,598.00	0.00	0.00%
	<b>Reserves Total</b>	<b>14,223.15</b>	<b>15,818.00</b>	<b>15,818.00</b>	<b>15,818.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	17,084.07	86.89	17,070.87	17,070.87	16,983.98	99.49%
3150	Interest	140.47	12.49	0.00	0.00	-12.49	0.00%
3300	Transfers In	305.48	0.00	318.96	318.96	318.96	100.00%
	<b>Revenue Total</b>	<b>17,530.02</b>	<b>99.38</b>	<b>17,389.83</b>	<b>17,389.83</b>	<b>17,290.45</b>	<b>99.43%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	59.56	49.42	94.00	94.00	44.58	47.43%
4120	Employee Benefits	189.48	0.00	305.00	305.00	305.00	100.00%
4130	PERS-Retirement	75.32	51.44	85.00	85.00	33.56	39.48%
4150	Workers Compensation	5.49	122.65	91.00	91.00	-31.65	-34.78%
5011	Salary Expense-Full Time	953.73	782.19	1,177.00	1,177.00	394.81	33.54%
5012	Salary Expense-Part Time	0.00	48.49	0.00	0.00	-48.49	0.00%
	<b>Salary and Benefits Total</b>	<b>1,283.58</b>	<b>1,054.19</b>	<b>1,752.00</b>	<b>1,752.00</b>	<b>697.81</b>	<b>39.83%</b>
5121	Equipment Services	28.69	13.30	75.00	75.00	61.70	82.27%
5132	Government Fees & Permits	354.82	0.00	354.82	354.82	354.82	100.00%
5137	Park/Field Supplies	64.65	0.00	0.00	0.00	0.00	0.00%
5138	Irrigation Supplies	45.90	56.88	100.00	100.00	43.12	43.12%
5140	Landscape Supplies	0.00	0.00	100.00	100.00	100.00	100.00%
5142	Contract Service	11,898.26	2,299.40	9,528.72	9,528.72	7,229.32	75.87%
5220	Fuel Expense	34.60	16.49	120.00	120.00	103.51	86.26%
5242	Water Expense	3,061.33	658.07	5,325.00	5,325.00	4,666.93	87.64%
5244	Utility: Electric	90.08	19.41	145.96	145.96	126.55	86.70%
5245	Utility: Street Light Electric	436.81	90.45	750.00	750.00	659.55	87.94%
5260	Engineering Report Fees	377.15	416.50	416.33	416.33	-0.17	-0.04%
5265	Administrative Overhead	2,194.74	1,863.47	2,596.00	2,596.00	732.53	28.22%
	<b>Services and Supplies Total</b>	<b>18,587.03</b>	<b>5,433.97</b>	<b>19,511.83</b>	<b>19,511.83</b>	<b>14,077.86</b>	<b>72.15%</b>
	<b>Expense Total</b>	<b>19,870.61</b>	<b>6,488.16</b>	<b>21,263.83</b>	<b>21,263.83</b>	<b>14,775.67</b>	<b>69.49%</b>
	<b>Net Difference Total</b>	<b>-2,340.59</b>	<b>-6,388.78</b>	<b>-3,874.00</b>	<b>-3,874.00</b>	<b>2,514.78</b>	<b>64.91%</b>
<b>021</b>	<b>Green Valley Hills (LLAD) Ending Balance</b>	<b>\$24,152.47</b>	<b>\$17,763.69</b>	<b>\$15,818.00</b>	<b>\$15,818.00</b>	<b>-\$1,945.69</b>	<b>-12.30%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>022</b>	<b>Promontory Village 6 (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$0.00	\$64,433.49	\$0.00	\$0.00	-\$64,433.49	0.00%
	<b>Beginning Balance</b>	<b>0.00</b>	<b>64,433.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-64,433.49</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	76,889.72	129,340.98	129,340.98	129,340.98	0.00	0.00%
2812	Operating Reserve	222,963.80	239,143.08	239,143.08	239,143.08	0.00	0.00%
	<b>Reserves Total</b>	<b>299,853.52</b>	<b>368,484.06</b>	<b>368,484.06</b>	<b>368,484.06</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	313,084.53	1,523.27	321,542.72	321,542.72	320,019.45	99.53%
3150	Interest	3,483.23	171.56	0.00	0.00	-171.56	0.00%
3300	Transfers In	242,921.98	0.00	364,013.84	364,013.84	364,013.84	100.00%
	<b>Revenue Total</b>	<b>559,489.74</b>	<b>1,694.83</b>	<b>685,556.56</b>	<b>685,556.56</b>	<b>683,861.73</b>	<b>99.75%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	2,336.93	512.01	5,703.00	5,703.00	5,190.99	91.02%
4120	Employee Benefits	6,426.26	0.00	12,055.00	12,055.00	12,055.00	100.00%
4130	PERS-Retirement	2,458.49	498.57	3,056.00	3,056.00	2,557.43	83.69%
4150	Workers Compensation	3,594.59	7,037.62	5,221.00	5,221.00	-1,816.62	-34.79%
5011	Salary Expense-Full Time	32,346.56	7,174.32	45,243.00	45,243.00	38,068.68	84.14%
5012	Salary Expense-Part Time	2,099.23	673.46	18,635.00	18,635.00	17,961.54	96.39%
	<b>Salary and Benefits Total</b>	<b>49,262.06</b>	<b>15,895.98</b>	<b>89,913.00</b>	<b>89,913.00</b>	<b>74,017.02</b>	<b>82.32%</b>
5110	Custodial Supplies	1,425.78	411.46	2,500.00	2,500.00	2,088.54	83.54%
5121	Equipment Services	1,755.87	298.80	1,440.00	1,440.00	1,141.20	79.25%
5130	Functional Supplies	1,790.36	3.21	0.00	0.00	-3.21	0.00%
5132	Government Fees & Permits	1,228.84	0.00	1,554.84	1,554.84	1,554.84	100.00%
5136	Playground Equipment	6,950.83	730.36	2,500.00	2,500.00	1,769.64	70.79%
5137	Park/Field Supplies	2,829.07	448.32	9,500.00	9,500.00	9,051.68	95.28%
5138	Irrigation Supplies	1,260.18	648.79	4,700.00	4,700.00	4,051.21	86.20%
5139	Small Tools	0.00	86.67	150.00	150.00	63.33	42.22%
5140	Landscape Supplies	7,321.57	0.00	18,400.00	18,400.00	18,400.00	100.00%
5142	Contract Service	205,180.73	57,290.84	231,986.77	231,986.77	174,695.93	75.30%
5150	Chemical Supplies	466.21	768.50	6,950.00	6,950.00	6,181.50	88.94%
5151	Vandalism	1,985.36	0.00	0.00	0.00	0.00	0.00%
5153	Deferred Maintenance <5000	7,210.51	1,669.46	6,260.00	6,260.00	4,590.54	73.33%
5220	Fuel Expense	2,093.16	370.52	2,350.00	2,350.00	1,979.48	84.23%
5230	Rental-Equipment	975.10	0.00	0.00	0.00	0.00	0.00%
5241	Telephone Expense	658.21	85.60	600.00	600.00	514.40	85.73%
5242	Water Expense	34,390.98	13,496.62	38,350.00	38,350.00	24,853.38	64.81%
5244	Utility: Electric	24,981.06	2,916.59	36,242.55	36,242.55	33,325.96	91.95%
5260	Engineering Report Fees	1,726.83	1,906.12	1,906.24	1,906.24	0.12	0.01%
5265	Administrative Overhead	72,933.00	18,259.16	124,900.00	124,900.00	106,640.84	85.38%
	<b>Services and Supplies Total</b>	<b>377,163.65</b>	<b>99,391.02</b>	<b>490,290.40</b>	<b>490,290.40</b>	<b>390,899.38</b>	<b>79.73%</b>
5560	Deferred Maintenance >5000	0.00	0.00	85,148.16	85,148.16	85,148.16	100.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>85,148.16</b>	<b>85,148.16</b>	<b>85,148.16</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>426,425.71</b>	<b>115,287.00</b>	<b>665,351.56</b>	<b>665,351.56</b>	<b>550,064.56</b>	<b>82.67%</b>
	<b>Net Difference Total</b>	<b>133,064.03</b>	<b>-113,592.17</b>	<b>20,205.00</b>	<b>20,205.00</b>	<b>133,797.17</b>	<b>662.20%</b>
<b>022</b>	<b>Promontory Village 6 (LLAD) Ending Balance</b>	<b>\$432,917.55</b>	<b>\$319,325.38</b>	<b>\$388,689.06</b>	<b>\$388,689.06</b>	<b>\$69,363.68</b>	<b>17.85%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>023</b>	<b>Oakridge Village (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$4,896.71	\$9,127.14	\$2,109.00	\$2,109.00	-\$7,018.14	-332.77%
	<b>Beginning Balance</b>	<b>4,896.71</b>	<b>9,127.14</b>	<b>2,109.00</b>	<b>2,109.00</b>	<b>-7,018.14</b>	<b>-332.77%</b>
2811	Deferred Maintenance Reserve	9,976.00	2,145.12	2,145.12	2,145.12	0.00	0.00%
2812	Operating Reserve	12,036.36	9,692.00	9,692.00	9,692.00	0.00	0.00%
	<b>Reserves Total</b>	<b>22,012.36</b>	<b>11,837.12</b>	<b>11,837.12</b>	<b>11,837.12</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	17,023.38	0.00	16,498.08	16,498.08	16,498.08	100.00%
3150	Interest	133.05	12.06	0.00	0.00	-12.06	0.00%
3300	Transfers In	356.99	0.00	250.69	250.69	250.69	100.00%
	<b>Revenue Total</b>	<b>17,513.42</b>	<b>12.06</b>	<b>16,748.77</b>	<b>16,748.77</b>	<b>16,736.71</b>	<b>99.93%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	69.42	0.55	121.00	121.00	120.45	99.55%
4120	Employee Benefits	199.08	0.00	433.00	433.00	433.00	100.00%
4130	PERS-Retirement	82.51	0.66	112.00	112.00	111.34	99.41%
4150	Workers Compensation	37.29	157.71	117.00	117.00	-40.71	-34.79%
5011	Salary Expense-Full Time	1,002.06	8.59	1,506.00	1,506.00	1,497.41	99.43%
5012	Salary Expense-Part Time	18.66	0.00	0.00	0.00	0.00	0.00%
	<b>Salary and Benefits Total</b>	<b>1,409.02</b>	<b>167.51</b>	<b>2,289.00</b>	<b>2,289.00</b>	<b>2,121.49</b>	<b>92.68%</b>
5121	Equipment Services	4.28	3.15	35.00	35.00	31.85	91.00%
5132	Government Fees & Permits	205.87	0.00	205.87	205.87	205.87	100.00%
5138	Irrigation Supplies	187.72	0.00	100.00	100.00	100.00	100.00%
5140	Landscape Supplies	0.00	0.00	150.00	150.00	150.00	100.00%
5142	Contract Service	15,563.66	1,768.78	5,599.14	5,599.14	3,830.36	68.41%
5220	Fuel Expense	5.20	3.90	30.00	30.00	26.10	87.00%
5242	Water Expense	2,571.25	969.57	3,263.00	3,263.00	2,293.43	70.29%
5244	Utility: Electric	146.04	33.72	217.35	217.35	183.63	84.49%
5245	Utility: Street Light Electric	929.14	206.90	1,400.00	1,400.00	1,193.10	85.22%
5260	Engineering Report Fees	147.92	163.63	163.29	163.29	-0.34	-0.21%
5265	Administrative Overhead	2,288.13	47.30	3,260.00	3,260.00	3,212.70	98.55%
	<b>Services and Supplies Total</b>	<b>22,049.21</b>	<b>3,196.95</b>	<b>14,423.65</b>	<b>14,423.65</b>	<b>11,226.70</b>	<b>77.84%</b>
	<b>Expense Total</b>	<b>23,458.23</b>	<b>3,364.46</b>	<b>16,712.65</b>	<b>16,712.65</b>	<b>13,348.19</b>	<b>79.87%</b>
	<b>Net Difference Total</b>	<b>-5,944.81</b>	<b>-3,352.40</b>	<b>36.12</b>	<b>36.12</b>	<b>3,388.52</b>	<b>9381.28%</b>
<b>023</b>	<b>Oakridge Village (LLAD) Ending Balance</b>	<b>\$20,964.26</b>	<b>\$17,611.86</b>	<b>\$13,982.24</b>	<b>\$13,982.24</b>	<b>-\$3,629.62</b>	<b>-25.96%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>024</b>	<b>Oaktree Village (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$4,747.60	\$9,686.44	\$1,327.45	\$1,327.45	-\$8,358.99	-629.70%
	<b>Beginning Balance</b>	<b>4,747.60</b>	<b>9,686.44</b>	<b>1,327.45</b>	<b>1,327.45</b>	<b>-8,358.99</b>	<b>-629.70%</b>
2811	Deferred Maintenance Reserve	49,286.00	54,286.00	54,286.00	54,286.00	0.00	0.00%
2812	Operating Reserve	5,761.05	5,250.08	5,250.08	5,250.08	0.00	0.00%
	<b>Reserves Total</b>	<b>55,047.05</b>	<b>59,536.08</b>	<b>59,536.08</b>	<b>59,536.08</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	15,967.56	218.75	11,083.74	11,083.74	10,864.99	98.03%
3150	Interest	370.48	40.97	0.00	0.00	-40.97	0.00%
3300	Transfers In	110.28	0.00	189.00	189.00	189.00	100.00%
	<b>Revenue Total</b>	<b>16,448.32</b>	<b>259.72</b>	<b>11,272.74</b>	<b>11,272.74</b>	<b>11,013.02</b>	<b>97.70%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	10.07	2.17	86.00	86.00	83.83	97.48%
4120	Employee Benefits	32.76	0.00	258.00	258.00	258.00	100.00%
4130	PERS-Retirement	12.98	1.55	81.00	81.00	79.45	98.09%
4150	Workers Compensation	67.37	107.82	80.00	80.00	-27.82	-34.78%
5011	Salary Expense-Full Time	164.88	20.09	1,077.00	1,077.00	1,056.91	98.13%
5012	Salary Expense-Part Time	0.00	13.07	145.20	145.20	132.13	91.00%
	<b>Salary and Benefits Total</b>	<b>288.06</b>	<b>144.70</b>	<b>1,727.20</b>	<b>1,727.20</b>	<b>1,582.50</b>	<b>91.62%</b>
5121	Equipment Services	21.81	1.20	50.00	50.00	48.80	97.60%
5132	Government Fees & Permits	314.86	0.00	314.86	314.86	314.86	100.00%
5138	Irrigation Supplies	9.13	0.00	200.00	200.00	200.00	100.00%
5140	Landscape Supplies	0.00	0.00	400.00	400.00	400.00	100.00%
5142	Contract Service	3,712.40	884.40	3,812.40	3,812.40	2,928.00	76.80%
5220	Fuel Expense	25.63	1.48	47.00	47.00	45.52	96.85%
5242	Water Expense	1,323.33	219.71	2,633.00	2,633.00	2,413.29	91.66%
5244	Utility: Electric	103.74	22.63	178.00	178.00	155.37	87.29%
5245	Utility: Street Light Electric	585.58	130.32	590.00	590.00	459.68	77.91%
5260	Engineering Report Fees	259.74	286.87	286.73	286.73	-0.14	-0.05%
5265	Administrative Overhead	376.17	82.61	2,361.00	2,361.00	2,278.39	96.50%
	<b>Services and Supplies Total</b>	<b>6,732.39</b>	<b>1,629.22</b>	<b>10,872.99</b>	<b>10,872.99</b>	<b>9,243.77</b>	<b>85.02%</b>
	<b>Expense Total</b>	<b>7,020.45</b>	<b>1,773.92</b>	<b>12,600.19</b>	<b>12,600.19</b>	<b>10,826.27</b>	<b>85.92%</b>
	<b>Net Difference Total</b>	<b>9,427.87</b>	<b>-1,514.20</b>	<b>-1,327.45</b>	<b>-1,327.45</b>	<b>186.75</b>	<b>14.07%</b>
<b>024</b>	<b>Oaktree Village (LLAD) Ending Balance</b>	<b>\$69,222.52</b>	<b>\$67,708.32</b>	<b>\$59,536.08</b>	<b>\$59,536.08</b>	<b>-\$8,172.24</b>	<b>-13.73%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>026</b>	<b>Crescent Ridge (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$19,558.11	\$8,385.02	\$497.00	\$497.00	-\$7,888.02	-1587.13%
	<b>Beginning Balance</b>	<b>19,558.11</b>	<b>8,385.02</b>	<b>497.00</b>	<b>497.00</b>	<b>-7,888.02</b>	<b>-1587.13%</b>
2811	Deferred Maintenance Reserve	4,512.43	15,935.00	15,935.00	15,935.00	0.00	0.00%
2812	Operating Reserve	12,422.65	11,169.00	11,169.00	11,169.00	0.00	0.00%
	<b>Reserves Total</b>	<b>16,935.08</b>	<b>27,104.00</b>	<b>27,104.00</b>	<b>27,104.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	23,665.62	59.92	25,906.08	25,906.08	25,846.16	99.77%
3150	Interest	196.46	20.01	0.00	0.00	-20.01	0.00%
3300	Transfers In	383.40	0.00	402.08	402.08	402.08	100.00%
	<b>Revenue Total</b>	<b>24,245.48</b>	<b>79.93</b>	<b>26,308.16</b>	<b>26,308.16</b>	<b>26,228.23</b>	<b>99.70%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	91.25	9.85	162.00	162.00	152.15	93.92%
4120	Employee Benefits	279.84	0.00	502.00	502.00	502.00	100.00%
4130	PERS-Retirement	117.07	10.99	144.00	144.00	133.01	92.37%
4150	Workers Compensation	209.62	173.92	129.00	129.00	-44.92	-34.82%
5011	Salary Expense-Full Time	1,408.59	159.73	2,040.00	2,040.00	1,880.27	92.17%
5012	Salary Expense-Part Time	2.31	0.00	0.00	0.00	0.00	0.00%
	<b>Salary and Benefits Total</b>	<b>2,108.68</b>	<b>354.49</b>	<b>2,977.00</b>	<b>2,977.00</b>	<b>2,622.51</b>	<b>88.09%</b>
5121	Equipment Services	103.99	13.05	225.00	225.00	211.95	94.20%
5130	Functional Supplies	19.02	0.00	0.00	0.00	0.00	0.00%
5132	Government Fees & Permits	350.20	0.00	350.20	350.20	350.20	100.00%
5138	Irrigation Supplies	0.00	0.00	150.00	150.00	150.00	100.00%
5140	Landscape Supplies	399.41	0.00	600.00	600.00	600.00	100.00%
5142	Contract Service	14,013.35	3,407.20	12,702.16	12,702.16	9,294.96	73.18%
5150	Chemical Supplies	0.00	118.24	0.00	0.00	-118.24	0.00%
5220	Fuel Expense	122.14	16.18	275.00	275.00	258.82	94.12%
5242	Water Expense	3,979.09	1,328.98	3,990.00	3,990.00	2,661.02	66.69%
5244	Utility: Electric	139.52	32.42	194.00	194.00	161.58	83.29%
5245	Utility: Street Light Electric	670.27	98.21	600.00	600.00	501.79	83.63%
5260	Engineering Report Fees	259.74	286.87	286.73	286.73	-0.14	-0.05%
5265	Administrative Overhead	3,084.24	473.50	4,455.07	4,455.07	3,981.57	89.37%
	<b>Services and Supplies Total</b>	<b>23,140.97</b>	<b>5,774.65</b>	<b>23,828.16</b>	<b>23,828.16</b>	<b>18,053.51</b>	<b>75.77%</b>
	<b>Expense Total</b>	<b>25,249.65</b>	<b>6,129.14</b>	<b>26,805.16</b>	<b>26,805.16</b>	<b>20,676.02</b>	<b>77.13%</b>
	<b>Net Difference Total</b>	<b>-1,004.17</b>	<b>-6,049.21</b>	<b>-497.00</b>	<b>-497.00</b>	<b>5,552.21</b>	<b>1117.14%</b>
<b>026</b>	<b>Crescent Ridge (LLAD) Ending Balance</b>	<b>\$35,489.02</b>	<b>\$29,439.81</b>	<b>\$27,104.00</b>	<b>\$27,104.00</b>	<b>-\$2,335.81</b>	<b>-8.62%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
027	<b>La Cresta (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$12,696.93	\$10,981.33	\$0.00	\$0.00	-\$10,981.33	0.00%
	<b>Beginning Balance</b>	<b>12,696.93</b>	<b>10,981.33</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,981.33</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	0.00	10,144.66	10,144.66	10,144.66	0.00	0.00%
2812	Operating Reserve	7,794.60	6,307.95	6,307.95	6,307.95	0.00	0.00%
	<b>Reserves Total</b>	<b>7,794.60</b>	<b>16,452.61</b>	<b>16,452.61</b>	<b>16,452.61</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	16,335.84	0.00	16,304.90	16,304.90	16,304.90	100.00%
3150	Interest	148.12	15.98	0.00	0.00	-15.98	0.00%
3300	Transfers In	148.52	0.00	227.09	227.09	227.09	100.00%
	<b>Revenue Total</b>	<b>16,632.48</b>	<b>15.98</b>	<b>16,531.99</b>	<b>16,531.99</b>	<b>16,516.01</b>	<b>99.90%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	35.34	1.93	130.00	130.00	128.07	98.52%
4120	Employee Benefits	105.71	0.00	455.00	455.00	455.00	100.00%
4130	PERS-Retirement	43.49	2.11	104.00	104.00	101.89	97.97%
4150	Workers Compensation	157.52	149.66	111.00	111.00	-38.66	-34.83%
5011	Salary Expense-Full Time	532.09	31.05	1,518.00	1,518.00	1,486.95	97.95%
5012	Salary Expense-Part Time	17.43	0.00	83.00	83.00	83.00	100.00%
	<b>Salary and Benefits Total</b>	<b>891.58</b>	<b>184.75</b>	<b>2,401.00</b>	<b>2,401.00</b>	<b>2,216.25</b>	<b>92.31%</b>
5121	Equipment Services	41.24	3.00	110.00	110.00	107.00	97.27%
5132	Government Fees & Permits	248.94	0.00	248.94	248.94	248.94	100.00%
5138	Irrigation Supplies	0.00	0.00	390.00	390.00	390.00	100.00%
5140	Landscape Supplies	0.00	0.00	150.00	150.00	150.00	100.00%
5142	Contract Service	5,925.84	1,415.02	5,715.84	5,715.84	4,300.82	75.24%
5220	Fuel Expense	49.16	3.72	150.00	150.00	146.28	97.52%
5242	Water Expense	1,123.79	310.34	2,000.00	2,000.00	1,689.66	84.48%
5244	Utility: Electric	123.32	26.74	400.00	400.00	373.26	93.32%
5260	Engineering Report Fees	147.92	163.63	163.29	163.29	-0.34	-0.21%
5265	Administrative Overhead	1,138.28	128.85	3,410.00	3,410.00	3,281.15	96.22%
	<b>Services and Supplies Total</b>	<b>8,798.49</b>	<b>2,051.30</b>	<b>12,738.07</b>	<b>12,738.07</b>	<b>10,686.77</b>	<b>83.90%</b>
	<b>Expense Total</b>	<b>9,690.07</b>	<b>2,236.05</b>	<b>15,139.07</b>	<b>15,139.07</b>	<b>12,903.02</b>	<b>85.23%</b>
	<b>Net Difference Total</b>	<b>6,942.41</b>	<b>-2,220.07</b>	<b>1,392.92</b>	<b>1,392.92</b>	<b>3,612.99</b>	<b>259.38%</b>
027	<b>La Cresta (LLAD) Ending Balance</b>	<b>\$27,433.94</b>	<b>\$25,213.87</b>	<b>\$17,845.53</b>	<b>\$17,845.53</b>	<b>-7,368.34</b>	<b>-41.29%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>030</b>	<b>Lake Forest (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$13,167.51	\$7,992.43	\$5,251.00	\$5,251.00	-\$2,741.43	-52.21%
	<b>Beginning Balance</b>	<b>13,167.51</b>	<b>7,992.43</b>	<b>5,251.00</b>	<b>5,251.00</b>	<b>-2,741.43</b>	<b>-52.21%</b>
2811	Deferred Maintenance Reserve	10,559.00	11,654.00	11,654.00	11,654.00	0.00	0.00%
2812	Operating Reserve	5,583.31	5,592.20	5,592.20	5,592.20	0.00	0.00%
	<b>Reserves Total</b>	<b>16,142.31</b>	<b>17,246.20</b>	<b>17,246.20</b>	<b>17,246.20</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	9,002.80	30.56	9,416.92	9,416.92	9,386.36	99.68%
3150	Interest	162.45	14.13	0.00	0.00	-14.13	0.00%
3300	Transfers In	212.13	0.00	223.37	223.37	223.37	100.00%
	<b>Revenue Total</b>	<b>9,377.38</b>	<b>44.69</b>	<b>9,640.29</b>	<b>9,640.29</b>	<b>9,595.60</b>	<b>99.54%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	107.06	23.32	117.00	117.00	93.68	80.07%
4120	Employee Benefits	279.80	0.00	327.00	327.00	327.00	100.00%
4130	PERS-Retirement	117.94	17.21	92.00	92.00	74.79	81.29%
4150	Workers Compensation	59.28	148.28	110.00	110.00	-38.28	-34.80%
5011	Salary Expense-Full Time	1,408.39	258.39	1,264.00	1,264.00	1,005.61	79.56%
5012	Salary Expense-Part Time	102.24	82.18	151.00	151.00	68.82	45.58%
	<b>Salary and Benefits Total</b>	<b>2,074.71</b>	<b>529.38</b>	<b>2,061.00</b>	<b>2,061.00</b>	<b>1,531.62</b>	<b>74.31%</b>
5121	Equipment Services	275.07	141.05	435.00	435.00	293.95	67.57%
5130	Functional Supplies	75.51	0.00	0.00	0.00	0.00	0.00%
5132	Government Fees & Permits	566.54	0.00	566.54	566.54	566.54	100.00%
5137	Park/Field Supplies	34.68	0.00	0.00	0.00	0.00	0.00%
5138	Irrigation Supplies	0.00	0.00	150.00	150.00	150.00	100.00%
5140	Landscape Supplies	0.00	0.00	150.00	150.00	150.00	100.00%
5142	Contract Service	5,123.20	1,114.32	4,502.88	4,502.88	3,388.56	75.25%
5153	Deferred Maintenance <5000	0.00	0.00	1,470.00	1,470.00	1,470.00	100.00%
5220	Fuel Expense	334.42	174.90	150.00	150.00	-24.90	-16.60%
5242	Water Expense	1,004.15	209.25	1,450.00	1,450.00	1,240.75	85.57%
5244	Utility: Electric	90.26	19.47	138.00	138.00	118.53	85.89%
5245	Utility: Street Light Electric	77.43	17.22	142.00	142.00	124.78	87.87%
5260	Engineering Report Fees	589.61	650.25	650.87	650.87	0.62	0.10%
5265	Administrative Overhead	3,202.99	729.95	3,025.00	3,025.00	2,295.05	75.87%
	<b>Services and Supplies Total</b>	<b>11,373.86</b>	<b>3,056.41</b>	<b>12,830.29</b>	<b>12,830.29</b>	<b>9,773.88</b>	<b>76.18%</b>
	<b>Expense Total</b>	<b>13,448.57</b>	<b>3,585.79</b>	<b>14,891.29</b>	<b>14,891.29</b>	<b>11,305.50</b>	<b>75.92%</b>
	<b>Net Difference Total</b>	<b>-4,071.19</b>	<b>-3,541.10</b>	<b>-5,251.00</b>	<b>-5,251.00</b>	<b>-1,709.90</b>	<b>-32.56%</b>
<b>030</b>	<b>Lake Forest (LLAD) Ending Balance</b>	<b>\$25,238.63</b>	<b>\$21,697.53</b>	<b>\$17,246.20</b>	<b>\$17,246.20</b>	<b>-\$4,451.33</b>	<b>-25.81%</b>



General Ledger  
LLAD Budget vs. Actual  
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Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
031	<b>Marina Village (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$0.00	\$0.00	\$3,483.00	\$3,483.00	\$3,483.00	100.00%
	<b>Beginning Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>3,483.00</b>	<b>3,483.00</b>	<b>3,483.00</b>	<b>100.00%</b>
2811	Deferred Maintenance Reserve	1,115.76	3,140.30	6,565.01	6,565.01	3,424.71	52.17%
2812	Operating Reserve	1,164.58	1,192.47	1,192.47	1,192.47	0.00	0.00%
	<b>Reserves Total</b>	<b>2,280.34</b>	<b>4,332.77</b>	<b>7,757.48</b>	<b>7,757.48</b>	<b>3,424.71</b>	<b>44.15%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	4,884.66	0.00	4,950.00	4,950.00	4,950.00	100.00%
3150	Interest	15.92	2.48	0.00	0.00	-2.48	0.00%
3300	Transfers In	46.18	0.00	42.93	42.93	42.93	100.00%
	<b>Revenue Total</b>	<b>4,946.76</b>	<b>2.48</b>	<b>4,992.93</b>	<b>4,992.93</b>	<b>4,990.45</b>	<b>99.95%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	19.81	1.38	22.00	22.00	20.62	93.73%
4120	Employee Benefits	57.14	0.00	61.00	61.00	61.00	100.00%
4130	PERS-Retirement	22.38	1.72	21.00	21.00	19.28	91.81%
4150	Workers Compensation	-2.16	24.26	18.00	18.00	-6.26	-34.78%
5011	Salary Expense-Full Time	287.63	22.89	270.00	270.00	247.11	91.52%
5012	Salary Expense-Part Time	18.21	0.00	0.00	0.00	0.00	0.00%
	<b>Salary and Benefits Total</b>	<b>403.01</b>	<b>50.25</b>	<b>392.00</b>	<b>392.00</b>	<b>341.75</b>	<b>87.18%</b>
5121	Equipment Services	22.95	6.00	50.00	50.00	44.00	88.00%
5132	Government Fees & Permits	182.67	0.00	182.67	182.67	182.67	100.00%
5142	Contract Service	1,428.96	353.76	1,428.96	1,428.96	1,075.20	75.24%
5220	Fuel Expense	27.90	7.44	50.00	50.00	42.56	85.12%
5260	Engineering Report Fees	147.92	163.62	163.29	163.29	-0.33	-0.20%
5265	Administrative Overhead	680.92	50.25	595.00	595.00	544.75	91.55%
	<b>Services and Supplies Total</b>	<b>2,491.32</b>	<b>581.07</b>	<b>2,469.92</b>	<b>2,469.92</b>	<b>1,888.85</b>	<b>76.47%</b>
	<b>Expense Total</b>	<b>2,894.33</b>	<b>631.32</b>	<b>2,861.92</b>	<b>2,861.92</b>	<b>2,230.60</b>	<b>77.94%</b>
	<b>Net Difference Total</b>	<b>2,052.43</b>	<b>-628.84</b>	<b>2,131.01</b>	<b>2,131.01</b>	<b>2,759.85</b>	<b>129.51%</b>
031	<b>Marina Village (LLAD) Ending Balance</b>	<b>\$4,332.77</b>	<b>\$3,703.93</b>	<b>\$13,371.49</b>	<b>\$13,371.49</b>	<b>\$9,667.56</b>	<b>72.30%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>032</b>	<b>Francisco Oaks (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$22,955.70	\$6,270.67	\$0.00	\$0.00	-\$6,270.67	0.00%
	<b>Beginning Balance</b>	<b>22,955.70</b>	<b>6,270.67</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,270.67</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	117,608.00	130,041.00	130,041.00	130,041.00	0.00	0.00%
2812	Operating Reserve	6,541.97	6,829.83	6,829.83	6,829.83	0.00	0.00%
	<b>Reserves Total</b>	<b>124,149.97</b>	<b>136,870.83</b>	<b>136,870.83</b>	<b>136,870.83</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	7,090.81	0.00	18,763.06	18,763.06	18,763.06	100.00%
3150	Interest	882.35	85.21	0.00	0.00	-85.21	0.00%
3300	Transfers In	184.27	0.00	257.99	257.99	257.99	100.00%
	<b>Revenue Total</b>	<b>8,157.43</b>	<b>85.21</b>	<b>19,021.05</b>	<b>19,021.05</b>	<b>18,935.84</b>	<b>99.55%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	21.10	0.59	119.00	119.00	118.41	99.50%
4120	Employee Benefits	63.12	0.00	301.00	301.00	301.00	100.00%
4130	PERS-Retirement	23.42	0.76	94.00	94.00	93.24	99.19%
4150	Workers Compensation	89.50	137.47	102.00	102.00	-35.47	-34.77%
5011	Salary Expense-Full Time	317.69	9.84	1,252.00	1,252.00	1,242.16	99.21%
5012	Salary Expense-Part Time	0.00	0.00	184.00	184.00	184.00	100.00%
	<b>Salary and Benefits Total</b>	<b>514.83</b>	<b>148.66</b>	<b>2,052.00</b>	<b>2,052.00</b>	<b>1,903.34</b>	<b>92.76%</b>
5121	Equipment Services	11.45	0.85	100.00	100.00	99.15	99.15%
5132	Government Fees & Permits	216.65	0.00	216.65	216.65	216.65	100.00%
5138	Irrigation Supplies	0.00	0.00	240.00	240.00	240.00	100.00%
5140	Landscape Supplies	0.00	0.00	200.00	200.00	200.00	100.00%
5142	Contract Service	5,806.37	1,238.14	5,001.36	5,001.36	3,763.22	75.24%
5153	Deferred Maintenance <5000	2,215.25	0.00	808.00	808.00	808.00	100.00%
5220	Fuel Expense	13.52	1.05	175.00	175.00	173.95	99.40%
5241	Telephone Expense	642.21	83.52	600.00	600.00	516.48	86.08%
5242	Water Expense	1,816.22	327.82	4,746.00	4,746.00	4,418.18	93.09%
5260	Engineering Report Fees	144.56	159.38	159.58	159.58	0.20	0.13%
5265	Administrative Overhead	740.54	21.25	2,901.00	2,901.00	2,879.75	99.27%
	<b>Services and Supplies Total</b>	<b>11,606.77</b>	<b>1,832.01</b>	<b>15,147.59</b>	<b>15,147.59</b>	<b>13,315.58</b>	<b>87.91%</b>
	<b>Expense Total</b>	<b>12,121.60</b>	<b>1,980.67</b>	<b>17,199.59</b>	<b>17,199.59</b>	<b>15,218.92</b>	<b>88.48%</b>
	<b>Net Difference Total</b>	<b>-3,964.17</b>	<b>-1,895.46</b>	<b>1,821.46</b>	<b>1,821.46</b>	<b>3,716.92</b>	<b>204.06%</b>
<b>032</b>	<b>Francisco Oaks (LLAD) Ending Balance</b>	<b>\$143,141.50</b>	<b>\$141,246.04</b>	<b>\$138,692.29</b>	<b>\$138,692.29</b>	<b>-\$2,553.75</b>	<b>-1.84%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>035</b>	<b>Highland Hills 13(LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Beginning Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
2810	Reserve for CIP	0.00	0.00	0.00	0.00	0.00	0.00%
2811	Deferred Maintenance Reserve	67,249.97	67,337.74	71,572.43	71,572.43	4,234.69	5.92%
2812	Operating Reserve	7,216.40	6,457.22	6,457.22	6,457.22	0.00	0.00%
2813	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00%
	<b>Reserves Total</b>	<b>74,466.37</b>	<b>73,794.96</b>	<b>78,029.65</b>	<b>78,029.65</b>	<b>4,234.69</b>	<b>5.43%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	11,322.01	0.00	20,805.20	20,805.20	20,805.20	100.00%
3150	Interest	439.38	42.99	0.00	0.00	-42.99	0.00%
3300	Transfers In	192.08	0.00	232.46	232.46	232.46	100.00%
	<b>Revenue Total</b>	<b>11,953.47</b>	<b>42.99</b>	<b>21,037.66</b>	<b>21,037.66</b>	<b>20,994.67</b>	<b>99.80%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	25.86	22.01	97.00	97.00	74.99	77.31%
4120	Employee Benefits	75.54	0.00	369.00	369.00	369.00	100.00%
4130	PERS-Retirement	35.82	27.58	76.00	76.00	48.42	63.71%
4150	Workers Compensation	74.59	105.18	78.00	78.00	-27.18	-34.85%
5011	Salary Expense-Full Time	380.22	405.97	1,106.00	1,106.00	700.03	63.29%
5012	Salary Expense-Part Time	0.00	0.00	75.00	75.00	75.00	100.00%
	<b>Salary and Benefits Total</b>	<b>592.03</b>	<b>560.74</b>	<b>1,801.00</b>	<b>1,801.00</b>	<b>1,240.26</b>	<b>68.87%</b>
5121	Equipment Services	45.34	29.70	100.00	100.00	70.30	70.30%
5132	Government Fees & Permits	176.73	0.00	176.73	176.73	176.73	100.00%
5138	Irrigation Supplies	80.97	179.01	100.00	100.00	-79.01	-79.01%
5140	Landscape Supplies	0.00	0.00	250.00	250.00	250.00	100.00%
5142	Contract Service	9,029.28	1,945.66	8,044.28	8,044.28	6,098.62	75.81%
5220	Fuel Expense	54.04	36.82	150.00	150.00	113.18	75.45%
5242	Water Expense	1,683.59	388.52	1,984.50	1,984.50	1,595.98	80.42%
5260	Engineering Report Fees	145.68	161.50	160.82	160.82	-0.68	-0.42%
5265	Administrative Overhead	817.22	928.20	2,730.00	2,730.00	1,801.80	66.00%
	<b>Services and Supplies Total</b>	<b>12,032.85</b>	<b>3,669.41</b>	<b>13,696.33</b>	<b>13,696.33</b>	<b>10,026.92</b>	<b>73.21%</b>
	<b>Expense Total</b>	<b>12,624.88</b>	<b>4,230.15</b>	<b>15,497.33</b>	<b>15,497.33</b>	<b>11,267.18</b>	<b>72.70%</b>
	<b>Net Difference Total</b>	<b>-671.41</b>	<b>-4,187.16</b>	<b>5,540.33</b>	<b>5,540.33</b>	<b>9,727.49</b>	<b>175.58%</b>
<b>035</b>	<b>Highland Hills 13(LLAD) Ending Balance</b>	<b>\$73,794.96</b>	<b>\$69,607.80</b>	<b>\$83,569.98</b>	<b>\$83,569.98</b>	<b>13,962.18</b>	<b>16.71%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
037	Laurel/Hollow Oaks (LLAD)						
	<b>Fund Balance</b>						
2800	Fund Balance	\$14,026.85	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Beginning Balance</b>	<b>14,026.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	74,142.00	77,864.05	79,519.00	79,519.00	1,654.95	2.08%
2812	Operating Reserve	10,458.18	11,876.70	11,876.70	11,876.70	0.00	0.00%
	<b>Reserves Total</b>	<b>84,600.18</b>	<b>89,740.75</b>	<b>91,395.70</b>	<b>91,395.70</b>	<b>1,654.95</b>	<b>1.81%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	10,317.78	0.00	45,710.10	45,710.10	45,710.10	100.00%
3150	Interest	566.20	51.52	0.00	0.00	-51.52	0.00%
3300	Transfers In	2,981.81	0.00	5,757.00	5,757.00	5,757.00	100.00%
	<b>Revenue Total</b>	<b>13,865.79</b>	<b>51.52</b>	<b>51,467.10</b>	<b>51,467.10</b>	<b>51,415.58</b>	<b>99.90%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	179.08	37.70	261.00	261.00	223.30	85.56%
4120	Employee Benefits	466.03	0.00	227.00	227.00	227.00	100.00%
4130	PERS-Retirement	177.85	36.78	188.00	188.00	151.22	80.44%
4150	Workers Compensation	198.48	129.43	96.00	96.00	-33.43	-34.82%
5011	Salary Expense-Full Time	2,345.78	538.39	2,758.00	2,758.00	2,219.61	80.48%
5012	Salary Expense-Part Time	139.15	70.50	392.00	392.00	321.50	82.02%
	<b>Salary and Benefits Total</b>	<b>3,506.37</b>	<b>812.80</b>	<b>3,922.00</b>	<b>3,922.00</b>	<b>3,109.20</b>	<b>79.28%</b>
5121	Equipment Services	296.13	42.75	350.00	350.00	307.25	87.79%
5132	Government Fees & Permits	246.06	0.00	246.06	246.06	246.06	100.00%
5136	Playground Equipment	0.00	0.00	500.00	500.00	500.00	100.00%
5137	Park/Field Supplies	159.14	0.00	150.00	150.00	150.00	100.00%
5138	Irrigation Supplies	268.82	0.00	300.00	300.00	300.00	100.00%
5140	Landscape Supplies	260.45	0.00	500.00	500.00	500.00	100.00%
5142	Contract Service	7,579.18	990.53	9,174.44	9,174.44	8,183.91	89.20%
5150	Chemical Supplies	0.00	147.79	0.00	0.00	-147.79	0.00%
5153	Deferred Maintenance <5000	0.00	1,611.94	15,883.00	15,883.00	14,271.06	89.85%
5220	Fuel Expense	354.43	53.02	430.00	430.00	376.98	87.67%
5241	Telephone Expense	324.00	42.16	300.00	300.00	257.84	85.95%
5242	Water Expense	3,973.41	898.24	4,000.00	4,000.00	3,101.76	77.54%
5244	Utility: Electric	258.30	57.79	372.00	372.00	314.21	84.47%
5245	Utility: Street Light Electric	424.76	94.90	575.00	575.00	480.10	83.50%
5260	Engineering Report Fees	144.56	159.37	159.58	159.58	0.21	0.13%
5265	Administrative Overhead	4,956.46	1,465.77	7,525.00	7,525.00	6,059.23	80.52%
	<b>Services and Supplies Total</b>	<b>19,245.70</b>	<b>5,564.26</b>	<b>40,465.08</b>	<b>40,465.08</b>	<b>34,900.82</b>	<b>86.25%</b>
	<b>Expense Total</b>	<b>22,752.07</b>	<b>6,377.06</b>	<b>44,387.08</b>	<b>44,387.08</b>	<b>38,010.02</b>	<b>85.63%</b>
	<b>Net Difference Total</b>	<b>-8,886.28</b>	<b>-6,325.54</b>	<b>7,080.02</b>	<b>7,080.02</b>	<b>13,405.56</b>	<b>189.34%</b>
037	Laurel/Hollow Oaks (LLAD) Ending Balance	\$89,740.75	\$83,415.21	\$98,475.72	\$98,475.72	\$15,060.51	15.29%

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
038	<b>Wild Oaks Park (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$53,996.85	\$29,748.54	\$35,112.23	\$35,112.23	\$5,363.69	15.28%
	<b>Beginning Balance</b>	<b>53,996.85</b>	<b>29,748.54</b>	<b>35,112.23</b>	<b>35,112.23</b>	<b>5,363.69</b>	<b>15.28%</b>
2810	Reserve for CIP	123,252.00	123,252.00	123,252.00	123,252.00	0.00	0.00%
2811	Deferred Maintenance Reserve	7,653.00	27,653.66	27,653.66	27,653.66	0.00	0.00%
2812	Operating Reserve	10,558.00	11,712.52	11,712.52	11,712.52	0.00	0.00%
	<b>Reserves Total</b>	<b>141,463.00</b>	<b>162,618.18</b>	<b>162,618.18</b>	<b>162,618.18</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	6,837.97	30.47	6,837.60	6,837.60	6,807.13	99.55%
3150	Interest	1,173.66	113.46	0.00	0.00	-113.46	0.00%
3300	Transfers In	1,978.83	0.00	3,645.87	3,645.87	3,645.87	100.00%
	<b>Revenue Total</b>	<b>9,990.46</b>	<b>143.93</b>	<b>10,483.47</b>	<b>10,483.47</b>	<b>10,339.54</b>	<b>98.63%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	13.00	0.78	119.00	119.00	118.22	99.34%
4120	Employee Benefits	34.96	0.00	301.00	301.00	301.00	100.00%
4130	PERS-Retirement	13.70	1.01	94.00	94.00	92.99	98.93%
4150	Workers Compensation	158.29	137.48	102.00	102.00	-35.48	-34.78%
5011	Salary Expense-Full Time	175.96	12.99	1,252.00	1,252.00	1,239.01	98.96%
5012	Salary Expense-Part Time	15.73	0.00	184.00	184.00	184.00	100.00%
	<b>Salary and Benefits Total</b>	<b>411.64</b>	<b>152.26</b>	<b>2,052.00</b>	<b>2,052.00</b>	<b>1,899.74</b>	<b>92.58%</b>
5121	Equipment Services	12.00	0.55	60.00	60.00	59.45	99.08%
5132	Government Fees & Permits	1,064.44	0.00	1,064.44	1,064.44	1,064.44	100.00%
5140	Landscape Supplies	0.00	0.00	500.00	500.00	500.00	100.00%
5142	Contract Service	9,743.96	1,061.28	19,716.28	19,716.28	18,655.00	94.62%
5220	Fuel Expense	14.06	0.68	100.00	100.00	99.32	99.32%
5260	Engineering Report Fees	1,417.09	1,564.00	1,564.32	1,564.32	0.32	0.02%
5265	Administrative Overhead	420.40	28.05	3,053.00	3,053.00	3,024.95	99.08%
	<b>Services and Supplies Total</b>	<b>12,671.95</b>	<b>2,654.56</b>	<b>26,058.04</b>	<b>26,058.04</b>	<b>23,403.48</b>	<b>89.81%</b>
	<b>Expense Total</b>	<b>13,083.59</b>	<b>2,806.82</b>	<b>28,110.04</b>	<b>28,110.04</b>	<b>25,303.22</b>	<b>90.01%</b>
	<b>Net Difference Total</b>	<b>-3,093.13</b>	<b>-2,662.89</b>	<b>-17,626.57</b>	<b>-17,626.57</b>	<b>-14,963.68</b>	<b>-84.89%</b>
038	<b>Wild Oaks Park (LLAD) Ending Balance</b>	<b>\$192,366.72</b>	<b>\$189,703.83</b>	<b>\$180,103.84</b>	<b>\$180,103.84</b>	<b>-\$9,599.99</b>	<b>-5.33%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
039	<b>Silva Valley (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$9,814.61	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Beginning Balance</b>	<b>9,814.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	267,198.92	278,074.28	278,792.58	278,792.58	718.30	0.26%
2812	Operating Reserve	28,234.18	38,220.30	38,220.30	38,220.30	0.00	0.00%
	<b>Reserves Total</b>	<b>295,433.10</b>	<b>316,294.58</b>	<b>317,012.88</b>	<b>317,012.88</b>	<b>718.30</b>	<b>0.23%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	72,019.70	141.46	103,835.31	103,835.31	103,693.85	99.86%
3150	Interest	1,811.79	183.14	0.00	0.00	-183.14	0.00%
3300	Transfers In	9,475.06	0.00	13,047.01	13,047.01	13,047.01	100.00%
	<b>Revenue Total</b>	<b>83,306.55</b>	<b>324.60</b>	<b>116,882.32</b>	<b>116,882.32</b>	<b>116,557.72</b>	<b>99.72%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	352.82	71.52	961.00	961.00	889.48	92.56%
4120	Employee Benefits	920.73	0.00	2,088.00	2,088.00	2,088.00	100.00%
4130	PERS-Retirement	433.54	71.29	546.00	546.00	474.71	86.94%
4150	Workers Compensation	442.32	986.72	732.00	732.00	-254.72	-34.80%
5011	Salary Expense-Full Time	4,634.49	1,066.97	8,039.00	8,039.00	6,972.03	86.73%
5012	Salary Expense-Part Time	299.57	41.59	3,010.00	3,010.00	2,968.41	98.62%
	<b>Salary and Benefits Total</b>	<b>7,083.47</b>	<b>2,238.09</b>	<b>15,376.00</b>	<b>15,376.00</b>	<b>13,137.91</b>	<b>85.44%</b>
5121	Equipment Services	166.37	33.60	350.00	350.00	316.40	90.40%
5132	Government Fees & Permits	476.75	0.00	476.75	476.75	476.75	100.00%
5136	Playground Equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	100.00%
5138	Irrigation Supplies	1,752.35	129.45	0.00	0.00	-129.45	0.00%
5140	Landscape Supplies	1,180.52	0.00	1,100.00	1,100.00	1,100.00	100.00%
5142	Contract Service	32,619.18	4,421.94	31,918.00	31,918.00	27,496.06	86.15%
5150	Chemical Supplies	0.00	206.90	0.00	0.00	-206.90	0.00%
5153	Deferred Maintenance <5000	0.00	1,494.25	8,865.00	8,865.00	7,370.75	83.14%
5220	Fuel Expense	196.66	41.66	365.00	365.00	323.34	88.59%
5241	Telephone Expense	330.30	42.97	500.00	500.00	457.03	91.41%
5242	Water Expense	16,143.00	4,589.31	14,100.00	14,100.00	9,510.69	67.45%
5244	Utility: Electric	420.92	91.13	630.00	630.00	538.87	85.53%
5245	Utility: Street Light Electric	636.54	141.72	1,265.00	1,265.00	1,123.28	88.80%
5260	Engineering Report Fees	528.11	582.25	582.98	582.98	0.73	0.13%
5265	Administrative Overhead	10,725.51	2,590.28	24,065.00	24,065.00	21,474.72	89.24%
	<b>Services and Supplies Total</b>	<b>65,176.21</b>	<b>14,365.46</b>	<b>85,217.73</b>	<b>85,217.73</b>	<b>70,852.27</b>	<b>83.14%</b>
	<b>Expense Total</b>	<b>72,259.68</b>	<b>16,603.55</b>	<b>100,593.73</b>	<b>100,593.73</b>	<b>83,990.18</b>	<b>83.49%</b>
	<b>Net Difference Total</b>	<b>11,046.87</b>	<b>-16,278.95</b>	<b>16,288.59</b>	<b>16,288.59</b>	<b>32,567.54</b>	<b>199.94%</b>
039	<b>Silva Valley (LLAD) Ending Balance</b>	<b>\$316,294.58</b>	<b>\$300,015.63</b>	<b>\$333,301.47</b>	<b>\$333,301.47</b>	<b>\$33,285.84</b>	<b>9.99%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>040</b>	<b>Bass Lake Village A (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$16,719.57	\$6,002.42	\$54.00	\$54.00	-\$5,948.42	-11015.59%
	<b>Beginning Balance</b>	<b>16,719.57</b>	<b>6,002.42</b>	<b>54.00</b>	<b>54.00</b>	<b>-5,948.42</b>	<b>-11015.59%</b>
2811	Deferred Maintenance Reserve	3,655.10	14,588.00	14,588.00	14,588.00	0.00	0.00%
2812	Operating Reserve	12,073.01	11,665.00	11,665.00	11,665.00	0.00	0.00%
	<b>Reserves Total</b>	<b>15,728.11</b>	<b>26,253.00</b>	<b>26,253.00</b>	<b>26,253.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	27,648.72	55.19	27,521.88	27,521.88	27,466.69	99.80%
3150	Interest	178.01	17.51	0.00	0.00	-17.51	0.00%
3300	Transfers In	434.58	0.00	419.94	419.94	419.94	100.00%
	<b>Revenue Total</b>	<b>28,261.31</b>	<b>72.70</b>	<b>27,941.82</b>	<b>27,941.82</b>	<b>27,869.12</b>	<b>99.74%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	214.12	68.98	218.00	218.00	149.02	68.36%
4120	Employee Benefits	416.42	0.00	186.00	186.00	186.00	100.00%
4130	PERS-Retirement	166.90	31.83	184.00	184.00	152.17	82.70%
4150	Workers Compensation	84.78	91.61	68.00	68.00	-23.61	-34.72%
5011	Salary Expense-Full Time	2,096.07	475.52	2,736.00	2,736.00	2,260.48	82.62%
5012	Salary Expense-Part Time	637.29	565.61	0.00	0.00	-565.61	0.00%
	<b>Salary and Benefits Total</b>	<b>3,615.58</b>	<b>1,233.55</b>	<b>3,392.00</b>	<b>3,392.00</b>	<b>2,158.45</b>	<b>63.63%</b>
5121	Equipment Services	223.39	11.20	275.00	275.00	263.80	95.93%
5132	Government Fees & Permits	402.65	0.00	402.65	402.65	402.65	100.00%
5137	Park/Field Supplies	366.73	0.00	0.00	0.00	0.00	0.00%
5138	Irrigation Supplies	241.39	176.27	250.00	250.00	73.73	29.49%
5140	Landscape Supplies	69.77	0.00	250.00	250.00	250.00	100.00%
5142	Contract Service	7,310.98	1,415.04	6,811.84	6,811.84	5,396.80	79.23%
5150	Chemical Supplies	0.00	59.12	0.00	0.00	-59.12	0.00%
5153	Deferred Maintenance <5000	1,999.28	0.00	0.00	0.00	0.00	0.00%
5220	Fuel Expense	270.19	13.89	370.00	370.00	356.11	96.25%
5242	Water Expense	4,727.17	1,622.21	4,200.00	4,200.00	2,577.79	61.38%
5244	Utility: Electric	597.02	113.73	750.00	750.00	636.27	84.84%
5245	Utility: Street Light Electric	2,787.61	620.71	3,953.00	3,953.00	3,332.29	84.30%
5260	Engineering Report Fees	377.15	416.50	416.33	416.33	-0.17	-0.04%
5265	Administrative Overhead	5,464.66	2,107.47	6,925.00	6,925.00	4,817.53	69.57%
	<b>Services and Supplies Total</b>	<b>24,837.99</b>	<b>6,556.14</b>	<b>24,603.82</b>	<b>24,603.82</b>	<b>18,047.68</b>	<b>73.35%</b>
	<b>Expense Total</b>	<b>28,453.57</b>	<b>7,789.69</b>	<b>27,995.82</b>	<b>27,995.82</b>	<b>20,206.13</b>	<b>72.18%</b>
	<b>Net Difference Total</b>	<b>-192.26</b>	<b>-7,716.99</b>	<b>-54.00</b>	<b>-54.00</b>	<b>7,662.99</b>	<b>14190.72%</b>
<b>040</b>	<b>Bass Lake Village A (LLAD) Ending Balance</b>	<b>\$32,255.42</b>	<b>\$24,538.43</b>	<b>\$26,253.00</b>	<b>\$26,253.00</b>	<b>\$1,714.57</b>	<b>6.53%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>041</b>	<b>Roadways (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$35,292.84	\$236,702.98	\$301,702.83	\$301,702.83	\$64,999.85	21.54%
	<b>Beginning Balance</b>	<b>35,292.84</b>	<b>236,702.98</b>	<b>301,702.83</b>	<b>301,702.83</b>	<b>64,999.85</b>	<b>21.54%</b>
2810	Reserve for CIP	445,000.00	341,092.98	341,092.98	341,092.98	0.00	0.00%
2811	Deferred Maintenance Reserve	411,928.00	410,607.00	410,607.00	410,607.00	0.00	0.00%
2812	Operating Reserve	32,030.49	30,799.43	30,799.43	30,799.43	0.00	0.00%
	<b>Reserves Total</b>	<b>888,958.49</b>	<b>782,499.41</b>	<b>782,499.41</b>	<b>782,499.41</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	152,827.39	500.03	152,700.00	152,700.00	152,199.97	99.67%
3150	Interest	5,703.31	604.06	0.00	0.00	-604.06	0.00%
3300	Transfers In	1,027.54	0.00	5,608.78	5,608.78	5,608.78	100.00%
	<b>Revenue Total</b>	<b>159,558.24</b>	<b>1,104.09</b>	<b>158,308.78</b>	<b>158,308.78</b>	<b>157,204.69</b>	<b>99.30%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	226.91	40.20	447.00	447.00	406.80	91.01%
4120	Employee Benefits	647.43	0.00	1,198.00	1,198.00	1,198.00	100.00%
4130	PERS-Retirement	334.00	44.39	309.00	309.00	264.61	85.63%
4150	Workers Compensation	456.06	448.88	333.00	333.00	-115.88	-34.80%
5011	Salary Expense-Full Time	3,258.85	613.66	4,536.00	4,536.00	3,922.34	86.47%
5012	Salary Expense-Part Time	107.94	12.60	792.00	792.00	779.40	98.41%
	<b>Salary and Benefits Total</b>	<b>5,031.19</b>	<b>1,159.73</b>	<b>7,615.00</b>	<b>7,615.00</b>	<b>6,455.27</b>	<b>84.77%</b>
5121	Equipment Services	95.02	13.65	178.00	178.00	164.35	92.33%
5132	Government Fees & Permits	3,233.52	0.00	3,233.52	3,233.52	3,233.52	100.00%
5138	Irrigation Supplies	909.09	196.74	1,200.00	1,200.00	1,003.26	83.61%
5140	Landscape Supplies	242.20	0.00	1,500.00	1,500.00	1,500.00	100.00%
5142	Contract Service	33,895.69	7,198.94	32,112.00	32,112.00	24,913.06	77.58%
5220	Fuel Expense	111.43	16.92	221.00	221.00	204.08	92.34%
5242	Water Expense	10,173.17	2,985.09	12,000.00	12,000.00	9,014.91	75.12%
5260	Engineering Report Fees	3,491.37	3,856.87	3,854.11	3,854.11	-2.76	-0.07%
5265	Administrative Overhead	7,424.50	1,576.32	12,005.00	12,005.00	10,428.68	86.87%
	<b>Services and Supplies Total</b>	<b>59,575.99</b>	<b>15,844.53</b>	<b>66,303.63</b>	<b>66,303.63</b>	<b>50,459.10</b>	<b>76.10%</b>
5560	Deferred Maintenance >5000	0.00	0.00	300,000.00	300,000.00	300,000.00	100.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>64,607.18</b>	<b>17,004.26</b>	<b>373,918.63</b>	<b>373,918.63</b>	<b>356,914.37</b>	<b>95.45%</b>
	<b>Net Difference Total</b>	<b>94,951.06</b>	<b>-15,900.17</b>	<b>-215,609.85</b>	<b>-215,609.85</b>	<b>-199,709.68</b>	<b>-92.63%</b>
<b>041</b>	<b>Roadways (LLAD) Ending Balance</b>	<b>\$1,019,202.39</b>	<b>\$1,003,302.22</b>	<b>\$868,592.39</b>	<b>\$868,592.39</b>	<b>-\$134,709.83</b>	<b>-15.51%</b>



General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
042	<b>Highland Hills 1 2&amp;4 (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$25,946.18	\$17,549.02	\$6,721.00	\$6,721.00	-\$10,828.02	-161.11%
	<b>Beginning Balance</b>	<b>25,946.18</b>	<b>17,549.02</b>	<b>6,721.00</b>	<b>6,721.00</b>	<b>-10,828.02</b>	<b>-161.11%</b>
2811	Deferred Maintenance Reserve	17,417.00	19,246.00	19,246.00	19,246.00	0.00	0.00%
2812	Operating Reserve	6,374.32	6,412.87	6,412.87	6,412.87	0.00	0.00%
	<b>Reserves Total</b>	<b>23,791.32</b>	<b>25,658.87</b>	<b>25,658.87</b>	<b>25,658.87</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	1,575.88	10.06	8,542.44	8,542.44	8,532.38	99.88%
3150	Interest	272.18	22.41	0.00	0.00	-22.41	0.00%
3300	Transfers In	258.11	0.00	232.44	232.44	232.44	100.00%
	<b>Revenue Total</b>	<b>2,106.17</b>	<b>32.47</b>	<b>8,774.88</b>	<b>8,774.88</b>	<b>8,742.41</b>	<b>99.63%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	42.36	35.92	94.00	94.00	58.08	61.79%
4120	Employee Benefits	125.59	0.00	199.00	199.00	199.00	100.00%
4130	PERS-Retirement	68.92	45.12	59.00	59.00	13.88	23.53%
4150	Workers Compensation	36.60	79.55	59.00	59.00	-20.55	-34.83%
5011	Salary Expense-Full Time	632.17	686.92	865.00	865.00	178.08	20.59%
5012	Salary Expense-Part Time	4.21	15.45	234.00	234.00	218.55	93.40%
	<b>Salary and Benefits Total</b>	<b>909.85</b>	<b>862.96</b>	<b>1,510.00</b>	<b>1,510.00</b>	<b>647.04</b>	<b>42.85%</b>
5121	Equipment Services	29.30	6.65	100.00	100.00	93.35	93.35%
5132	Government Fees & Permits	234.42	0.00	234.42	234.42	234.42	100.00%
5138	Irrigation Supplies	0.00	0.00	200.00	200.00	200.00	100.00%
5140	Landscape Supplies	-145.21	50.61	300.00	300.00	249.39	83.13%
5142	Contract Service	4,286.89	2,368.76	8,026.88	8,026.88	5,658.12	70.49%
5153	Deferred Maintenance <5000	0.00	0.00	105.00	105.00	105.00	100.00%
5220	Fuel Expense	35.17	8.25	100.00	100.00	91.75	91.75%
5242	Water Expense	1,014.90	272.31	1,008.00	1,008.00	735.69	72.99%
5244	Utility: Electric	133.37	36.08	300.00	300.00	263.92	87.97%
5245	Utility: Street Light Electric	663.69	147.78	992.00	992.00	844.22	85.10%
5260	Engineering Report Fees	144.56	159.38	159.58	159.58	0.20	0.13%
5265	Administrative Overhead	1,328.84	1,655.23	2,460.00	2,460.00	804.77	32.71%
	<b>Services and Supplies Total</b>	<b>7,725.93</b>	<b>4,705.05</b>	<b>13,985.88</b>	<b>13,985.88</b>	<b>9,280.83</b>	<b>66.36%</b>
	<b>Expense Total</b>	<b>8,635.78</b>	<b>5,568.01</b>	<b>15,495.88</b>	<b>15,495.88</b>	<b>9,927.87</b>	<b>64.07%</b>
	<b>Net Difference Total</b>	<b>-6,529.61</b>	<b>-5,535.54</b>	<b>-6,721.00</b>	<b>-6,721.00</b>	<b>-1,185.46</b>	<b>-17.64%</b>
042	<b>Highland Hills 1 2&amp;4 (LLAD) Ending Balance</b>	<b>\$43,207.89</b>	<b>\$37,672.35</b>	<b>\$25,658.87</b>	<b>\$25,658.87</b>	<b>-\$12,013.48</b>	<b>-46.82%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>043</b>	<b>Creekside Greens (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$2,983.89	\$3,955.73	\$0.00	\$0.00	-\$3,955.73	0.00%
	<b>Beginning Balance</b>	<b>2,983.89</b>	<b>3,955.73</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,955.73</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	104,895.00	127,593.00	127,593.00	127,593.00	0.00	0.00%
2812	Operating Reserve	32,195.09	26,905.43	26,905.43	26,905.43	0.00	0.00%
2816	Reserved for Trail	18,510.00	18,510.00	18,510.00	18,510.00	0.00	0.00%
	<b>Reserves Total</b>	<b>155,600.09</b>	<b>173,008.43</b>	<b>173,008.43</b>	<b>173,008.43</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	67,259.28	0.00	97,899.06	97,899.06	97,899.06	100.00%
3150	Interest	932.50	97.68	0.00	0.00	-97.68	0.00%
3300	Transfers In	7,489.70	0.00	11,168.60	11,168.60	11,168.60	100.00%
	<b>Revenue Total</b>	<b>75,681.48</b>	<b>97.68</b>	<b>109,067.66</b>	<b>109,067.66</b>	<b>108,969.98</b>	<b>99.91%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	357.17	92.30	717.00	717.00	624.70	87.13%
4120	Employee Benefits	1,027.49	0.00	1,703.00	1,703.00	1,703.00	100.00%
4130	PERS-Retirement	426.74	79.95	566.00	566.00	486.05	85.87%
4150	Workers Compensation	867.03	847.86	629.00	629.00	-218.86	-34.79%
5011	Salary Expense-Full Time	5,171.88	1,129.93	7,430.00	7,430.00	6,300.07	84.79%
5012	Salary Expense-Part Time	157.54	273.08	1,163.00	1,163.00	889.92	76.52%
	<b>Salary and Benefits Total</b>	<b>8,007.85</b>	<b>2,423.12</b>	<b>12,208.00</b>	<b>12,208.00</b>	<b>9,784.88</b>	<b>80.15%</b>
5121	Equipment Services	305.13	49.50	510.00	510.00	460.50	90.29%
5130	Functional Supplies	50.33	0.00	0.00	0.00	0.00	0.00%
5132	Government Fees & Permits	463.05	0.00	463.05	463.05	463.05	100.00%
5136	Playground Equipment	321.85	0.00	500.00	500.00	500.00	100.00%
5137	Park/Field Supplies	239.27	0.00	0.00	0.00	0.00	0.00%
5138	Irrigation Supplies	391.23	12.15	500.00	500.00	487.85	97.57%
5140	Landscape Supplies	560.03	168.11	850.00	850.00	681.89	80.22%
5142	Contract Service	23,155.23	12,045.95	22,076.16	22,076.16	10,030.21	45.43%
5150	Chemical Supplies	0.00	147.79	0.00	0.00	-147.79	0.00%
5153	Deferred Maintenance <5000	4,642.73	512.15	2,671.00	2,671.00	2,158.85	80.83%
5220	Fuel Expense	366.09	61.37	650.00	650.00	588.63	90.56%
5241	Telephone Expense	330.30	42.97	500.00	500.00	457.03	91.41%
5242	Water Expense	5,634.37	1,358.97	6,500.00	6,500.00	5,141.03	79.09%
5244	Utility: Electric	1,111.66	460.16	1,927.80	1,927.80	1,467.64	76.13%
5260	Engineering Report Fees	256.38	282.62	283.02	283.02	0.40	0.14%
5265	Administrative Overhead	11,465.80	2,969.20	17,605.00	17,605.00	14,635.80	83.13%
	<b>Services and Supplies Total</b>	<b>49,293.45</b>	<b>18,110.94</b>	<b>55,036.03</b>	<b>55,036.03</b>	<b>36,925.09</b>	<b>67.09%</b>
5560	Deferred Maintenance >5000	0.00	0.00	18,867.00	18,867.00	18,867.00	100.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>18,867.00</b>	<b>18,867.00</b>	<b>18,867.00</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>57,301.30</b>	<b>20,534.06</b>	<b>86,111.03</b>	<b>86,111.03</b>	<b>65,576.97</b>	<b>76.15%</b>
	<b>Net Difference Total</b>	<b>18,380.18</b>	<b>-20,436.38</b>	<b>22,956.63</b>	<b>22,956.63</b>	<b>43,393.01</b>	<b>189.02%</b>
<b>043</b>	<b>Creekside Greens (LLAD) Ending Balance</b>	<b>\$176,964.16</b>	<b>\$156,527.78</b>	<b>\$195,965.06</b>	<b>\$195,965.06</b>	<b>\$39,437.28</b>	<b>20.12%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
045	<b>Bass Lake Zone B (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$14,447.47	\$3,273.28	\$0.00	\$0.00	-\$3,273.28	0.00%
	<b>Beginning Balance</b>	<b>14,447.47</b>	<b>3,273.28</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,273.28</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	38,989.00	55,848.00	55,848.00	55,848.00	0.00	0.00%
2812	Operating Reserve	10,208.73	7,603.55	7,603.55	7,603.55	0.00	0.00%
	<b>Reserves Total</b>	<b>49,197.73</b>	<b>63,451.55</b>	<b>63,451.55</b>	<b>63,451.55</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	27,834.86	0.00	19,509.00	19,509.00	19,509.00	100.00%
3150	Interest	390.45	35.07	0.00	0.00	-35.07	0.00%
3300	Transfers In	392.12	0.00	297.10	297.10	297.10	100.00%
	<b>Revenue Total</b>	<b>28,617.43</b>	<b>35.07</b>	<b>19,806.10</b>	<b>19,806.10</b>	<b>19,771.03</b>	<b>99.82%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	78.46	220.08	98.00	98.00	-122.08	-124.57%
4120	Employee Benefits	158.60	0.00	332.00	332.00	332.00	100.00%
4130	PERS-Retirement	60.25	200.47	75.00	75.00	-125.47	-167.29%
4150	Workers Compensation	28.00	87.59	65.00	65.00	-22.59	-34.75%
5011	Salary Expense-Full Time	798.30	3,012.76	1,027.00	1,027.00	-1,985.76	-193.36%
5012	Salary Expense-Part Time	175.31	552.68	151.00	151.00	-401.68	-266.01%
5013	Overtime Expense	0.00	17.55	0.00	0.00	-17.55	0.00%
	<b>Salary and Benefits Total</b>	<b>1,228.92</b>	<b>4,091.13</b>	<b>1,748.00</b>	<b>1,748.00</b>	<b>-2,343.13</b>	<b>-134.05%</b>
5121	Equipment Services	89.80	85.00	0.00	0.00	-85.00	0.00%
5132	Government Fees & Permits	417.19	0.00	417.19	417.19	417.19	100.00%
5138	Irrigation Supplies	9.13	530.25	400.00	400.00	-130.25	-32.56%
5140	Landscape Supplies	22.20	876.34	300.00	300.00	-576.34	-192.11%
5142	Contract Service	9,173.97	1,061.26	5,012.00	5,012.00	3,950.74	78.83%
5153	Deferred Maintenance <5000	6,317.28	310.51	1,558.00	1,558.00	1,247.49	80.07%
5220	Fuel Expense	107.95	105.40	300.00	300.00	194.60	64.87%
5242	Water Expense	3,261.48	400.95	3,900.00	3,900.00	3,499.05	89.72%
5244	Utility: Electric	342.97	29.56	640.00	640.00	610.44	95.38%
5245	Utility: Street Light Electric	2,123.81	472.91	2,500.00	2,500.00	2,027.09	81.08%
5260	Engineering Report Fees	377.15	416.50	416.33	416.33	-0.17	-0.04%
5265	Administrative Overhead	1,995.95	8,041.95	2,615.00	2,615.00	-5,426.95	-207.53%
	<b>Services and Supplies Total</b>	<b>24,238.88</b>	<b>12,330.63</b>	<b>18,058.52</b>	<b>18,058.52</b>	<b>5,727.89</b>	<b>31.72%</b>
	<b>Expense Total</b>	<b>25,537.80</b>	<b>16,421.76</b>	<b>19,806.52</b>	<b>19,806.52</b>	<b>3,384.76</b>	<b>17.09%</b>
	<b>Net Difference Total</b>	<b>3,079.63</b>	<b>-16,386.69</b>	<b>-0.42</b>	<b>-0.42</b>	<b>16,386.27</b>	<b>3901492.86%</b>
045	<b>Bass Lake Zone B (LLAD) Ending Balance</b>	<b>\$66,724.83</b>	<b>\$50,338.14</b>	<b>\$63,451.13</b>	<b>\$63,451.13</b>	<b>\$13,112.99</b>	<b>20.67%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
047	HV/Hills/Sterlingshire (LLAD)						
	<b>Fund Balance</b>						
2800	Fund Balance	\$35,305.01	\$10,311.98	\$0.00	\$0.00	-\$10,311.98	0.00%
	<b>Beginning Balance</b>	<b>35,305.01</b>	<b>10,311.98</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,311.98</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	49,379.00	67,477.00	67,477.00	67,477.00	0.00	0.00%
2812	Operating Reserve	20,472.06	22,686.70	22,686.70	22,686.70	0.00	0.00%
	<b>Reserves Total</b>	<b>69,851.06</b>	<b>90,163.70</b>	<b>90,163.70</b>	<b>90,163.70</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	41,541.58	566.83	50,512.92	50,512.92	49,946.09	98.88%
3150	Interest	556.91	56.08	0.00	0.00	-56.08	0.00%
3300	Transfers In	7,093.75	0.00	7,355.43	7,355.43	7,355.43	100.00%
	<b>Revenue Total</b>	<b>49,192.24</b>	<b>622.91</b>	<b>57,868.35</b>	<b>57,868.35</b>	<b>57,245.44</b>	<b>98.92%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	132.17	41.12	401.00	401.00	359.88	89.75%
4120	Employee Benefits	368.62	0.00	332.00	332.00	332.00	100.00%
4130	PERS-Retirement	147.74	39.75	268.00	268.00	228.25	85.17%
4150	Workers Compensation	226.27	230.47	171.00	171.00	-59.47	-34.78%
5011	Salary Expense-Full Time	1,855.44	588.61	3,975.00	3,975.00	3,386.39	85.19%
5012	Salary Expense-Part Time	2.00	4.21	799.00	799.00	794.79	99.47%
	<b>Salary and Benefits Total</b>	<b>2,732.24</b>	<b>904.16</b>	<b>5,946.00</b>	<b>5,946.00</b>	<b>5,041.84</b>	<b>84.79%</b>
5121	Equipment Services	90.08	0.00	370.00	370.00	370.00	100.00%
5132	Government Fees & Permits	549.26	0.00	549.26	549.26	549.26	100.00%
5136	Playground Equipment	0.00	0.00	500.00	500.00	500.00	100.00%
5137	Park/Field Supplies	0.00	0.00	450.00	450.00	450.00	100.00%
5138	Irrigation Supplies	336.57	0.00	400.00	400.00	400.00	100.00%
5140	Landscape Supplies	371.11	0.00	500.00	500.00	500.00	100.00%
5142	Contract Service	19,193.62	3,926.69	21,406.96	21,406.96	17,480.27	81.66%
5150	Chemical Supplies	0.00	325.14	0.00	0.00	-325.14	0.00%
5153	Deferred Maintenance <5000	13,423.04	0.00	2,263.00	2,263.00	2,263.00	100.00%
5220	Fuel Expense	103.86	0.00	450.00	450.00	450.00	100.00%
5241	Telephone Expense	330.55	43.01	500.00	500.00	456.99	91.40%
5242	Water Expense	11,595.89	5,137.77	10,500.00	10,500.00	5,362.23	51.07%
5244	Utility: Electric	763.19	439.16	1,000.00	1,000.00	560.84	56.08%
5260	Engineering Report Fees	589.61	650.25	650.87	650.87	0.62	0.10%
5265	Administrative Overhead	3,793.61	1,344.36	11,225.00	11,225.00	9,880.64	88.02%
	<b>Services and Supplies Total</b>	<b>51,140.39</b>	<b>11,866.38</b>	<b>50,765.09</b>	<b>50,765.09</b>	<b>38,898.71</b>	<b>76.62%</b>
	<b>Expense Total</b>	<b>53,872.63</b>	<b>12,770.54</b>	<b>56,711.09</b>	<b>56,711.09</b>	<b>43,940.55</b>	<b>77.48%</b>
	<b>Net Difference Total</b>	<b>-4,680.39</b>	<b>-12,147.63</b>	<b>1,157.26</b>	<b>1,157.26</b>	<b>13,304.89</b>	<b>1149.69%</b>
047	HV/Hills/Sterlingshire (LLAD) Ending Balance	\$100,475.68	\$88,328.05	\$91,320.96	\$91,320.96	\$2,992.91	3.28%

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>048</b>	<b>EDH Blvd.Commerical(LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Beginning Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	8,760.83	30,569.04	64,147.00	64,147.00	33,577.96	52.35%
2812	Operating Reserve	28,985.75	34,838.68	34,838.68	34,838.68	0.00	0.00%
	<b>Reserves Total</b>	<b>37,746.58</b>	<b>65,407.72</b>	<b>98,985.68</b>	<b>98,985.68</b>	<b>33,577.96</b>	<b>33.92%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	87,853.47	0.00	114,044.46	114,044.46	114,044.46	100.00%
3150	Interest	222.67	34.10	0.00	0.00	-34.10	0.00%
3300	Transfers In	924.35	0.00	1,409.44	1,409.44	1,409.44	100.00%
	<b>Revenue Total</b>	<b>89,000.49</b>	<b>34.10</b>	<b>115,453.90</b>	<b>115,453.90</b>	<b>115,419.80</b>	<b>99.97%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	371.29	95.51	674.00	674.00	578.49	85.83%
4120	Employee Benefits	1,103.50	0.00	2,298.00	2,298.00	2,298.00	100.00%
4130	PERS-Retirement	535.03	104.01	480.00	480.00	375.99	78.33%
4150	Workers Compensation	765.14	717.04	532.00	532.00	-185.04	-34.78%
5011	Salary Expense-Full Time	5,554.47	1,484.41	6,965.00	6,965.00	5,480.59	78.69%
5012	Salary Expense-Part Time	99.00	21.39	1,100.00	1,100.00	1,078.61	98.06%
	<b>Salary and Benefits Total</b>	<b>8,428.43</b>	<b>2,422.36</b>	<b>12,049.00</b>	<b>12,049.00</b>	<b>9,626.64</b>	<b>79.90%</b>
5121	Equipment Services	174.08	46.80	325.00	325.00	278.20	85.60%
5130	Functional Supplies	39.36	0.00	0.00	0.00	0.00	0.00%
5132	Government Fees & Permits	180.69	0.00	180.69	180.69	180.69	100.00%
5138	Irrigation Supplies	1,856.57	167.56	1,000.00	1,000.00	832.44	83.24%
5140	Landscape Supplies	1,257.59	0.00	1,100.00	1,100.00	1,100.00	100.00%
5142	Contract Service	32,980.80	11,271.82	35,697.68	35,697.68	24,425.86	68.42%
5150	Chemical Supplies	0.00	177.35	0.00	0.00	-177.35	0.00%
5220	Fuel Expense	202.84	58.03	400.00	400.00	341.97	85.49%
5242	Water Expense	1,707.29	487.53	11,300.00	11,300.00	10,812.47	95.69%
5244	Utility: Electric	1,193.45	216.77	2,000.00	2,000.00	1,783.23	89.16%
5245	Utility: Street Light Electric	683.31	152.03	1,323.00	1,323.00	1,170.97	88.51%
5260	Engineering Report Fees	434.90	227.38	227.47	227.47	0.09	0.04%
5265	Administrative Overhead	12,200.04	3,527.65	18,010.00	18,010.00	14,482.35	80.41%
	<b>Services and Supplies Total</b>	<b>52,910.92</b>	<b>16,332.92</b>	<b>71,563.84</b>	<b>71,563.84</b>	<b>55,230.92</b>	<b>77.18%</b>
5560	Deferred Maintenance >5000	0.00	0.00	10,350.00	10,350.00	10,350.00	100.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>10,350.00</b>	<b>10,350.00</b>	<b>10,350.00</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>61,339.35</b>	<b>18,755.28</b>	<b>93,962.84</b>	<b>93,962.84</b>	<b>75,207.56</b>	<b>80.04%</b>
	<b>Net Difference Total</b>	<b>27,661.14</b>	<b>-18,721.18</b>	<b>21,491.06</b>	<b>21,491.06</b>	<b>40,212.24</b>	<b>187.11%</b>
<b>048</b>	<b>EDH Blvd.Commerical(LLAD) Ending Balance</b>	<b>\$65,407.72</b>	<b>\$46,686.54</b>	<b>\$120,476.74</b>	<b>\$120,476.74</b>	<b>\$73,790.20</b>	<b>61.25%</b>

General Ledger  
 LLAD Budget vs. Actual  
 FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
049	Euer Ranch (LLAD)						
	Fund Balance						
2800	Fund Balance	\$1,934.49	\$1,946.20	\$0.00	\$0.00	-\$1,946.20	0.00%
	Beginning Balance	1,934.49	1,946.20	0.00	0.00	-1,946.20	0.00%
	Revenue						
3150	Interest	11.71	1.15	0.00	0.00	-1.15	0.00%
	Revenue Total	11.71	1.15	0.00	0.00	-1.15	0.00%
	Expense Total	0.00	0.00	0.00	0.00	0.00	0.00%
	Net Difference Total	11.71	1.15	0.00	0.00	-1.15	0.00%
049	Euer Ranch (LLAD) Ending Balance	\$1,946.20	\$1,947.35	\$0.00	\$0.00	-\$1,947.35	0.00%

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>050</b>	<b>Valley View (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$20,409.45	0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Beginning Balance</b>	<b>20,409.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
2811	Deferred Maintenance Reserve	81,950.34	85,197.71	112,089.00	112,089.00	26,891.29	23.99%
2812	Operating Reserve	53,705.75	102,942.00	102,942.00	102,942.00	0.00	0.00%
	<b>Reserves Total</b>	<b>135,656.09</b>	<b>188,139.71</b>	<b>215,031.00</b>	<b>215,031.00</b>	<b>26,891.29</b>	<b>12.51%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	122,761.07	556.30	271,372.69	271,372.69	270,816.39	99.80%
3150	Interest	890.61	99.44	0.00	0.00	-99.44	0.00%
3300	Transfers In	14,009.70	0.00	32,790.82	32,790.82	32,790.82	100.00%
	<b>Revenue Total</b>	<b>137,661.38</b>	<b>655.74</b>	<b>304,163.51</b>	<b>304,163.51</b>	<b>303,507.77</b>	<b>99.78%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	960.78	206.41	2,067.00	2,067.00	1,860.59	90.01%
4120	Employee Benefits	2,537.36	0.00	5,356.00	5,356.00	5,356.00	100.00%
4130	PERS-Retirement	953.16	216.21	1,093.00	1,093.00	876.79	80.22%
4150	Workers Compensation	995.35	2,555.66	1,896.00	1,896.00	-659.66	-34.79%
5011	Salary Expense-Full Time	12,771.79	2,998.85	16,172.00	16,172.00	13,173.15	81.46%
5012	Salary Expense-Part Time	887.23	218.05	7,295.00	7,295.00	7,076.95	97.01%
	<b>Salary and Benefits Total</b>	<b>19,105.67</b>	<b>6,195.18</b>	<b>33,879.00</b>	<b>33,879.00</b>	<b>27,683.82</b>	<b>81.71%</b>
5110	Custodial Supplies	865.47	246.83	1,200.00	1,200.00	953.17	79.43%
5121	Equipment Services	1,183.68	228.00	1,092.00	1,092.00	864.00	79.12%
5130	Functional Supplies	57.53	0.00	0.00	0.00	0.00	0.00%
5132	Government Fees & Permits	1,373.74	0.00	3,109.74	3,109.74	3,109.74	100.00%
5136	Playground Equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	100.00%
5137	Park/Field Supplies	556.56	0.00	1,500.00	1,500.00	1,500.00	100.00%
5138	Irrigation Supplies	492.96	394.96	2,000.00	2,000.00	1,605.04	80.25%
5140	Landscape Supplies	28.37	114.75	3,200.00	3,200.00	3,085.25	96.41%
5142	Contract Service	48,843.41	16,794.11	125,924.08	125,924.08	109,129.97	86.66%
5150	Chemical Supplies	315.89	184.04	1,600.00	1,600.00	1,415.96	88.50%
5153	Deferred Maintenance <5000	0.00	2,982.44	5,760.00	5,760.00	2,777.56	48.22%
5220	Fuel Expense	1,414.41	282.71	3,200.00	3,200.00	2,917.29	91.17%
5242	Water Expense	7,486.03	1,898.04	15,938.00	15,938.00	14,039.96	88.09%
5244	Utility: Electric	1,425.50	810.50	4,242.00	4,242.00	3,431.50	80.89%
5260	Engineering Report Fees	1,819.64	2,008.13	2,008.69	2,008.69	0.56	0.03%
5265	Administrative Overhead	20,618.35	6,959.18	47,167.00	47,167.00	40,207.82	85.25%
	<b>Services and Supplies Total</b>	<b>86,481.54</b>	<b>32,903.69</b>	<b>218,941.51</b>	<b>218,941.51</b>	<b>186,037.82</b>	<b>84.97%</b>
	<b>Expense Total</b>	<b>105,587.21</b>	<b>39,098.87</b>	<b>252,820.51</b>	<b>252,820.51</b>	<b>213,721.64</b>	<b>84.53%</b>
	<b>Net Difference Total</b>	<b>32,074.17</b>	<b>-38,443.13</b>	<b>51,343.00</b>	<b>51,343.00</b>	<b>89,786.13</b>	<b>174.88%</b>
<b>050</b>	<b>Valley View (LLAD) Ending Balance</b>	<b>\$188,139.71</b>	<b>\$149,696.58</b>	<b>\$266,374.00</b>	<b>\$266,374.00</b>	<b>\$116,677.42</b>	<b>43.80%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
051	West Valley (Blackstone LLAD)						
	Fund Balance						
2800	Fund Balance	\$11,572.45	\$11,642.81	\$0.00	\$0.00	-\$11,642.81	0.00%
	Beginning Balance	11,572.45	11,642.81	0.00	0.00	-11,642.81	0.00%
	Revenue						
3150	Interest	70.36	6.93	0.00	0.00	-6.93	0.00%
	Revenue Total	70.36	6.93	0.00	0.00	-6.93	0.00%
	Expense Total	0.00	0.00	0.00	0.00	0.00	0.00%
	Net Difference Total	70.36	6.93	0.00	0.00	-6.93	0.00%
051	West Valley (Blackstone LLAD) Ending Balance	\$11,642.81	\$11,649.74	\$0.00	\$0.00	-\$11,649.74	0.00%



General Ledger  
 LLAD Budget vs. Actual  
 FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
052	Sierra View (Bell Ranch LLAD)						
	<b>Fund Balance</b>						
2800	Fund Balance	\$1,922.59	\$1,934.22	\$0.00	\$0.00	-\$1,934.22	0.00%
	<b>Beginning Balance</b>	<b>1,922.59</b>	<b>1,934.22</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,934.22</b>	<b>0.00%</b>
	<b>Revenue</b>						
3150	Interest	11.63	1.14	0.00	0.00	-1.14	0.00%
	<b>Revenue Total</b>	<b>11.63</b>	<b>1.14</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.14</b>	<b>0.00%</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Net Difference Total</b>	<b>11.63</b>	<b>1.14</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.14</b>	<b>0.00%</b>
052	Sierra View (Bell Ranch LLAD) Ending Balance	\$1,934.22	\$1,935.36	\$0.00	\$0.00	-\$1,935.36	0.00%

General Ledger  
 LLAD Budget vs. Actual  
 FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
053	<b>Bass Lake Hills (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$14,196.99	\$14,283.31	\$0.00	\$0.00	-\$14,283.31	0.00%
	<b>Beginning Balance</b>	<b>14,196.99</b>	<b>14,283.31</b>	<b>0.00</b>	<b>0.00</b>	<b>-14,283.31</b>	<b>0.00%</b>
	<b>Revenue</b>						
3150	Interest	86.32	8.50	0.00	0.00	-8.50	0.00%
	<b>Revenue Total</b>	<b>86.32</b>	<b>8.50</b>	<b>0.00</b>	<b>0.00</b>	<b>-8.50</b>	<b>0.00%</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Net Difference Total</b>	<b>86.32</b>	<b>8.50</b>	<b>0.00</b>	<b>0.00</b>	<b>-8.50</b>	<b>0.00%</b>
053	<b>Bass Lake Hills (LLAD) Ending Balance</b>	<b>\$14,283.31</b>	<b>\$14,291.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$14,291.81</b>	<b>0.00%</b>

General Ledger  
 LLAD Budget vs. Actual  
 FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
054	Silver Dove (Hawkview LLAD)						
	<b>Fund Balance</b>						
2800	Fund Balance	\$2,196.76	\$2,210.06	\$0.00	\$0.00	-\$2,210.06	0.00%
	<b>Beginning Balance</b>	<b>2,196.76</b>	<b>2,210.06</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,210.06</b>	<b>0.00%</b>
	<b>Revenue</b>						
3150	Interest	13.30	1.30	0.00	0.00	-1.30	0.00%
	<b>Revenue Total</b>	<b>13.30</b>	<b>1.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.30</b>	<b>0.00%</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Net Difference Total</b>	<b>13.30</b>	<b>1.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.30</b>	<b>0.00%</b>
054	Silver Dove (Hawkview LLAD) Ending Balance	\$2,210.06	\$2,211.36	\$0.00	\$0.00	-\$2,211.36	0.00%

General Ledger  
 LLAD Budget vs. Actual  
 FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
055	Lesarra (Shell LLAD)						
	<b>Fund Balance</b>						
2800	Fund Balance	\$7,168.64	\$7,212.19	\$0.00	\$0.00	-\$7,212.19	0.00%
	<b>Beginning Balance</b>	<b>7,168.64</b>	<b>7,212.19</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,212.19</b>	<b>0.00%</b>
	<b>Revenue</b>						
3150	Interest	43.55	4.29	0.00	0.00	-4.29	0.00%
	<b>Revenue Total</b>	<b>43.55</b>	<b>4.29</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.29</b>	<b>0.00%</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Net Difference Total</b>	<b>43.55</b>	<b>4.29</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.29</b>	<b>0.00%</b>
055	Lesarra (Shell LLAD) Ending Balance	\$7,212.19	\$7,216.48	\$0.00	\$0.00	-\$7,216.48	0.00%

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>056</b>	<b>Lake Forest Park (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$45,197.10	\$25,608.91	\$0.00	\$0.00	-\$25,608.91	0.00%
	<b>Beginning Balance</b>	<b>45,197.10</b>	<b>25,608.91</b>	<b>0.00</b>	<b>0.00</b>	<b>-25,608.91</b>	<b>0.00%</b>
2810	Reserve for CIP	0.00	0.00	0.00	0.00	0.00	0.00%
2811	Deferred Maintenance Reserve	282,904.66	344,264.00	344,264.00	344,264.00	0.00	0.00%
2812	Operating Reserve	37,808.18	46,021.64	46,021.64	46,021.64	0.00	0.00%
	<b>Reserves Total</b>	<b>320,712.84</b>	<b>390,285.64</b>	<b>390,285.64</b>	<b>390,285.64</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	118,213.91	452.33	121,161.49	121,161.49	120,709.16	99.63%
3150	Interest	2,221.59	238.76	0.00	0.00	-238.76	0.00%
3300	Transfers In	8,146.79	0.00	13,363.82	13,363.82	13,363.82	100.00%
	<b>Revenue Total</b>	<b>128,582.29</b>	<b>691.09</b>	<b>134,525.31</b>	<b>134,525.31</b>	<b>133,834.22</b>	<b>99.49%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	764.56	124.59	1,756.00	1,756.00	1,631.41	92.90%
4120	Employee Benefits	1,756.79	0.00	2,846.00	2,846.00	2,846.00	100.00%
4130	PERS-Retirement	683.14	116.53	932.00	932.00	815.47	87.50%
4150	Workers Compensation	783.20	2,150.00	1,595.00	1,595.00	-555.00	-34.80%
5011	Salary Expense-Full Time	8,842.80	1,615.89	12,933.00	12,933.00	11,317.11	87.51%
5012	Salary Expense-Part Time	1,631.81	227.10	6,850.00	6,850.00	6,622.90	96.68%
5013	Overtime Expense	0.00	5.65	0.00	0.00	-5.65	0.00%
	<b>Salary and Benefits Total</b>	<b>14,462.30</b>	<b>4,239.76</b>	<b>26,912.00</b>	<b>26,912.00</b>	<b>22,672.24</b>	<b>84.25%</b>
5110	Custodial Supplies	855.46	246.83	1,100.00	1,100.00	853.17	77.56%
5121	Equipment Services	758.73	25.50	680.00	680.00	654.50	96.25%
5132	Government Fees & Permits	1,571.84	0.00	1,646.84	1,646.84	1,646.84	100.00%
5136	Playground Equipment	304.26	0.00	500.00	500.00	500.00	100.00%
5137	Park/Field Supplies	195.57	30.11	350.00	350.00	319.89	91.40%
5138	Irrigation Supplies	85.67	254.15	345.00	345.00	90.85	26.33%
5140	Landscape Supplies	51.45	0.00	800.00	800.00	800.00	100.00%
5142	Contract Service	21,800.90	5,489.80	28,690.96	28,690.96	23,201.16	80.87%
5150	Chemical Supplies	0.00	29.56	0.00	0.00	-29.56	0.00%
5153	Deferred Maintenance <5000	5,736.65	11,140.94	22,208.00	22,208.00	11,067.06	49.83%
5220	Fuel Expense	898.98	31.62	550.00	550.00	518.38	94.25%
5241	Telephone Expense	0.00	0.00	180.00	180.00	180.00	100.00%
5242	Water Expense	6,208.39	1,737.15	7,166.25	7,166.25	5,429.10	75.76%
5244	Utility: Electric	713.09	132.19	1,000.00	1,000.00	867.81	86.78%
5260	Engineering Report Fees	2,378.75	2,626.50	2,625.89	2,625.89	-0.61	-0.02%
5265	Administrative Overhead	22,575.64	4,011.96	37,905.00	37,905.00	33,893.04	89.42%
	<b>Services and Supplies Total</b>	<b>64,135.38</b>	<b>25,756.31</b>	<b>105,747.94</b>	<b>105,747.94</b>	<b>79,991.63</b>	<b>75.64%</b>
5525	Renovation	0.00	0.00	0.00	0.00	0.00	0.00%
5530	Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00%
5540	Equipment & Vehicles	0.00	0.00	978.26	978.26	978.26	100.00%
5560	Deferred Maintenance >5000	0.00	0.00	0.00	0.00	0.00	0.00%
	<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>978.26</b>	<b>978.26</b>	<b>978.26</b>	<b>100.00%</b>
	<b>Expense Total</b>	<b>78,597.68</b>	<b>29,996.07</b>	<b>133,638.20</b>	<b>133,638.20</b>	<b>103,642.13</b>	<b>77.55%</b>
	<b>Net Difference Total</b>	<b>49,984.61</b>	<b>-29,304.98</b>	<b>887.11</b>	<b>887.11</b>	<b>30,192.09</b>	<b>3403.42%</b>
<b>056</b>	<b>Lake Forest Park (LLAD) Ending Balance</b>	<b>\$415,894.55</b>	<b>\$386,589.57</b>	<b>\$391,172.75</b>	<b>\$391,172.75</b>	<b>\$4,583.18</b>	<b>1.17%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
057	<b>Windsor Point Park (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$17,850.20	\$14,416.06	\$2,423.00	\$2,423.00	-\$11,993.06	-494.97%
	<b>Beginning Balance</b>	<b>17,850.20</b>	<b>14,416.06</b>	<b>2,423.00</b>	<b>2,423.00</b>	<b>-11,993.06</b>	<b>-494.97%</b>
2811	Deferred Maintenance Reserve	10,670.40	31,689.00	31,689.00	31,689.00	0.00	0.00%
2812	Operating Reserve	9,972.71	9,422.70	9,422.70	9,422.70	0.00	0.00%
	<b>Reserves Total</b>	<b>20,643.11</b>	<b>41,111.70</b>	<b>41,111.70</b>	<b>41,111.70</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	30,744.39	58.01	18,923.62	18,923.62	18,865.61	99.69%
3150	Interest	241.96	30.69	0.00	0.00	-30.69	0.00%
3300	Transfers In	1,722.45	0.00	2,371.85	2,371.85	2,371.85	100.00%
	<b>Revenue Total</b>	<b>32,708.80</b>	<b>88.70</b>	<b>21,295.47</b>	<b>21,295.47</b>	<b>21,206.77</b>	<b>99.58%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	78.77	51.30	104.00	104.00	52.70	50.67%
4120	Employee Benefits	217.77	0.00	425.00	425.00	425.00	100.00%
4130	PERS-Retirement	83.78	60.28	77.00	77.00	16.72	21.71%
4150	Workers Compensation	-17.44	129.43	96.00	96.00	-33.43	-34.82%
5011	Salary Expense-Full Time	1,096.14	783.66	1,140.00	1,140.00	356.34	31.26%
5012	Salary Expense-Part Time	79.56	19.86	120.00	120.00	100.14	83.45%
	<b>Salary and Benefits Total</b>	<b>1,538.58</b>	<b>1,044.53</b>	<b>1,962.00</b>	<b>1,962.00</b>	<b>917.47</b>	<b>46.76%</b>
5121	Equipment Services	112.25	22.10	250.00	250.00	227.90	91.16%
5132	Government Fees & Permits	547.53	0.00	547.53	547.53	547.53	100.00%
5137	Park/Field Supplies	0.00	0.00	250.00	250.00	250.00	100.00%
5138	Irrigation Supplies	81.47	344.93	500.00	500.00	155.07	31.01%
5140	Landscape Supplies	22.20	0.00	450.00	450.00	450.00	100.00%
5142	Contract Service	5,270.13	1,061.26	10,174.00	10,174.00	9,112.74	89.57%
5153	Deferred Maintenance <5000	1,063.32	0.00	1,104.00	1,104.00	1,104.00	100.00%
5220	Fuel Expense	134.07	27.40	470.00	470.00	442.60	94.17%
5242	Water Expense	2,996.29	1,139.99	3,858.00	3,858.00	2,718.01	70.45%
5260	Engineering Report Fees	1,210.20	1,336.63	1,335.94	1,335.94	-0.69	-0.05%
5265	Administrative Overhead	2,698.31	1,714.12	2,817.00	2,817.00	1,102.88	39.15%
	<b>Services and Supplies Total</b>	<b>14,135.77</b>	<b>5,646.43</b>	<b>21,756.47</b>	<b>21,756.47</b>	<b>16,110.04</b>	<b>74.05%</b>
	<b>Expense Total</b>	<b>15,674.35</b>	<b>6,690.96</b>	<b>23,718.47</b>	<b>23,718.47</b>	<b>17,027.51</b>	<b>71.79%</b>
	<b>Net Difference Total</b>	<b>17,034.45</b>	<b>-6,602.26</b>	<b>-2,423.00</b>	<b>-2,423.00</b>	<b>4,179.26</b>	<b>172.48%</b>
057	<b>Windsor Point Park (LLAD) Ending Balance</b>	<b>\$55,527.76</b>	<b>\$48,925.50</b>	<b>\$41,111.70</b>	<b>\$41,111.70</b>	<b>-\$7,813.80</b>	<b>-19.01%</b>

General Ledger  
LLAD Budget vs. Actual  
FY2022 Quarter 1 Financials



Account	Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>058</b>	<b>Carson Creek (LLAD)</b>						
	<b>Fund Balance</b>						
2800	Fund Balance	\$59,324.94	\$112,602.39	\$120,390.55	\$120,390.55	\$7,788.16	6.47%
	<b>Beginning Balance</b>	<b>59,324.94</b>	<b>112,602.39</b>	<b>120,390.55</b>	<b>120,390.55</b>	<b>7,788.16</b>	<b>6.47%</b>
2811	Deferred Maintenance Reserve	54,675.00	54,675.00	54,675.00	54,675.00	0.00	0.00%
2812	Operating Reserve	48,733.78	38,635.35	38,635.35	38,635.35	0.00	0.00%
	<b>Reserves Total</b>	<b>103,408.78</b>	<b>93,310.35</b>	<b>93,310.35</b>	<b>93,310.35</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Revenue</b>						
3100	Property Tax/Assessments	43,130.44	39.35	10,085.62	10,085.62	10,046.27	99.61%
3150	Interest	965.53	121.39	0.00	0.00	-121.39	0.00%
3300	Transfers In	418.20	0.00	19,657.67	19,657.67	19,657.67	100.00%
	<b>Revenue Total</b>	<b>44,514.17</b>	<b>160.74</b>	<b>29,743.29</b>	<b>29,743.29</b>	<b>29,582.55</b>	<b>99.46%</b>
	<b>Expense</b>						
4010	Payroll Tax Expense	0.00	0.00	1,652.00	1,652.00	1,652.00	100.00%
4120	Employee Benefits	0.00	0.00	4,037.00	4,037.00	4,037.00	100.00%
4130	PERS-Retirement	0.00	0.00	838.00	838.00	838.00	100.00%
4150	Workers Compensation	0.00	2,104.14	1,561.00	1,561.00	-543.14	-34.79%
5011	Salary Expense-Full Time	0.00	0.00	12,396.00	12,396.00	12,396.00	100.00%
5012	Salary Expense-Part Time	0.00	0.00	6,231.00	6,231.00	6,231.00	100.00%
	<b>Salary and Benefits Total</b>	<b>0.00</b>	<b>2,104.14</b>	<b>26,715.00</b>	<b>26,715.00</b>	<b>24,610.86</b>	<b>92.12%</b>
5110	Custodial Supplies	0.00	0.00	1,100.00	1,100.00	1,100.00	100.00%
5121	Equipment Services	0.00	0.00	500.00	500.00	500.00	100.00%
5132	Government Fees & Permits	756.73	0.00	756.73	756.73	756.73	100.00%
5136	Playground Equipment	0.00	0.00	500.00	500.00	500.00	100.00%
5137	Park/Field Supplies	0.00	0.00	300.00	300.00	300.00	100.00%
5138	Irrigation Supplies	0.00	0.00	500.00	500.00	500.00	100.00%
5139	Small Tools	0.00	0.00	500.00	500.00	500.00	100.00%
5140	Landscape Supplies	0.00	0.00	850.00	850.00	850.00	100.00%
5142	Contract Service	0.00	0.00	10,932.60	10,932.60	10,932.60	100.00%
5150	Chemical Supplies	0.00	0.00	800.00	800.00	800.00	100.00%
5220	Fuel Expense	0.00	0.00	350.00	350.00	350.00	100.00%
5242	Water Expense	0.00	0.00	7,500.00	7,500.00	7,500.00	100.00%
5244	Utility: Electric	0.00	0.00	4,200.00	4,200.00	4,200.00	100.00%
5260	Engineering Report Fees	578.42	637.50	638.51	638.51	1.01	0.16%
5265	Administrative Overhead	0.00	0.00	36,582.00	36,582.00	36,582.00	100.00%
	<b>Services and Supplies Total</b>	<b>1,335.15</b>	<b>637.50</b>	<b>66,009.84</b>	<b>66,009.84</b>	<b>65,372.34</b>	<b>99.03%</b>
	<b>Expense Total</b>	<b>1,335.15</b>	<b>2,741.64</b>	<b>92,724.84</b>	<b>92,724.84</b>	<b>89,983.20</b>	<b>97.04%</b>
	<b>Net Difference Total</b>	<b>43,179.02</b>	<b>-2,580.90</b>	<b>-62,981.55</b>	<b>-62,981.55</b>	<b>-60,400.65</b>	<b>-95.90%</b>
<b>058</b>	<b>Carson Creek (LLAD) Ending Balance</b>	<b>\$205,912.74</b>	<b>\$203,331.84</b>	<b>\$150,719.35</b>	<b>\$150,719.35</b>	<b>-\$52,612.49</b>	<b>-34.91%</b>

General Ledger  
LLAD Budget vs. Actual Summary  
FY2022 Quarter 1 Financials



Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>Stonegate Village (LLAD)</b>						
Revenue	\$62,947.90	\$69.32	\$41,416.08	\$41,416.08	\$41,346.76	99.83%
Expense	36,910.17	7,724.67	80,350.08	80,350.08	72,625.41	90.39%
<b>Stonegate Village (LLAD) Net Difference</b>	<b>26,037.73</b>	<b>-7,655.35</b>	<b>-38,934.00</b>	<b>-38,934.00</b>	<b>-31,278.65</b>	<b>-80.34%</b>
<b>Green Valley Hills (LLAD)</b>						
Revenue	17,530.02	99.38	17,389.83	17,389.83	17,290.45	99.43%
Expense	19,870.61	6,488.16	21,263.83	21,263.83	14,775.67	69.49%
<b>Green Valley Hills (LLAD) Net Difference</b>	<b>-2,340.59</b>	<b>-6,388.78</b>	<b>-3,874.00</b>	<b>-3,874.00</b>	<b>2,514.78</b>	<b>64.91%</b>
<b>Promontory Village 6 (LLAD)</b>						
Revenue	559,489.74	1,694.83	685,556.56	685,556.56	683,861.73	99.75%
Expense	426,425.71	115,287.00	665,351.56	665,351.56	550,064.56	82.67%
<b>Promontory Village 6 (LLAD) Net Difference</b>	<b>133,064.03</b>	<b>-113,592.17</b>	<b>20,205.00</b>	<b>20,205.00</b>	<b>133,797.17</b>	<b>662.20%</b>
<b>Oakridge Village (LLAD)</b>						
Revenue	17,513.42	12.06	16,748.77	16,748.77	16,736.71	99.93%
Expense	23,458.23	3,364.46	16,712.65	16,712.65	13,348.19	79.87%
<b>Oakridge Village (LLAD) Net Difference</b>	<b>-5,944.81</b>	<b>-3,352.40</b>	<b>36.12</b>	<b>36.12</b>	<b>3,388.52</b>	<b>9381.28%</b>
<b>Oaktree Village (LLAD)</b>						
Revenue	16,448.32	259.72	11,272.74	11,272.74	11,013.02	97.70%
Expense	7,020.45	1,773.92	12,600.19	12,600.19	10,826.27	85.92%
<b>Oaktree Village (LLAD) Net Difference</b>	<b>9,427.87</b>	<b>-1,514.20</b>	<b>-1,327.45</b>	<b>-1,327.45</b>	<b>186.75</b>	<b>14.07%</b>
<b>Crescent Ridge (LLAD)</b>						
Revenue	24,245.48	79.93	26,308.16	26,308.16	26,228.23	99.70%
Expense	25,249.65	6,129.14	26,805.16	26,805.16	20,676.02	77.13%
<b>Crescent Ridge (LLAD) Net Difference</b>	<b>-1,004.17</b>	<b>-6,049.21</b>	<b>-497.00</b>	<b>-497.00</b>	<b>5,552.21</b>	<b>1117.14%</b>
<b>La Cresta (LLAD)</b>						
Revenue	16,632.48	15.98	16,531.99	16,531.99	16,516.01	99.90%
Expense	9,690.07	2,236.05	15,139.07	15,139.07	12,903.02	85.23%
<b>La Cresta (LLAD) Net Difference</b>	<b>6,942.41</b>	<b>-2,220.07</b>	<b>1,392.92</b>	<b>1,392.92</b>	<b>3,612.99</b>	<b>259.38%</b>
<b>Lake Forest (LLAD)</b>						
Revenue	9,377.38	44.69	9,640.29	9,640.29	9,595.60	99.54%
Expense	13,448.57	3,585.79	14,891.29	14,891.29	11,305.50	75.92%
<b>Lake Forest (LLAD) Net Difference</b>	<b>-4,071.19</b>	<b>-3,541.10</b>	<b>-5,251.00</b>	<b>-5,251.00</b>	<b>-1,709.90</b>	<b>-32.56%</b>
<b>Marina Village (LLAD)</b>						
Revenue	4,946.76	2.48	4,992.93	4,992.93	4,990.45	99.95%
Expense	2,894.33	631.32	2,861.92	2,861.92	2,230.60	77.94%
<b>Marina Village (LLAD) Net Difference</b>	<b>2,052.43</b>	<b>-628.84</b>	<b>2,131.01</b>	<b>2,131.01</b>	<b>2,759.85</b>	<b>129.51%</b>
<b>Francisco Oaks (LLAD)</b>						
Revenue	8,157.43	85.21	19,021.05	19,021.05	18,935.84	99.55%
Expense	12,121.60	1,980.67	17,199.59	17,199.59	15,218.92	88.48%
<b>Francisco Oaks (LLAD) Net Difference</b>	<b>-3,964.17</b>	<b>-1,895.46</b>	<b>1,821.46</b>	<b>1,821.46</b>	<b>3,716.92</b>	<b>204.06%</b>



General Ledger  
LLAD Budget vs. Actual Summary  
FY2022 Quarter 1 Financials



Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>Highland Hills 13(LLAD)</b>						
Revenue	11,953.47	42.99	21,037.66	21,037.66	20,994.67	99.80%
Expense	12,624.88	4,230.15	15,497.33	15,497.33	11,267.18	72.70%
<b>Highland Hills 13(LLAD) Net Difference</b>	<b>-671.41</b>	<b>-4,187.16</b>	<b>5,540.33</b>	<b>5,540.33</b>	<b>9,727.49</b>	<b>175.58%</b>
<b>Laurel/Hollow Oaks (LLAD)</b>						
Revenue	13,865.79	51.52	51,467.10	51,467.10	51,415.58	99.90%
Expense	22,752.07	6,377.06	44,387.08	44,387.08	38,010.02	85.63%
<b>Laurel/Hollow Oaks (LLAD) Net Difference</b>	<b>-8,886.28</b>	<b>-6,325.54</b>	<b>7,080.02</b>	<b>7,080.02</b>	<b>13,405.56</b>	<b>189.34%</b>
<b>Wild Oaks Park (LLAD)</b>						
Revenue	9,990.46	143.93	10,483.47	10,483.47	10,339.54	98.63%
Expense	13,083.59	2,806.82	28,110.04	28,110.04	25,303.22	90.01%
<b>Wild Oaks Park (LLAD) Net Difference</b>	<b>-3,093.13</b>	<b>-2,662.89</b>	<b>-17,626.57</b>	<b>-17,626.57</b>	<b>-14,963.68</b>	<b>-84.89%</b>
<b>Silva Valley (LLAD)</b>						
Revenue	83,306.55	324.60	116,882.32	116,882.32	116,557.72	99.72%
Expense	72,259.68	16,603.55	100,593.73	100,593.73	83,990.18	83.49%
<b>Silva Valley (LLAD) Net Difference</b>	<b>11,046.87</b>	<b>-16,278.95</b>	<b>16,288.59</b>	<b>16,288.59</b>	<b>32,567.54</b>	<b>199.94%</b>
<b>Bass Lake Village A (LLAD)</b>						
Revenue	28,261.31	72.70	27,941.82	27,941.82	27,869.12	99.74%
Expense	28,453.57	7,789.69	27,995.82	27,995.82	20,206.13	72.18%
<b>Bass Lake Village A (LLAD) Net Difference</b>	<b>-192.26</b>	<b>-7,716.99</b>	<b>-54.00</b>	<b>-54.00</b>	<b>7,662.99</b>	<b>14190.72%</b>
<b>Roadways (LLAD)</b>						
Revenue	159,558.24	1,104.09	158,308.78	158,308.78	157,204.69	99.30%
Expense	64,607.18	17,004.26	373,918.63	373,918.63	356,914.37	95.45%
<b>Roadways (LLAD) Net Difference</b>	<b>94,951.06</b>	<b>-15,900.17</b>	<b>-215,609.85</b>	<b>-215,609.85</b>	<b>-199,709.68</b>	<b>-92.63%</b>
<b>Highland Hills 1 2&amp;4 (LLAD)</b>						
Revenue	2,106.17	32.47	8,774.88	8,774.88	8,742.41	99.63%
Expense	8,635.78	5,568.01	15,495.88	15,495.88	9,927.87	64.07%
<b>Highland Hills 1 2&amp;4 (LLAD) Net Difference</b>	<b>-6,529.61</b>	<b>-5,535.54</b>	<b>-6,721.00</b>	<b>-6,721.00</b>	<b>-1,185.46</b>	<b>-17.64%</b>
<b>Creekside Greens (LLAD)</b>						
Revenue	75,681.48	97.68	109,067.66	109,067.66	108,969.98	99.91%
Expense	57,301.30	20,534.06	86,111.03	86,111.03	65,576.97	76.15%
<b>Creekside Greens (LLAD) Net Difference</b>	<b>18,380.18</b>	<b>-20,436.38</b>	<b>22,956.63</b>	<b>22,956.63</b>	<b>43,393.01</b>	<b>189.02%</b>
<b>Bass Lake Zone B (LLAD)</b>						
Revenue	28,617.43	35.07	19,806.10	19,806.10	19,771.03	99.82%
Expense	25,537.80	16,421.76	19,806.52	19,806.52	3,384.76	17.09%
<b>Bass Lake Zone B (LLAD) Net Difference</b>	<b>3,079.63</b>	<b>-16,386.69</b>	<b>-0.42</b>	<b>-0.42</b>	<b>16,386.27</b>	<b>3901492.86%</b>
<b>HV/Hills/Sterlingshire (LLAD)</b>						
Revenue	49,192.24	622.91	57,868.35	57,868.35	57,245.44	98.92%
Expense	53,872.63	12,770.54	56,711.09	56,711.09	43,940.55	77.48%
<b>HV/Hills/Sterlingshire (LLAD) Net Differenc</b>	<b>-4,680.39</b>	<b>-12,147.63</b>	<b>1,157.26</b>	<b>1,157.26</b>	<b>13,304.89</b>	<b>1149.69%</b>

General Ledger  
LLAD Budget vs. Actual Summary  
FY2022 Quarter 1 Financials



Description	Prior Year Actual FY21	YTD Actual FY22	Original Budget FY22	Revised Budget FY22	Variance	% Variance
<b>EDH Blvd.Commerical(LLAD)</b>						
Revenue	89,000.49	34.10	115,453.90	115,453.90	115,419.80	99.97%
Expense	61,339.35	18,755.28	93,962.84	93,962.84	75,207.56	80.04%
<b>EDH Blvd.Commerical(LLAD) Net Difference</b>	<b>27,661.14</b>	<b>-18,721.18</b>	<b>21,491.06</b>	<b>21,491.06</b>	<b>40,212.24</b>	<b>187.11%</b>
<b>Euer Ranch (LLAD)</b>						
Revenue	11.71	1.15	0.00	0.00	-1.15	0.00%
<b>Euer Ranch (LLAD) Net Difference</b>	<b>11.71</b>	<b>1.15</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.15</b>	<b>0.00%</b>
<b>Valley View (LLAD)</b>						
Revenue	137,661.38	655.74	304,163.51	304,163.51	303,507.77	99.78%
Expense	105,587.21	39,098.87	252,820.51	252,820.51	213,721.64	84.53%
<b>Valley View (LLAD) Net Difference</b>	<b>32,074.17</b>	<b>-38,443.13</b>	<b>51,343.00</b>	<b>51,343.00</b>	<b>89,786.13</b>	<b>174.88%</b>
<b>West Valley (Blackstone LLAD)</b>						
Revenue	70.36	6.93	0.00	0.00	-6.93	0.00%
<b>West Valley (Blackstone LLAD) Net Difference</b>	<b>70.36</b>	<b>6.93</b>	<b>0.00</b>	<b>0.00</b>	<b>-6.93</b>	<b>0.00%</b>
<b>Sierra View (Bell Ranch LLAD)</b>						
Revenue	11.63	1.14	0.00	0.00	-1.14	0.00%
Expense	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Sierra View (Bell Ranch LLAD) Net Difference</b>	<b>11.63</b>	<b>1.14</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.14</b>	<b>0.00%</b>
<b>Bass Lake Hills (LLAD)</b>						
Revenue	86.32	8.50	0.00	0.00	-8.50	0.00%
Expense	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Bass Lake Hills (LLAD) Net Difference</b>	<b>86.32</b>	<b>8.50</b>	<b>0.00</b>	<b>0.00</b>	<b>-8.50</b>	<b>0.00%</b>
<b>Silver Dove (Hawkview LLAD)</b>						
Revenue	13.30	1.30	0.00	0.00	-1.30	0.00%
<b>Silver Dove (Hawkview LLAD) Net Difference</b>	<b>13.30</b>	<b>1.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.30</b>	<b>0.00%</b>
<b>Lesarra (Shell LLAD)</b>						
Revenue	43.55	4.29	0.00	0.00	-4.29	0.00%
<b>Lesarra (Shell LLAD) Net Difference</b>	<b>43.55</b>	<b>4.29</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.29</b>	<b>0.00%</b>
<b>Lake Forest Park (LLAD)</b>						
Revenue	128,582.29	691.09	134,525.31	134,525.31	133,834.22	99.49%
Expense	78,597.68	29,996.07	133,638.20	133,638.20	103,642.13	77.55%
<b>Lake Forest Park (LLAD) Net Difference</b>	<b>49,984.61</b>	<b>-29,304.98</b>	<b>887.11</b>	<b>887.11</b>	<b>30,192.09</b>	<b>3403.42%</b>
<b>Windsor Point Park (LLAD)</b>						
Revenue	32,708.80	88.70	21,295.47	21,295.47	21,206.77	99.58%
Expense	15,674.35	6,690.96	23,718.47	23,718.47	17,027.51	71.79%
<b>Windsor Point Park (LLAD) Net Difference</b>	<b>17,034.45</b>	<b>-6,602.26</b>	<b>-2,423.00</b>	<b>-2,423.00</b>	<b>4,179.26</b>	<b>172.48%</b>
<b>Carson Creek (LLAD)</b>						
Revenue	44,514.17	160.74	29,743.29	29,743.29	29,582.55	99.46%
Expense	1,335.15	2,741.64	92,724.84	92,724.84	89,983.20	97.04%
<b>Carson Creek (LLAD) Net Difference</b>	<b>43,179.02</b>	<b>-2,580.90</b>	<b>-62,981.55</b>	<b>-62,981.55</b>	<b>-60,400.65</b>	<b>-95.90%</b>
<b>Revenue Total</b>	<b>1,632,526.07</b>	<b>6,545.24</b>	<b>2,035,698.02</b>	<b>2,035,698.02</b>	<b>2,029,152.78</b>	<b>99.68%</b>
<b>Expense Total</b>	<b>1,198,751.61</b>	<b>356,589.90</b>	<b>2,238,667.35</b>	<b>2,238,667.35</b>	<b>1,882,077.45</b>	<b>84.07%</b>
<b>LLAD Total Net Difference</b>	<b>433,774.46</b>	<b>-350,044.66</b>	<b>-202,969.33</b>	<b>-202,969.33</b>	<b>\$147,075.33</b>	<b>72.46%</b>



## **TREASURY REPORT**

**September 30, 2021**

### **BOARD OF DIRECTORS**

NOELLE MATTOCK– PRESIDENT

SEAN HANSEN – VICE PRESIDENT

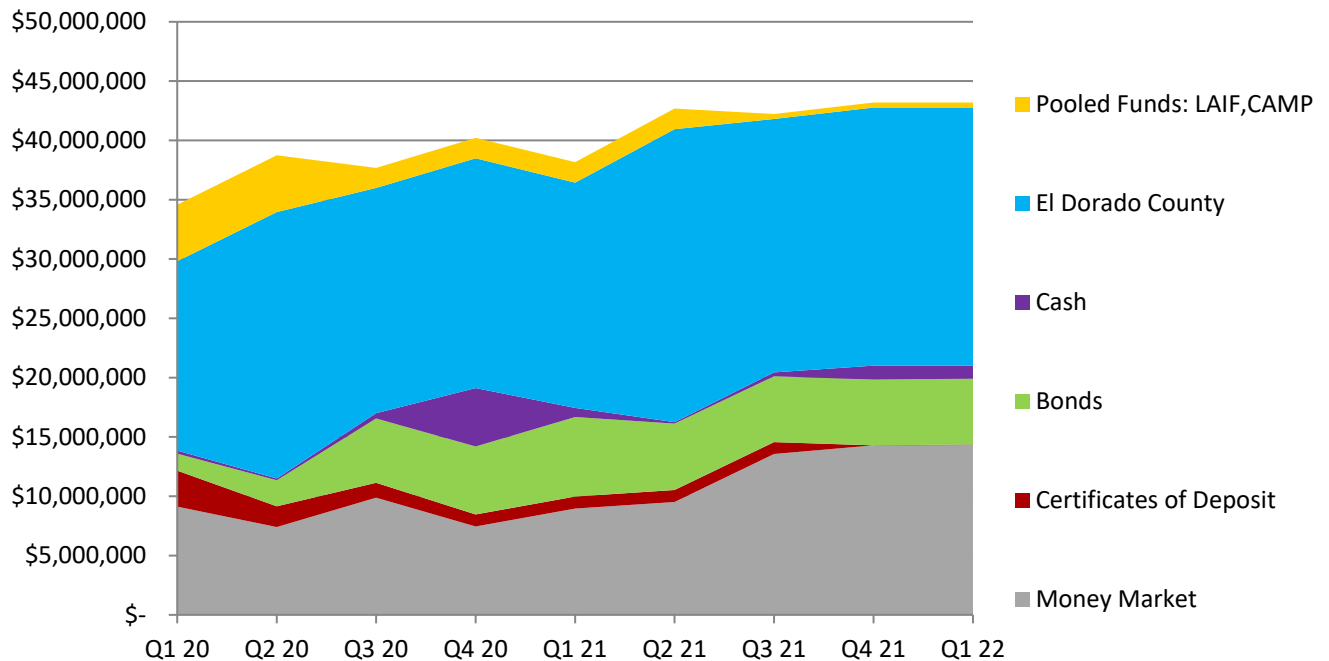
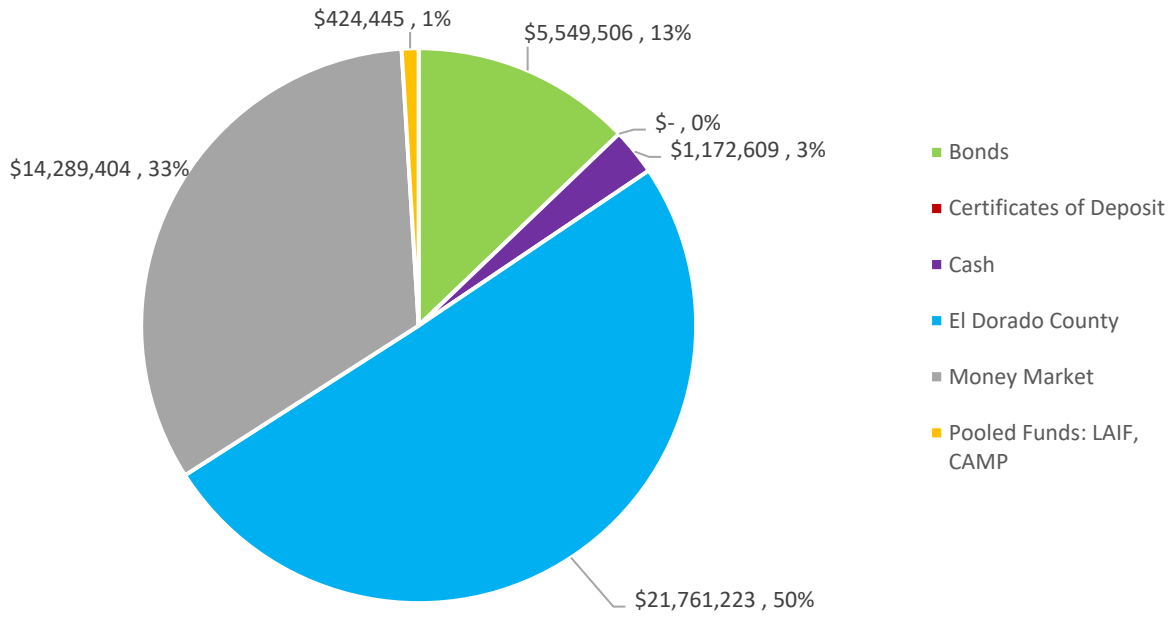
HEIDI HANNAMAN-DIRECTOR

MICHAEL MARTINELLI – DIRECTOR

BENJAMIN PAULSEN – DIRECTOR

GENERAL MANAGER, KEVIN A. LOEWEN

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
INVESTMENTS BY TYPE  
FOR PERIOD ENDED SEPTEMBER 30, 2021**



**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
SUMMARY  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

INVESTMENT PORTFOLIO	BOOK VALUE	MARKET VALUE
EL DORADO COUNTY TREASURER	\$ 21,761,223	\$ 21,711,444
CAMP-INVESTMENT POOL	13,270	13,270
LAIF - INVESTMENT POOL	411,175	411,175
FIVE STAR BANK-PETTY (Reconciled Balance)	5,000	5,000
FIVE STAR BANK (Reconciled Balance)	15,457,013	15,536,044
STIFEL SECURITIES	5,549,506	5,549,506
WELLS FARGO INVESTMENTS	-	-
<b>TOTAL GENERAL PORTFOLIO</b>	<b>\$ 43,197,187</b>	<b>\$ 43,226,440</b>

FIDUCIARY PORTFOLIO	BOOK VALUE	MARKET VALUE
FIDUCIARY FUNDS, CALPERS PENSION	10,118,290	10,118,290
FIDUCIARY FUNDS, CALPERS OPEB TRUST	2,801,552	2,801,552
<b>TOTAL GENERAL PORTFOLIO</b>	<b>\$ 12,919,842</b>	<b>\$ 12,919,842</b>

1. I hereby certify that the investments are in compliance with the investment policy adopted by the governing board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds does not change.
4. The book value for County Pool is the withdrawal value provided by the County Treasurer.
5. The market value of funds held by the County Treasurer equates to the District's pro-rata share of the market value of the entire County investment pool.
6. The fiscal agent provided the market values for investments held in their accounts.
7. The checking accounts include checking and certificates of deposit accounts held in the name of the District.
8. The fiduciary funds with CalPERS are restricted long-term assets and are not considered a current financial resource. Pension values reported are as of most recent Actuarial Report dated June 30, 2021.
9. This report meets the requirements of Government Code Section 53646.

DocuSigned by:

*Teri L. Gotro*

10/31/2021

Prepared by:

Teri L. Gotro, Director of Administration & Finance

DocuSigned by:

*Kevin A. Loewen*

10/31/2021

Authorized by:

Kevin A. Loewen, General Manager

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
INVESTMENT PORTFOLIO  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

<b>Auditor Investment Report</b>	<b>Par Value</b>	<b>Mkt Value</b>	<b>Rating</b>	<b>Coupon/ Yield</b>	<b>Days to maturity</b>	<b>Maturity Date</b>	<b>% of Portfolio</b>
<b>State of CA Local Agency Invest Fund</b>							
LAIF	411,175	411,175		0.22%	1		0.95%
<b>El Dorado County</b>							
El Dorado County	21,761,223	21,711,444		0.40%	699		50.23%
<b>Municipal Bonds</b>							
Ontario Intl Arpt Auth Rev	500,000	517,000	AA	0.84%	561	05/15/23	1.20%
Pomona Pension Obligation Series	500,000	546,995	AA-	1.35%	1400	08/01/25	1.27%
Transbay Joint Pwrs	1,000,000	1,032,890	A-	1.85%	731	10/01/23	2.39%
<b>Medium Term Notes</b>							
Alabama Pwr Co	750,000	756,750	A	2.42%	181	03/30/22	1.75%
Wells Fargo: Medium Term Note	965,000	965,511	A	2.15%	699	04/30/23	2.23%
Wells Fargo: Medium Term Note	1,000,000	992,060	A	2.50%	1307	04/30/25	2.30%
Credit Agricole CIB Medium Term Nt	750,000	738,300	A+	1.00%	1413	08/14/25	1.71%
<b>Money Market Accounts</b>							
Five Star	14,289,404	14,368,435		0.22%	1		33.24%
CAMP	13,270	13,270		0.05%	1		0.03%
<b>Cash</b>							
Five Star-Regular Checking	1,167,609	1,167,609		0.00%	1		2.70%
Five Star-Petty Cash	5,000	5,000		0.00%	1		0.01%
<b>Total Treasury</b>	<u>\$ 43,112,680</u>	<u>\$43,226,440</u>					<u>100%</u>

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS IN COUNTY TREASURY  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

<b>Fund</b>	<b>Fund Number</b>	<b>Account Number</b>	<b>1st Qtr</b>	<b>YTD Interest Earned</b>	<b>Fund Total</b>
General Fund	001	1060	210.40	210.40	66,697.70
CC&R's	011	1060	2.22	2.22	586.59
Impact Fees	018	1060	11,576.49	11,576.49	21,686,986.78
Stonegate	020	1060	0.85	0.85	100.85
Green Valley	021	1060	0.28	0.28	187.17
Promontory	022	1060	4.55	4.55	1,627.82
Oakridge	023	1060	0.98	0.98	100.98
Oaktree	024	1060	0.52	0.52	319.27
Crescent	026	1060	0.51	0.51	160.43
La Cresta	027	1060	0.40	0.40	100.40
Lake Forest	030	1060	0.38	0.38	130.94
Marina Village	031	1060	0.28	0.28	100.28
Francisco Oaks	032	1060	0.35	0.35	100.35
Highland Hills 3	035	1060	0.49	0.49	100.49
Hollow Oaks	037	1060	0.30	0.30	100.30
Wild Oaks Park	038	1060	0.35	0.35	130.82
Silva Valley	039	1060	1.28	1.28	242.74
Bass Lake A	040	1060	0.56	0.56	155.75
Roadways	041	1060	2.04	2.04	602.07
Highland Hills 1,2,4	042	1060	0.28	0.28	110.34
Creekside Greens	043	1060	0.99	0.99	200.99
Bass Lake B	045	1060	0.52	0.52	100.52
Highland View	047	1060	1.12	1.12	667.95
EDH Blvd.	048	1060	1.82	1.82	101.82
Valley View	050	1060	1.06	1.06	657.36
Lake Forest	056	1060	1.31	1.31	553.64
Windsor Point Park	057	1060	0.50	0.50	158.51
Carson Creek	058	1060	0.54	0.54	139.89

<b>Total Funds in County Investment Pool</b>	<b>\$</b>	<b>11,811</b>	<b>11,811</b>	<b>\$</b>	<b>21,761,223</b>
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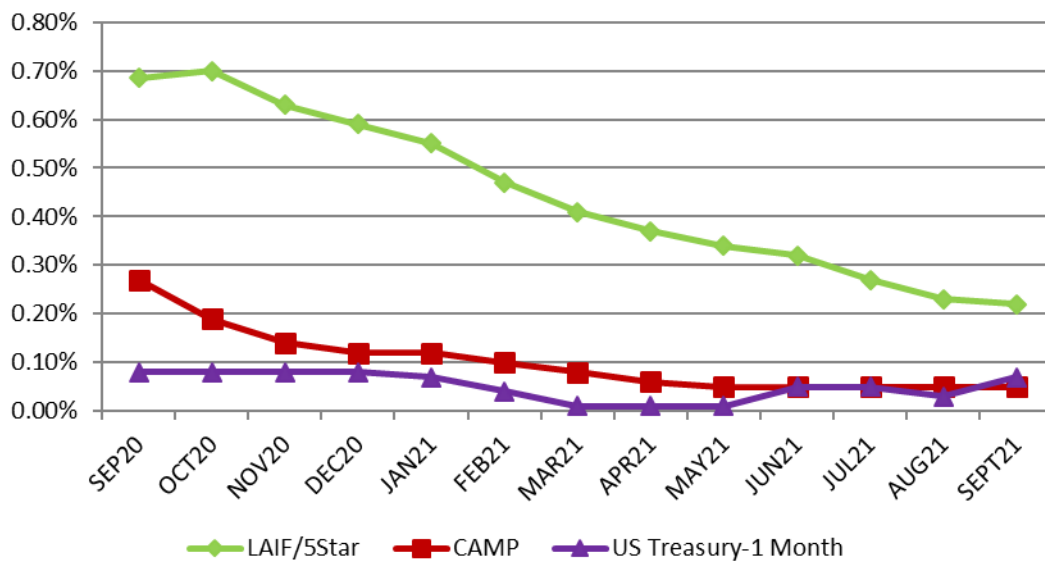
<b>Annualized Yield for Quarter Ended</b>	<b>6/30/2021</b>	<b>0.40%</b>
<b>Annualized Yield for Quarter Ended</b>	<b>9/30/2021</b>	<b>0.40%</b>

Note 1: Market value share equates to the District's pro-rata share of the market value of the entire County Pool.

**EL DORAD HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS WITH BANKING INSTITUTIONS  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

Institution	Account Name	Interest Earned	Reconciled Balance	Bank Balance	Interest Rate	Maturity Date
Five Star	El Dorado Hills CSD - Petty Cash Public Checking Account	\$ -	\$ 5,000	\$ 5,000	0.00%	N/A
Five Star Bank	El Dorado Hills CSD -Operating Public Checking Account	-	-	1,167,609	0.00%	NA
Five Star Bank	El Dorado Hills CSD - Operating Public Money Market	9,065	15,457,013	14,368,435	0.22%	N/A
Total All Banking Institutions		\$ 9,065	\$ 15,462,013	\$ 15,541,044		

**YIELDS COMPARISON  
(EFFECTIVE YIELD RATE TREND)  
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**





**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS IN INVESTMENT POOL  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

Pooled Money Investment Accounts	YTD Interest		Book Value	Market Value	Effective Yield
	Earned				
CAMP	\$	2	\$ 13,270	\$ 13,270	0.05%
LAIF Investment Pool		250	\$ 411,175	\$ 411,175	0.22%
<b>Total All Pooled Funds</b>	<b>\$</b>	<b>252</b>	<b>\$ 424,445</b>	<b>\$ 424,445</b>	

**Note 1:** Book value for pooled funds is the contractual withdrawal amount.

**Note 2:** Market value share equates to the District's pro-rata share of the market value of the entire Pool.

**Note 3:** Effective yield as of quarter end.

### CAMP Cash Reserve Portfolio

Current Annualized Yield: .05%

#### Monthly Distribution Yields

	2014	2015	2016	2017	2018	2019	2020	2021
January	0.06%	0.07%	0.38%	0.85%	1.43%	2.60%	1.78%	0.12%
February	0.07%	0.06%	0.45%	0.85%	1.50%	2.64%	1.75%	0.10%
March	0.06%	0.07%	0.50%	0.89%	1.62%	2.61%	1.50%	0.08%
April	0.05%	0.08%	0.48%	0.96%	1.84%	2.55%	0.98%	0.06%
May	0.06%	0.08%	0.49%	0.97%	1.95%	2.52%	0.67%	0.05%
June	0.06%	0.09%	0.51%	1.05%	2.05%	2.48%	0.51%	0.05%
July	0.05%	0.10%	0.55%	1.12%	2.11%	2.42%	0.37%	0.05%
August	0.06%	0.11%	0.64%	1.14%	2.12%	2.28%	0.30%	0.05%
September	0.05%	0.13%	0.64%	1.15%	2.14%	2.22%	0.27%	0.05%
October	0.05%	0.14%	0.66%	1.17%	2.27%	2.05%	0.19%	
November	0.05%	0.15%	0.66%	1.20%	2.36%	1.88%	0.14%	
December	0.05%	0.23%	0.72%	1.29%	2.46%	1.80%	0.12%	

### LAIF Pooled Money Investment Account

#### PMIA Average Monthly Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2014</b>	0.244	0.236	0.233	0.228	0.228	0.228	0.244	0.26	0.246	0.261	0.261	0.267
<b>2015</b>	0.262	0.266	0.278	0.283	0.29	0.299	0.32	0.33	0.337	0.357	0.374	0.400
<b>2016</b>	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
<b>2017</b>	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
<b>2018</b>	1.35	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
<b>2019</b>	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.800	2.190	2.103	2.043
<b>2020</b>	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
<b>2021</b>	0.550	0.470	0.410	0.370	0.340	0.320	0.270	0.023	0.022			

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS INVESTED - WELLS FARGO  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

<b>Investment</b>	<b>YTD Interest/ Dividends Earned</b>	<b>Current</b>	<b>Par</b>	<b>Market Value</b>	<b>Coupon/ Yield</b>	<b>Maturity Date</b>
<b>WELLS FARGO</b>						
<b>CERTIFICATES OF DEPOSIT</b>						
Comenity Capital Bank	970		-	-	1.65%	09/27/21
Capital One	1,664		-	-	1.70%	09/28/21
Capital One Bank USA	1,664		-	-	1.70%	09/28/21
Wells Fargo Bank	991		-	-	1.70%	09/28/21
<b>MONEY MARKET MUTUAL FUNDS</b>	1.12			-	0.01%	30 day simple yield
Total Wells Fargo Investments	<u>\$ 5,290</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	

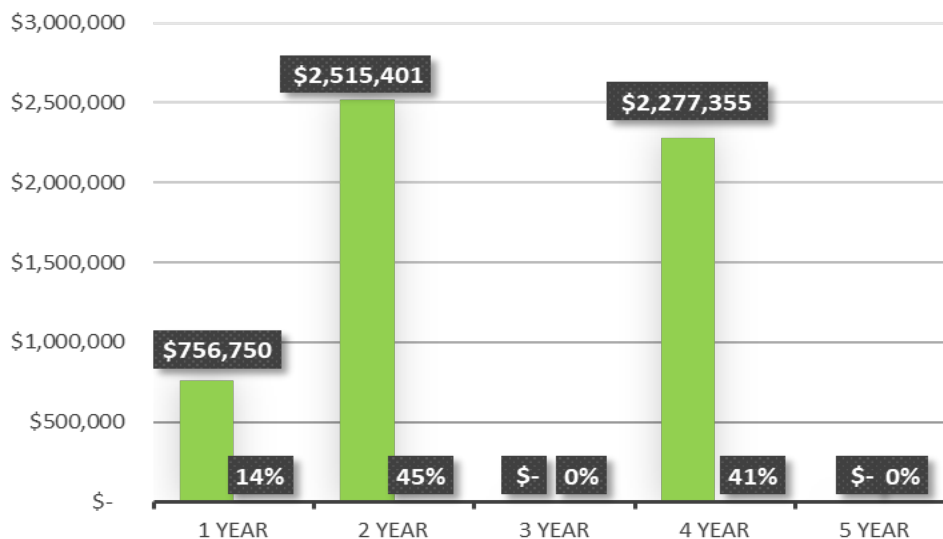
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS INVESTED – BONDS/CDs  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

Investment	YTD Interest/ Dividends Earned	Current Par	Current Value	Coupon/ Yield	Maturity Date	Call Date
<b>Stifel Financial</b>						
Alabama Pwr Co	9,188	750,000	756,750	2.42%	03/30/22	
Transbay Joint Pwrs	-	1,000,000	1,032,890	1.85%	10/01/23	
Wells Fargo: Medium Term Note	-	965,000	965,511	2.15%	04/30/23	
Wells Fargo: Medium Term Note	-	1,000,000	992,060	2.50%	04/30/25	
Credit Agricole CIB Medium Term Note	3,750	750,000	738,300	1.00%	08/14/25	
Ontario Intl Arpt Auth Rev	-	500,000	517,000	0.84%	05/15/23	
Pomona Pension Obligation Series	10,000	500,000	546,995	1.35%	08/01/25	

Cash	-	-	-
Total Stifel Financial Investments	\$ 22,938	\$ 5,465,000	\$ 5,549,506

\* Stifel Investments table only includes Interest and Dividends Earned that have been paid out to the District. Change in Portfolio value is not included since the District anticipates holding all Bonds until maturity.

**INVESTMENTS BY MATURITY DATE  
(MARKET VALUE)  
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**



**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
TREASURY REPORT  
FUNDS INVESTED – FIDUCIARY FUNDS  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

<b>Fiduciary Investment Accounts</b>	<b>YTD Investment Earnings</b>	<b>Market Value</b>	<b>Yield</b>
CalPERS, Pension Fund	\$ -	\$ 10,118,290	7.00%
CalPERS, California Employer's Retiree Benefit Trust Fund	\$ 481,402	\$ 2,801,552	20.29%
<b>Total All Fiduciary Funds</b>	<b>\$ 481,402</b>	<b>\$ 12,919,842</b>	

**Note 1:** Market value for the Pension Fund is from the most recent CalPERS Actuarial Report as of June 30, 2020. Current investment earnings value is unavailable for this Fund.

**Note 2:** Funds invested with CalPERS for Pension and Retiree Benefits are restricted long-term assets and are not considered a current financial resource. These funds are reflected in the annual CAFR.

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Brittany DiTonno, Executive Assistant/Clerk of the Board

**Meeting Date:** November 10, 2021

**Report Date:** October 29, 2021

**Subject:** **Board Member Training & Inter-Agency Meeting Representation Opportunities November - December 2021<sup>1</sup>**

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Trainings that qualify for Special District Risk Management Authority's (SDRMA) Credit Incentive Program (CIP) are noted below.

For those training opportunities which will require travel reimbursement, per diem, or be eligible for a meeting stipend, the Board Director interested in attending shall pull this agenda item, identify the training/travel sought, and seek Board approval per Policy 4090.

<b>Date</b>	<b>Title</b>	<b>City</b>	<b>CIP Qualified*</b>
11/10/2021	General Manager Evaluations	Webinar	X
12/7/2021	The Great Board Chair	Webinar	

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<sup>1</sup> Please be advised these events may be cancelled/rescheduled at any time due to COVID-19 restrictions.

\*CIP qualification only applies to specific webinars/on-demand webinars per CSDA & SDRMA guidelines.



## BOARD OF DIRECTORS REGULAR MEETING

October 14, 2021  
MINUTES

*\*\*Meeting Held Jointly In-Person and Via Zoom Virtual Conferencing Due to COVID-19 Restrictions\*\**

Board President, Noelle Mattock, called the meeting to order on Thursday, October 14, 2021, at 5:30 p.m., jointly in person at the Norm Rowett Pavilion at El Dorado Hills Community Services District (District), located at 1021 Harvard Way, El Dorado Hills, California and via Zoom Virtual Conferencing.

### On-site attendees include the following:

#### Board Directors

- Noelle Mattock, President
- Benjamin Paulsen, Director
- Michael Martinelli, Director
- Heidi Hannaman, Director

#### Board Directors Absent:

- Sean Hansen, Vice President

#### District Staff

- Kevin A. Loewen, General Manager
- Teri L. Gotro, Director of Administration and Finance
- Brittany DiTonno, Executive Assistant/Clerk of the Board
- Tauni Fessler, Principal Planner
- Cara Layne, Staff Services Analyst
- Mark Hornstra, Interim Director of Parks and Recreation
- Jen Leal, HR Manager
- April West, Communications Office
- Sandra Montgomery, Recreation Superintendent
- Dan Williams, Parks Superintendent
- Ryan Kukkola, Parks Supervisor
- Jason Kukkola, Recreation Supervisor

#### Other Attendees

- David Tyra, Legal Counsel
- Taylor Hall-Vining, IT

#### Berkson & Associates

##### Representative:

- Richard Berkson

#### General Public

Approximately 15 Members

### Virtual attendees include the following:

#### District Staff

- Jeff Kernen, Staff Services Analyst
- Kate Miller, Recreation Supervisor

#### General Public

Approximately 20 Members

President Mattock led the pledge of allegiance.

President Mattock called for a moment of silence to honor American service members (military, law enforcement, fire and other emergency personnel).

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**ADOPTION OF AGENDA**

President Mattock called for the adoption of the Agenda.

**Motion No. 1. Director Martinelli moved and Director Hannaman seconded the motion to adopt the agenda as presented.**

**Motion passed, outlined as follows:**

**Yes - 4 - Hannaman, Martinelli, Mattock, Paulsen**

**Absent - 1 - Hansen**

**CLOSED SESSION PUBLIC COMMENT** - None

**ADJOURNMENT TO CLOSED SESSION** - 5:34 p.m.

**CLOSED SESSION ITEMS**

- A. Conference with Real Property Negotiator (Government Code § 54956.8):  
Property: Parker Development Company, CEDHSP - Old Executive Golf Course  
APN: 121-040-029; 121-040-031; 121-040-032; 121-160-005  
Agency Negotiator: General Manager  
Negotiating parties: Parker Development Company  
Under negotiations: Land Acquisition
- B. Conference with Legal Counsel - Existing Litigation (Government Code § 54956.9(d)(1)):  
Name of case: Thomas Austin and Helen Austin v. County of El Dorado, et al., Case No. PC2015063S
- C. Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation.  
(Gov. Code section 54956.9(b)). - 1 item.
- D. Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation.  
(Gov. Code section 54956.9(b)). - 1 item.
- E. Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation.  
(Gov. Code section 54956.9(b)). - 1 item.

**REPORT OUT OF CLOSED SESSION** - 6:32 p.m.

President Mattock noted directions were provided to staff on all Closed Session items.

**GENERAL MANAGER MONTHLY REPORT**

- 1. Loewen provided updates on additional items to the General Manager Report.

**LEGAL COUNSEL UPDATES AND ADVICE**

General updates were provided by Legal Counsel

**BOARD OF DIRECTORS' COMMENTS & FUTURE AGENDA ITEMS**

General thanks and comments were received by each Board Director.

**GENERAL PUBLIC COMMENT** - None

**Vice President Hansen joined the meeting virtually at 7:09 p.m.**

**CONSENT CALENDAR**

***Receive & File:***

2. 2021 Calendar of Upcoming Board Meetings and Special Events (K. Loewen)
3. Submittal of the Monthly Treasury Report (K. Loewen)
4. Executive Summary - EDH Summer Fest (S. Montgomery)
5. 2021-22 Winter Basketball Update (S. Montgomery)
6. FY2021 Annual Park Impact Fee Report (T. Gotro)
7. Annual Report of Reimbursement to EDHCSD Board Members and Employees (T. Gotro)

***Approve:***

8. 2021 Calendar of Board Member Training Opportunities (K. Loewen)
9. Minutes of September 09, 2021 Board of Directors Regular Meeting - *Hybrid* (B. DiTonno)
10. Minutes of September 16, 2021 Board of Directors Special Meeting - *Hybrid* (B. DiTonno)
11. September 2021 Summary of Director Meetings (K. Loewen)
12. Board Director Training Report: Director Mattock - 2021 CSDA Annual Conference (N. Mattock)
13. Board Director Training Report: Director Hansen - 2021 CSDA Annual Conference (S. Hansen)
14. Carson Creek LLAD #39 Refund for FY20 Assessment (T. Gotro)
15. Design Review Committee Member Appointment (C. Layne)
16. CAC Recommendation that the Board of Directors Authorize Staff to Direct District Legal Counsel to Send Third and Final Notices of Non-Compliance to: (C. Layne)

**Property Owner:** Lolita O Neal  
**Property Address:** 3380 Tea Rose Drive  
**Village:** Bass Lake Village, Unit 5, Lot 38  
**APN:** 115-261-006  
**Case#:** 21-446  
**Violation:** Section 2.03 – Garages and Vehicles

**Property Owner:** Michael & Stephanie Raley  
**Property Address:** 3145 Kensington Drive  
**Village:** Winterhaven Village, Unit 1, Lot 71  
**APN:** 110-294-005  
**Case#:** 21-435  
**Violation:** Section 5.02 – Maintenance Obligations

**Consent Calendar received verbal public comments from the following:**

- L. Hampton - DRC Member Appointee

**Motion No. 2. Director Hannaman moved and Director Martinelli seconded the motion to approve consent calendar with item #5 pulled for further review.**

**Motion passed, outlined as follows:**

**Yes - 4 - Hannaman, Martinelli, Mattock**

**Absent - 1 - Paulsen**

**Abstain - 1 - Hansen**



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**GENERAL BUSINESS**

17. Review & Approve or Deny - Appeal of Design Review Committee Action - 1804 Rochhampton Place - Carport (C. Layne)

**Item 17 received verbal public comments from the following:**

- **N. Wadiak - Homeowner**

**Motion No. 4.** Director Paulsen moved and President Mattock seconded the motion to approve the appeal with the condition the carport match the aesthetics of the current residence on the property, as per submitted to DRC on 07/13/2021.

**Motion passed, outlined as follows:**

**Yes - 3 - Hansen, Mattock, Paulsen**

**No - 2 - Hannaman, Martinelli**

18. Review & Approve - Incorporation (Cityhood) Analysis of El Dorado Hills - Findings and Draft Press Release (K. Loewen)

**Item 18 received verbal public comments from the following:**

- **R. Berkson - Representative of Berkson & Associates**
- **S. Ferry**
- **C. Nicholson**
- **T. White**

**Motion No. 5.** Director Paulsen moved and Director Hannaman seconded the motion to approve the draft press release, as written, and moving forward with getting it out to the community.

**Motion passed unanimously:**

**Yes - 5 - Hannaman, Hansen, Martinelli, Mattock, Paulsen**

19. Review & Provide Direction - Old Executive Golf Course / Central EDH Housing Project - County Request for Development Agreement Terms (K. Loewen)

**No action required by the Board. Direction provided to staff.**

**Item 19 received verbal public comments from the following:**

- **C. Nicholson**
- **Tim White**
- **Randall LaFrom**

20. Review & Approve - Cost Recovery Policy Adjustment (T. Gotro)

**Motion No. 6.** Director Martinelli moved and Director Paulsen seconded the motion to approve the requested updates to the Cost Recovery policy as presented.

**Motion passed unanimously:**

**Yes - 5 - Hannaman, Hansen, Martinelli, Mattock, Paulsen**

**REVIEW ITEMS PULLED FOR DISCUSSION**

5. 2021-22 Winter Basketball Update (S. Montgomery)

**Item 5 received verbal public comments from the following:**

- D. Keyzer

**No action required by the Board. Direction provided to staff.**

**There being no further business of the Board, President Mattock called for adjournment of the meeting.**

**ADJOURNMENT - 10:38 p.m.**

**APPROVED:** \_\_\_\_\_

*Noelle Mattock, President  
District Board of Directors*

**DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

*Kevin A. Loewen, General Manager  
Secretary to the Board of Directors*

**DATE:** \_\_\_\_\_

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Meeting Date:** November 10, 2021

**Report Date:** October 29, 2021

**Subject:** **Summary of Director Meetings for October 2021**

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The following is a summary of last month's Board and Board Committee meetings and activities. Approval of this report by the Board includes approval for board member participation in meetings or activities that may or may not have been previously approved. *(In accordance with District Policy §4030, §4090 and California Government Code §53232.3(d)).*

**PAST MEETINGS & ACTIVITIES**

<b>Meeting</b>	<b>Date</b>
Oak Ridge Foundation Golf Tournament	10/04/2021
County 2x2 Ad Hoc Meeting	10/05/2021
Compliance & Design Review Committee Meeting	10/06/2021
Regular Board Meeting	10/14/2021
Trunk-or-Treat & Scarecrow Contest	10/29/2021

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**OCTOBER 04 , OAK RIDGE FOUNDATION GOLF TOURNAMENT:** Vice President Hansen, Directors Paulsen, Martinelli and Hannaman, as well as several District staff took various parts in the Oak Ridge High School Foundation Golf Tournamnet Fundraiser. This is a great way to participate in making the lives of high schools students better through the good works of that Foundation.

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**OCTOBER 05, COUNTY 2x2 AD HOC MEETING:** Board President Mattock, Board Vice President Hansen, and General Manager Loewen met with El Dorado County CAO Ashton, County Supervisor Hidahl, County Supervisor Turnboo, to discuss, amongst other topics, several inter-agency topics, including high speed internet connectivity, and future projects that have public park facilities.

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**OCTOBER 06, COMPLIANCE & DESIGN REVIEW COMMITTEE MEETING:**

1030 St. Andrews Dr., El Dorado Hills, CA 95762

In attendance were: Board Directors Hannaman and Martinelli; General Manager Loewen; Director of Administration & Finance Gotro; Executive Assistant and Clerk to the Board DiTonno; Staff Services Analyst Layne; DRC Chairman Sgamba; DRC Member Willman; property owners Nicholas and Janelle Wadiak and DRC applicant Lewis.

**Call to Order** - 3:40pm

- Roll Call
- Adoption of Agenda

**Committee Member Comments & Future Agenda Items** - None

**Public Comment** - None

**General Business**

1. Appeal of Design Review Committee Action - 1804 Rochhampton Place - Carport (Layne)

Layne provided a summary to the Committee regarding the carport project denied by the Design Review Committee due the size of the carport and not being in harmony and conformity with the neighborhood due to the corner lot. DRC members Sgamba and Willman provided information regarding the Design Review Committee denial. The homeowners Nicholas and Janelle Wadiak provided information about the project to the Committee. This appeal will be forwarded to the full Board of Directors with the recommendation from the Committee to support the Design Review Committee's denial of the project.

2. Design Review Committee Member Appointment - Lewis Hampton (Layne)

Layne introduced prospective Design Review Committee member Lewis Hampton and provided background on the application submitted. After interviewing the applicant, the Committee recommended forwarding the applicant volunteer request to the full Board of Directors for approval.

**Adjournment** – 4:30pm

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**OCTOBER 14, BOARD OF DIRECTORS REGULAR MEETING:** See Minutes.

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**OCTOBER 29, TRUNK-OR-TREAT & SCARECROW CONTEST:** President Mattock joined several District staff to hand out candy to all costumed participants as well as ribbons for the scarecrow contest winners. The event overall was a community success with more information available in the General Managers Report.

**UPCOMING MEETINGS/ACTIVITIES**<sup>1</sup>

<b>Meeting/Event</b>	<b>Date</b>
Administration & Finance Committee	11/02/2021
County 2x2 Ad Hoc Meeting	11/03/2021
Community Collaboration Ad Hoc Meeting	11/03/2021
Regular Board Meeting	11/10/2021
Parks & Planning Committee	11/30/2021

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<sup>1</sup> Approved for Board member attendance. Reminder: Directors must provide a written report to the Board at the next meeting following participation in any training or other events for which he/she receives a stipend.

## BOARD DIRECTOR MEETING REPORT FORM<sup>1</sup>

<b>Director Name:</b>	Heidi Hannaman
<b>Meeting/Training:</b>	2021 SDLA Training Conference
<b>Date:</b>	September 26, 2021 - September 28, 2021
<b>Time:</b>	-
<b>Location:</b>	South Lake Tahoe, CA
<b>Participants:</b>	Board President Mattock, Directors Martinelli, Hansen, Paulsen, GM Loewen, Exec Asst. DiTonno
<b>Highlights:</b>	Very interesting set of presentations ranging from building good governance, fulfilling the districts mission and defining board and staff roles. The highlight for me personally was the session on district finances. Meeting other special district representatives was worthwhile as well.
<b>Recommendations:</b>	I would like more specific real-world examples. Many of these conference deal in the high level. I would like to see them get more in the weeds and provide real situations. This is more feedback for SDLA. As a new board member, I found it informative overall.

<sup>1</sup>See EDHCSD Policy Series 4000

## BOARD DIRECTOR MEETING REPORT FORM<sup>1</sup>

<b>Director Name:</b>	Sean Hansen
<b>Meeting/Training:</b>	2021 SDLA Training Conference
<b>Date:</b>	September 26, 2021 - September 28, 2021
<b>Time:</b>	-
<b>Location:</b>	South Lake Tahoe, CA
<b>Participants:</b>	Sean Hansen
<b>Highlights:</b>	<p>Advanced training track was informative and provided a deeper dive into topics I didn't previously know. For example, I had little understanding into how the Grand Jury process works prior to attending the training. Good networking and collaboration opportunities as well.</p> <p>Contrary to my recommendation below, the in-person engagement, especially with fellow directors and staff is a highlight of this event.</p>
<b>Recommendations:</b>	<p>After a crazy year of Zoom education, I hate admitting this, but think that much of the training could be done online. I value the in-person training opportunities, but like with CSDA this year, I believe a series of 60-90 minute engaging/interactive sessions would be beneficial and drive cost savings.</p> <p>While I like the location and accommodations for SDLA and CSDA, I don't think the public nor staff realizes the sacrifice of board members to attend a conference on weekdays. We have to take days off from work and away from our families. When combined with CSDA, this is literally an extra week of "vacation" that is personally sacrificed by Board members to participate in these events. For staff, these events are part of their work activities, thus no time off from work is needed. And of course, as we face community frustration over lights, kids playing at Kalithea or other events, the residents we serve do not recognize that we sacrifice our personal time and money for these learning opportunities so we can better serve them. <i>Note, I wrote "money" because that is indeed the element we sacrifice when taking</i></p>

<sup>1</sup>See EDHCSD Policy Series 4000

	<p><i>time away from our respective businesses or work environments... Time is money.</i></p> <p>I believe a series of online training sessions, then hosting a weekend program with key events would be better for board members. This could enable us to potentially bring our families to Tahoe (SDLA) or Monterrey (CSDA) so we don't have to sacrifice time with family too. It would enable networking, keynote sessions and collaboration, while rewarding rather than punishing board members for their community service. Perhaps there could be a good middle-road between the two conferences, with one being over a weekend and the other being weekdays, thus balance staff and board member time away from the office.</p> <p>The bottom line is that I don't need to drive several hours to beautiful locations to attend classroom training. However, you can't take away the benefits of in-person collaboration, networking and simply the opportunity to build trust-based relationships that conferences provide. If we could tune these to not detract from my business or family time, again even offering the chance to bring family with me, then the conferences could be far more of a positive experience.</p>
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## BOARD DIRECTOR MEETING REPORT FORM<sup>1</sup>

<b>Director Name:</b>	Martinelli
<b>Meeting/Training:</b>	2021 SDLA Training Conference
<b>Date:</b>	September 26, 2021 - September 28, 2021
<b>Time:</b>	<u><b>9/27/2021, 830am-1230pm:</b></u> Bldg Foundation for Good Governance; <u><b>145pm-430pm:</b></u> Fulfilling Your Districts Mission, Charting the Course, <u><b>9/28/2021, 830am-1000am:</b></u> Defining Board and Staff Roles and Relationships, Part I; <u><b>1030am-1200pm:</b></u> Defining Board and Staff Roles and Relationships, Part II; <u><b>115pm-400pm:</b></u> Get the Word Out Best Practices for Communications and Outreach.
<b>Location:</b>	South Lake Tahoe, CA
<b>Participants:</b>	Mike Martinelli
<b>Highlights:</b>	The two day conference was good and very relevant for new board members. The following were key session takeaways. Helped me create a better understanding of board member roles. Emphasised the importance of “unity of purpose”, understanding the big picture/vision of our district and to not let the little things derail the end goal or big picture. Make certain everyone understands your mission as a district, as it sets the stage for the future. Use clear concrete language to communicate your mission and must communicate the picture of what you do. Also learned about proper staff roles and relationships, such as proper board staff interaction. Ended with best practices for communication and outreach, key takeaway here was using a narrative storyline to communicate with constituents when dealing with a sensitive, controversial or contentious matter.
<b>Recommendations:</b>	To expose new board members of this information earlier in their term.

<sup>1</sup>See EDHCSD Policy Series 4000

## BOARD DIRECTOR MEETING REPORT FORM<sup>1</sup>

<b>Director Name:</b>	Noelle Mattock
<b>Meeting/Training:</b>	2021 SDLA Training Conference
<b>Date:</b>	September 26, 2021 - September 29, 2021
<b>Time:</b>	-
<b>Location:</b>	South Lake Tahoe, CA
<b>Participants:</b>	Statewide elected special district officials and senior staff. Directors Mattock, Martinelli, Hansen, Hanamann, GM Loewen, Exec Asst. DiTonno.
<b>Highlights:</b>	Attended sessions on important topics such as; Dealing with disruptive board members, public engagement, the powers and functions of civil grand juries and LAFCOS, Communication, compensation and legal updates and more
<b>Recommendations:</b>	A great learning experience for both returning and new attendees. I'd recommend all new board members attend to gain valuable insights as well as returning for a refresh and to enhance skillset. Great learning and networking opportunities too.

<sup>1</sup>See EDHCSD Policy Series 4000

## BOARD DIRECTOR MEETING REPORT FORM<sup>1</sup>

<b>Director Name:</b>	Ben Paulsen
<b>Meeting/Training:</b>	2021 SDLA Training Conference
<b>Date:</b>	September 26, 2021 - September 28, 2021
<b>Time:</b>	-
<b>Location:</b>	South Lake Tahoe, CA
<b>Participants:</b>	Director Maddock, Director Martinelli, Director Hansen, Director Hanamann, GM Loewen, Exec Asst. DiTonno.
<b>Highlights:</b>	Covered important topics, ranging from Disruptive Board Meeting attendees, what your GM wishes you knew, to communicating successfully.
<b>Recommendations:</b>	A great learning experience for both returning and new attendees. I'd recommend all new board members attend to gain valuable insights as well as returning for a refresh and to enhance skillset. Great learning and networking opportunities too.

<sup>1</sup>See EDHCSD Policy Series 4000

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Mark Hornstra, Interim Director of Parks & Recreation

**Meeting Date:** November 10, 2021

**Report Date:** October 22, 2021

**Subject:** **Consolidated General Facility Service Agreement**

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**Recommended Action:**

Approve solicitation of proposals for consolidated general facility service agreements.

**Background:**

Currently, the District's Parks organization manages multiple contracted service providers as well as many on-demand service companies, which in total consumes significant staff resources.

The list of current and pending contracts with outside providers for the following services:

- Landscaping Services
- Janitorial Services
- Security Services
- Weed Abatement (Fire Control)
- HVAC (scheduled maintenance)
- Weed Control Services (Grazing)

The list of on-demand services includes the following:

- Irrigation (large scale or complex)
- Tree trimming/removal, forestry management
- Electrical
- Locksmith
- Vehicle Maintenance
- HVAC (unscheduled repairs)

**Discussion:**

A substantial amount of time is put forth in managing such a large number and variety of contracts and contractors. There may be value in consolidating many or most all of those contracts, and possibly other contracts, however, the District has yet to explore this opportunity.

Staff believes that the District would benefit from consolidating these services under a single provider who would be responsible for end-to-end management of our outsourced services.

Companies that perform this type of consolidated service management may include ABM Industries.

**Master Plan Recommendations:**

- F.7 Continue to seek internal operational efficiencies through methods such as:
- Modernization of facilities, technology, and infrastructure
  - Policies to reinforce efficient practices
  - Dedication of staff time towards evaluation and enhancement
  - Seeking incentives/rebates on purchases
  - Negotiating best value from all vendors

By utilizing a consolidated General Facility Service Agreement approach, District Staff will be able to provide more focus on evaluation and enhancement of operations, as well as increase the District's purchasing leverage from suppliers and vendors.

**Fiscal Impact:**

No funding request for this solicitation of proposals.



## REQUEST FOR PROPOSALS

Contract No.                     

### **Consolidated Services Agreement**

Proposal, Contract, and Specifications

#### **INTRODUCTION**

The purpose of this Request for Proposals (RFP) is to identify and retain a firm for the purpose of consolidating the vendor selection, contract administration, and ongoing management of multiple District Services provided by third party contractors.

#### **NOTICE IS HEREBY GIVEN**

That the El Dorado Hills Community Services District will receive proposals from Contract Management firms for the administration of Landscaping, Security, Janitorial, Building Monitoring, HVAC Maintenance, and other Services as outlined in this RFP.

#### **PROPOSAL DATES**

Activity	Date
RFP Issued	November 12, 2021
Mandatory Site Tours	November 26, 2021
Requests for Clarification Due	December 3, 2021
Proposals Submittal Deadline	December 10, 2021, 5:00 PM
Interviews/Site Visits Scheduled	Dates TBD
Anticipated Award of Work	January, 13, 2022

## REQUEST FOR QUALIFICATIONS

# CONTRACT ADMINISTRATION SERVICES

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## **SECTION 1: INTRODUCTION**

### **1.1 Statement of Purpose**

The purpose of this Request for Proposals (RFP) is to identify and retain a qualified firm for the purpose of providing a consolidated, single point of contact for Park and Facility Services for various District managed properties.

### **1.2 Scope of Work**

The selected firm shall serve as the District's representative as defined by the award contract. The El Dorado Hills CSD shall oversee and facilitate the activities of the firm. The selected firm shall provide professional Services and expertise related to the provision of Contracted Services in compliance with all governing codes and applicable regulations.

#### **1.2.1 Contract Specifications**

The overall list of tasks that are intended to be the responsibility of the selected firm and its subcontractors are described in the corresponding Attachments for each of the contracted Services being requested.

#### **1.2.2 Equipment and Supplies**

The Contractor shall ensure that all subcontractors furnish all tools, materials, supplies, and equipment to perform the tasks identified in the Attachment related to the Services that the subcontractor will provide.

#### **1.2.3 Mandatory Responding Firm's Qualifications Requirements (see sections 3.15 and 5.2.2)**

At the time the bid proposal is submitted, the each bidder must certify that it possesses:

- 1) Local office within the boundary of the Districts jurisdiction;
  - a. If the respondent bidder does not have a physical location, the District will negotiate a fair and reasonable fee for office space at a District facility.
- 2) Demonstrated experience in concurrently managing multiple subcontractors across a variety of service areas;
- 3) A current valid Business License with the County of El Dorado; and
- 4) Current and valid California Driver's License(s) for employees working on District properties.

#### **1.2.4 District Information**

The District is located in El Dorado County and serves a large, densely developed suburban population located just east of the Sacramento County Line.

The CSD encompasses approximately 28 square miles (18,028 square acres) and serves the most populated community in the county.

The CSD owns and manages approximately 535 acres of land including 254 acres of parks and 281 acres of open space. The District operates 13 Neighborhood Parks, 16 Village Parks, and 2 Community Parks. The District has a full time staff of 27 park and recreation professionals and support staff, in addition to over 150 part time and seasonal employees. The District's annual budget is over \$8 million.

### **1.2.5 District Locations**

Please see attached Attachment A for a full list of District Locations.

## **SECTION 2: SUBMITTAL DEADLINE**

Proposals shall be submitted no later than the deadline specified on the title page of this RFP. Bidders shall respond to the written RFP and any attachments, or amendments. A bidder's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Bidders assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of the proposal by the District. Late proposals shall not be accepted nor shall additional time be granted to any responding firm.

Proposals may not be delivered orally, by facsimile transmission. Acceptable means are by mail or email.

## **SECTION 3: GENERAL REQUIREMENTS AND INFORMATION**

### **3.1 District Contact for Request for Proposals**

The following District Representative shall be the main point of contact for this RFP.

Attn: Name, Mark Hornstra  
Email: [mhornstra@edhcsd.org](mailto:mhornstra@edhcsd.org)  
El Dorado Hills Community Services District  
1021 Harvard Way, El Dorado Hills, CA 95762  
Office (916) 933-6624

### **3.2 Required Review and Waiver of Objections by Responding Firms**

Responding firms should carefully review this RFP and all attachments, including, but not limited to, the *Standard Contract*, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). **Comments must be made in writing and received by the District no later than December 3, 2021 at 5:00 AM/PM** (Deadline for Written Comments). Questions can be emailed to the District Representative noted in Section 3.1 of this RFP. This will allow issuance of any necessary amendments and help

prevent the opening of defective proposals upon which contract award could not be made.

Objections shall be considered waived and invalid if not brought to the attention of the District, in writing, by the Deadline for Written Comments.

### **3.3 Proposals**

**3.3.1** Bidders shall respond to this RFP with a proposal. One (1) original and two (2) copies of the proposal shall be submitted to the District in a sealed package and clearly marked: ***"Proposal for Consolidated Facility Services"***

**3.3.2** All proposals must be submitted to the District Representative at the address or email listed in Section 3.1 above by the date and time identified in the Proposals Due date on the title page of this RFP.

### **3.4 Proposal Preparation, Interview and Negotiation Costs**

The District shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any proposal, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

### **3.5 Proposal Withdrawal**

To withdraw a proposal, the responding firm must submit a written request, signed by an authorized representative, to the District Representative. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals.

### **3.6 Proposal Amendment**

The District shall not accept any amendments, revisions, or alterations to the proposal after the deadline for the proposal.

### **3.7 Proposal Errors**

Bidders are liable for all errors or omissions contained in their proposal. Responding firms shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

### **3.8 Incorrect Proposal Information**

If the District determines that a bidder has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the responding firm knew or should have known was materially incorrect, the proposal may be rejected in the District's sole discretion.

### **3.9 Prohibition Against Use of Bidder Standard Terms and Conditions**

A bidder may not submit the firm's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the District, at its sole discretion, may reject the proposal, unless the proposed terms are in accordance with Section 5.2.1.6 below.

### **3.10 Assignment and Subcontracting**

**3.10.1 Bidders must identify, as part of their response to this RFP, the proposed subcontractors for each of the Services.** The substitution of one subcontractor for another may be made only at the discretion of the District and with prior written approval from the District.

**3.10.2** Notwithstanding the use of approved subcontractor(s), a bidder awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

### **3.12 Proposal of Additional or Alternate Services**

If a bidder indicates the capability and offers additional or alternative Services in addition to those required by and described in this RFP, these additional Services may be added to the contract before contract signing at the sole discretion of the District. The cost for any such additional Services shall be mutually agreed upon by the selected firm(s) and the District, and incorporated into the contract before contract signing.

### **3.13 Insurance**

The apparent successful bidder will be required to provide proof of insurance as set forth in the attached Standard Contract prior to commencing work.

### **3.14 Licensure and Special Certification**

Before a contract pursuant to this RFP is signed, the apparent successful bidder must demonstrate that it holds all necessary applicable business and professional licenses, and certifications. The District may require the apparent successful bidder to submit evidence of proper licensure and certifications prior to contract execution.

**3.14.1 Contractor Registration.** Pursuant to Labor Code section 1725.5, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the DIR.

**3.14.2 Prevailing Wages.** Bidders are hereby notified that the DIR has determined the general prevailing rate of wages for each craft, classification, or type of worker needed to execute the work. Copies of the current schedules for California prevailing wages are located in the District's office, and the contents of those schedules are included herein as if set forth in full.

### **3.15 Conflict of Interest and Restrictions**

By submitting a proposal, a bidder certifies that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the responding firm in connection with the procurement under this RFP.

### **3.16 RFP Amendment and Cancellation**

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. The District shall post copies of the RFP and amendments on the webpage under [www.edhcsd.org](http://www.edhcsd.org) and it shall be the responsibility of the responding firm to monitor the posting of written responses. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

### **3.17 Right of Rejection**

**3.17.1** The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

**3.17.2** Any proposal received which does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Bidders must comply with all of the terms of this RFP and all applicable state and local laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

**3.17.3** Bidders may not restrict the rights of the District or otherwise qualify their proposals. If a responding firm does so, the District may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

**3.17.4** The District reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the District. Where the District waives variances in proposals, such waiver does not modify the RFP requirements or excuse the responding firm from full compliance with the RFP. Notwithstanding any variance, the District may hold any responding firm to strict compliance with the RFP.

### **3.18 Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation and selection process. Upon the completion of the evaluation and selection process, indicated by approval of a contract for Services emanating from this RFP by the District Board or by rejection of all proposals, the proposals and associated materials shall be open for review by the public to the extent required by the California Public Records Act. By submitting a proposal, bidders acknowledge and accept that the contents of the proposal and associated documents shall become open to public inspection.

### **3.19 Proprietary Information**

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. If a bidder contends that any portion of its proposal constitutes confidential or proprietary information, the Each bidder must clearly label that part of its proposal as "CONFIDENTIAL" on each page of the proposal deemed confidential or proprietary by the bidder. In doing so, the bidder thereby agrees to indemnify and defend the District in any action in which production of the confidential or proprietary portion of the bid is sought. The failure to so label any

information that is released by the District shall constitute a complete waiver of all claims for damages caused by or related to any release of the information. If a public records request for labeled information is received by the District, the District will endeavor to notify the responding firm of the request and delay access to the material until seven (7) working days after the District's receipt of the public records request. Within that time delay, it will be the duty of the responding firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

### **3.20 Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the District and responding firms shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

## **SECTION 4: SPECIAL REQUIREMENTS**

### **4.1 Joint Ventures and Partnering**

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the District as a result of the participation of multiple entities.

- 4.1.1** The proposal shall clearly set forth the respective responsibilities and functions that each Principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.
- 4.1.2** The proposal must include a copy of the joint venture or partnering agreements that identify the Principals involved, as well as their rights and responsibilities regarding a contract pursuant to this RFP.
- 4.1.3** The proposal transmittal letter must be signed by each Principal of the joint venture and include all required information.

## **SECTION 5: STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT**

### **5.1 General Proposal Requirements**

- 5.1.1** The District discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the bidder's capabilities to satisfy the requirements of this RFP. Emphasis should be on conformity to the District's instructions, requirements of this RFP, and completeness and clarity of content.
- 5.1.2** Bidders must follow all formats and address all portions of the RFP set forth herein providing all information requested. Bidders may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

- 5.1.3** Bidders must respond to every subsection under the proposal and fee schedule sections below. Bidders must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (e.g., the response to the second requirement of the proposal Transmittal Letter would be labeled 5.2.1.2). **Failure to follow the required response format and include all required sections in the response, to label the responses correctly may, at the District's sole discretion, result in the rejection of the proposal.** Proposals must **not** contain extraneous information. All information presented in a proposal must be relevant in response to a requirement of this RFP, must be clearly labeled and, if not incorporated into the body of the proposal itself, must be referenced to and from the appropriate place within the body of the proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.
- 5.1.4** Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize attachments are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered. Proposals shall not include unnecessary company advertisement material.

## **5.2 Proposal**

The proposal shall be divided into the following sections:

1. Proposal Transmittal Letter,
2. Mandatory Bidder Qualifications,
3. Additional or Supplemental Bidder Qualifications and Experience,
4. Technical Project Approach, and
5. Cost Proposal Forms (Attachment A).

If a proposal fails to detail and address each of the requirements detailed herein, the District may determine the proposal to be nonresponsive and reject it.

**5.2.1 Proposal Transmittal Letter.** Each bidder must provide a Transmittal Letter that meets the requirements of this subsection of the RFP. A Proposal Transmittal Letter is mandatory and failure to provide the information as required may result in the proposal being considered nonresponsive and rejected.

- 5.2.1.1** The Transmittal Letter shall state that the proposal remains valid for at least sixty (60) working days subsequent to the proposal due date
- 5.2.1.2** The Transmittal Letter shall provide the complete name of the individual or the firm making the proposal.
- 5.2.1.3** The Transmittal Letter shall provide the name, mailing address, and telephone number of the person the District should contact regarding the proposal.

- 5.2.1.4 The Transmittal Letter shall clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform.
- 5.2.1.5 The Transmittal Letter shall state whether the bidder or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict. The District reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offertory. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the District.
- 5.2.1.6 The letter shall also include a statement of acknowledgement that the District's *Standard Contract* (Section 10) has been reviewed and accepted with or without exception. If any exceptions are taken to any of the terms of the District's Standard Contract, those exceptions must be identified and listed in the Transmittal Letter along with suggested modifications to the contract. If no modifications to the Standard Contract are noted, then the District will assume that the bidder is capable of performing all normal managerial tasks and Services without reservation or qualification to the contract.
- 5.2.1.7 The letter shall be signed by a company officer empowered to bind the bidder to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

**5.2.2 Mandatory Responding Firm's Qualifications.** Proposals shall provide responses and documentation, as required, establishing that the bidder meets the Mandatory Responding Firm's Qualifications Requirements (see section 1.2.3). Any proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

**5.2.3 General Responding Firm's Qualifications and Experience.** Proposals shall provide the following information (referencing the subsections in sequence) to evidence the bidder's experience in delivering Services similar to those required by this RFP:

- 5.2.3.1 A brief description of the bidder's background and organizational history.
- 5.2.3.2 Number of Years in business.
- 5.2.3.3 A brief statement of how long the bidder has been performing the Services required by this RFP.
- 5.2.3.4 Location of the bidder's office(s) with clear identification of the office from which Services will be performed.
- 5.2.3.5 A description of the bidder's number of employees, longevity, client base.
- 5.2.3.7 Form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, Limited Liability Company, etc.).



**5.2.3.8** A statement as to whether there is any pending litigation against the bidder, and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the responding firm's performance in a contract under this RFP.

**5.2.3.9** A statement as to whether, in the last ten (10) years, the bidder has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and, if so, an explanation providing relevant details.

**5.2.3.10** A list, if any, of all current contractual relationships with the District and all those completed within the previous five-(5) year period.

(NOTE: Current or prior contracts with the District are NOT a prerequisite to being awarded the maximum available points for the bidder's Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships may be considered in scoring a bidder's Qualifications and Experience.)

**5.2.3.11** A brief descriptive statement indicating the bidder's credentials to deliver the Services sought under this RFP.

**5.2.3.12** Describe in detail experience in public sector or large private sector projects maintained in the last five (5) years that demonstrates the following:

- Experience managing or performing the tasks listed in the Attachments of the RFP.
- Experience in concurrently managing multiple subcontractors

**5.2.3.13** Describe in detail work that the bidder has directly performed on a minimum of four (4) Service areas that shows:

- A demonstrated ability to respond to the needs of the Services being requested for a municipality or special district.
- A demonstrated ability to meet project deadlines, major milestone, and overall project schedule.
- A demonstrated ability to provide necessary subcontractor oversight and regular reporting on Services covered by the contract award.

Limit: One page per Service area.

**5.2.3.14** Provide a matrix referencing work performed relative to projects listed indicating key personnel responsible for performance and the extent of their involvement in the project. Differentiate which work was performed by the responding firm, or by subcontractor.

**5.2.3.15** An organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each

service component and deliverable of the RFP. This organizational chart and accompanying details should specify the qualifications of key personnel who will be involved in providing and/or managing Services to be provided pursuant to the contract to be awarded to the apparent successful bidder. See subsection 5.2.3.17.

**5.2.3.16** A narrative description of the proposed project team, its members and organizational structure; identify the primary contact person who will lead the day-to-day work effort and serve as the primary contact to the District on a day-to-day basis. The narrative description should include the qualifications of each member of the proposed project team. See subsection 5.2.3.17.

**5.2.3.17** A personnel roster and resumes of key people who shall be assigned by the responding firm and its subcontractors who will be performing duties or Services under the contract. Resumes shall detail each individual's title, education, current position with the responding firm or subcontractor. Identify the duration of employment with the responding firm and other firms for each person listed. Describe the relevant experience and education, professional licenses, and demonstrated accomplishments of these key staff members.

**5.2.4 Technical Project Approach.** Describe the operational or organizational approach to fulfilling the scope of work(including working knowledge – include software version -- of Windows-based software and scheduling/estimating software (identify specific software and version).

Bidders must provide a comprehensive narrative on how they intend to accomplish required objectives and provide continuity on work efforts.

## **SECTION 6: COST PROPOSAL**

### **6.1 A Cost Proposal (Attachment A) Must be Submitted in a Separately Sealed Envelope.**

**6.1.1** Bidders shall provide the following information to allow for the review of the hourly rates for the proposed Services:

**6.1.1.1** Provide a Schedule of Values for both the bidder and proposed subcontractors, including rates for each service.

**6.1.1.2** It is the District's intent to negotiate a fixed fee “not to exceed” contract for mutually agreed upon Services. The selected firm will bill monthly for the contracted Services based on a schedule of values of tasks performed or on a time and materials basis for extra work not to exceed the negotiated fee for each specific unit of work.

## **SECTION 7: EVALUATION, CONSULTANT SELECTION, AND CONTRACT AWARD**

### **7.1 Proposal Evaluation Categories and Maximum Points**

The categories that shall be considered in the evaluation of proposals are set forth in the table below. The maximum points that shall be awarded for each of these categories are:

<b>CATEGORIES</b>	<b>MAXIMUM POINTS POSSIBLE</b>
Quantity of Requested Services Supported	30
Qualifications and Experience	20
Bid Amount	30
Technical Project Approach	20

### **7.2 Proposal Evaluation Process**

- 7.2.1** The evaluation process is designed to award the contract to the bidder with the best combination of attributes based upon the evaluation criteria listed in Section 7.1.
- 7.2.2** The District Representative shall manage the proposal evaluation process and maintain proposal evaluation records. The evaluation team members shall be responsible for evaluating proposals.
- 7.2.3** All proposals shall be reviewed by the District Representative to determine compliance with basic proposal requirements as specified in this RFP.
- 7.2.4** The evaluation team shall evaluate responsive proposals. Each evaluator shall score each proposal consistent with the criteria specified in Section 7.1 above. The evaluation scoring shall use the pre-established evaluation criteria and weights set out in this RFP. Each evaluator shall use only whole numbers for scoring proposal. (Refer to Attachment 10.3, Proposal and Interview Evaluation Format.)
- 7.2.5** The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all bidders. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after initial evaluation of the proposal. If clarifications are made as a result of such discussion, the bidder shall put such clarifications in writing.
- 7.2.6** Upon completion of proposal evaluation scoring by the evaluation team, the District Representative shall calculate the average proposal score for each proposal.
- 7.2.7** The top-rated firms with the highest score from the proposal evaluation scoring *may* be interviewed and rated. The District reserves the right, at its sole discretion,

to request interviews. The interviews will be limited to an hour. Interviews will consist of oral panel questions and company presentations. Time slots for the interviews will be assigned by District staff. Consideration will be given to firms with significant driving time requirements. The interviews will be held at the District Offices located at 1021 Harvard Way, El Dorado Hills, CA 95762.

The interview should be led by the individual identified by the responding firm who will be the primary contact with the District on a day-to-day basis and if possible members of the proposed team. We DO NOT want to interview your company's marketing staff.

- 7.2.8** The District reserves the right to select a qualified firm offering the best value to the District, based on that firm's overall qualifications and cost proposal. The selected firm may not necessarily be the firm with the lowest cost proposal.

### **7.3 Contract Award Process**

- 7.3.1** The District may invite the apparent successful bidder to participate in contract negotiations with the District, as the need arises.

- 7.3.2** If the apparent successful bidder fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within seven (7) working days of its delivery to the firm, the District may determine, at its sole discretion, that the firm is nonresponsive to the terms of this RFP.

- 7.3.3** If the apparent successful bidder fails to execute the contract within the time period specified in section 7.3.2, or if negotiations with the apparent successful bidder fails to achieve a mutually acceptable agreement, the District reserves the right to negotiate with the next highest-ranked selected firm(s).

### **7.3.4 SECTION 8: STANDARD CONTRACT INFORMATION**

#### **8.1 Contract Approval**

The RFP and the bid selection processes do **not** obligate the District and do **not** create rights, interests, or claims of entitlement in the apparent best evaluated responding firm or any potential consultant or subconsultant. Contract award and District obligations pursuant thereto shall commence **only** after the contract is signed by the authorized representative of the selected firm(s) and the District.

#### **8.2 Contract Payments**

Contract payments shall be made in accordance with the Payment Terms and Conditions provision of the final contract. No payment shall be made until the contract is approved. Under no conditions shall the District be liable for payment of any type associated with the contract or responsible for any work done by the consultant, even work done in good faith and even if the consultant is orally directed to proceed with the delivery of Services, if it occurs before the contract start date specified by the contract or before contract approval by District Board.

### **8.3 RFP and Proposal Incorporated into Final Contract**

This RFP and the successful proposal emanating from the RFP negotiation process shall be incorporated into the final contract.

### **8.4 Contract Monitoring**

The selected firm(s) shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the District. The District may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the District may inspect those areas of the selected firm's place of business that are related to the performance of the contract. If the District requires such an inspection, the selected firm(s) shall provide reasonable access and assistance.

### **8.5 Contract Amendment**

During the course of this contract, the District may request the selected firm(s) to perform additional work for which the selected firm(s) would be compensated. That work shall be within the general scope of this RFP. In such instances, the District shall provide the selected firm(s) a written description of the additional work, and the selected firm(s) shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the selected firm's fee schedule to this RFP or a lump sum fixed fee that is mutually agreeable to the District and the selected firm(s), whichever is lowest. If the District and the selected firm(s) reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment.

## **SECTION 9: SPECIFICATIONS OF SERVICES**

Below is a listing of Services that the District wishes to include as part of the Consolidated Facilities Services Agreement.

### **9.1 Recurring Services:**

These are Services that the District requires on an ongoing and regularly scheduled basis. Details on the Scope of Work for each service category are outlined in the corresponding Attachments on this RFP.

#### **Recurring Services to be Provided**

- 9.1.1 Landscaping Services
- 9.1.2 Security Services
- 9.1.3 Custodial Services
- 9.1.4 Pool Maintenance Services
- 9.1.5 Building Monitoring Services
- 9.1.6 HVAC Maintenance Services
- 9.1.7 Weed Control Services (Grazing)

## **9.2 Ad Hoc Services:**

These are unscheduled and/or infrequent Services that the District requires from time to time. Typically, these Services are such as;

- Light construction, remodeling
- HVAC Repair (outside of regular HVAC Service scope)
- Emergency tree trimming or landscape modifications
- Painting
- Event Support Services (Porters)

Requests for Ad Hoc Services will be submitted to the Contractor via Work Orders. See Attachment 9.2.1 in Section 13 for the Work Order Template.

## **SECTION 10: WRITTEN WORK PLAN**

Proposals shall all include a written work plan, per the instructions included in this RFP. Plans may describe, among other things:

- Proposed list of subcontractors per major service provision
- Requirements anticipated by the contractor of the CSD, if any
- Approach for provision of these Services
- Services that the contractor cannot/will not perform
- Services that the contract proposes to perform which are not listed here

## **SECTION 11: PROPOSAL FORMS**

Proposal forms provided are to be completed and submitted as part of the overall Proposal submittal. Proposal forms include: Proposal Form, Proposal Form Summary, Proposal Breakdown, and Schedule of Work Items.

## **SECTION 12: STANDARD CONTRACT**

The EDHCSD *Standard Professional Services Contract* (provided below in Attachment 12.1) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

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## **SECTION 13: ATTACHMENTS**

<b>Attachment</b>	<b>A</b>	<b>District Locations</b>
<b>Attachment</b>	<b>9.1.1</b>	<b>Landscaping Services</b>
<b>Attachment</b>	<b>9.1.2</b>	<b>Security Services</b>
<b>Attachment</b>	<b>9.1.3</b>	<b>Janitorial Services</b>
<b>Attachment</b>	<b>9.1.4</b>	<b>Pool Maintenance Services</b>
<b>Attachment</b>	<b>9.1.5</b>	<b>Building Monitoring Services</b>
<b>Attachment</b>	<b>9.1.6</b>	<b>HVAC Maintenance Services</b>
<b>Attachment</b>	<b>9.1.7</b>	<b>Weed Control Services (Grazing)</b>
<b>Attachment</b>	<b>9.2.1</b>	<b>Work Order Example for Ad-Hoc Services</b>
<b>Attachment</b>	<b>12.1</b>	<b>Standard Contract</b>



			Landscaping	Custodial	Security	Monitoring	HVAC	Pool Maintenance	Weed Control	Locksmith
	Facility/Park Type	District Locations								
1	Community	El Dorado Hills Community Park- 1021 Harvard Way, EDH	X	X	X	X	X	X		X
2	Community	Promontory Park- 2700 Alexandra Way, EDH	X	X	X	X				X
3	Village	Bertelsen Park- 831 Redwood Lane, EDH	X							X
4	Village	Oak Knoll Park- 3371 Alyssum Circle, EDH	X	X						X
5	Village	Lake Forest Park- EDH	X	X						X
6	Village	Stephen Harris Park- 2560 Riviera Circle, EDH	X	X						X
7	Village	Kalitheia Park, 4900 Gillette Drive, EDH	X	X	X					X
8	Village	Village Green Park, 4655 Serrano Parkway	X	X						X
9	Village (TBD)	Heritage Village Park								X
10	Village (TBD)	Blackstone Village (Valley View) Park								
11	Neighborhood	Art Weisberg Park - 2560 Francisco Dr, EDH	X							
12	Neighborhood	Creekside Greens Park, 4735 Concordia Drive, EDH	X							
13	Neighborhood	Fairchild Park, 3045 Brackenwood Place, EDH	X							
14	Neighborhood	Govenor's Park, 905 Govenor Drive, EDH	X							
15	Neighborhood	Govenor's Park West, 4120 Hensley Circle, EDH	X							
16	Neighborhood	Murray Homestead Park, 3700 Amer Way, EDH	X							
17	Neighborhood	Laurel Oaks Park, 5034 Whistlers Bend Way	X							
18	Neighborhood	Overlook Park, 3273 Kensington Dr	X							
19	Neighborhood	Parkview Heights Park, 2925 Ridgeview Drive	X							
20	Neighborhood	Ridgeview Park, 3449 Ridgeview Drive	X							
21	Neighborhood	Ridgeview Unit 7 Park, 3397 Julie Ann Way	X							
22	Neighborhood	Waterford Park, 217 Carnelian Circle	X							
23	Neighborhood	Windsor Point, 4005 Windsor Point Place	X							
24	Neighborhood	William C McCabe Park, 2590 Hoffman Court,	X							
25	Special Use	Allan Lindsey Park - 2150 Armsmere Circle, EDH								
26	Special Use	Bass Lake, Sellwood Park, 3240 Bass Lake Road	X						X	
27	Special Use	Skate Park, 1021 Harvard Way,		X						
28	Special Use	Bowman's Archery Range							X	
29	Special Use	Deputy Jeff Mitchell Field	X	X						
30	Sports Park	Valley View Park- 1661 Blackstone Parkway, EDH	X	X						
31	Nature Area	New York Creek Nature Trail	X						X	
32	Nature Area	Wild Oaks Park, 2510 El Dorado Hills Blvd	X						X	
33	Nature Area	Tam O'Shanter Parklet, 2915 Tan O'Shanter Drive							X	
34	LLAD	Variou	X							

## **ATTACHMENT 9.1.1 – SCOPE OF WORK LANDSCAPING SERVICES**

### **1. General Maintenance**

#### **i. Mowing:**

##### **a. Irrigated Turf Areas**

All turf areas shall be policed for trash before mowing. Paper, rubbish and debris shall be removed. Flail type mowers shall not be used. All clippings are to be disposed of away from the park sites at the Contractor's expense. The Contractor is responsible for collecting and disposing of clippings. All clippings shall be efficiently mulched to leave no visible trace or picked up and removed to a designated dumping site provided by the District. At no time shall unsightly clippings be left before vacating site following mowing operation. The mowing schedule shall be consistent from week to week and must be approved by the District. All turf located under portable backstops and bleachers shall be mowed.

##### **b. Non-irrigated Grass/Natural Areas**

Several of the parks and other areas have, within their boundaries, areas which are undeveloped or natural in condition. Most of these areas will require periodic maintenance throughout the year for appearance and safety reasons. General Specifications for this work are as follows;

1. Height of native grasses, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches.
2. Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.
3. Borders for firebreaks between District Property, shall be maintained at a minimum in compliance with the El Dorado Hills Fire Department Unimproved Property Hazard Reduction Requirements.
4. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.

#### **ii. Edging/Weed-eating:**

All lawns, low-growing ground cover areas, paved areas, concrete pads, and curbs will be edged weekly with a blade-type edger (not weed eater), except for the period between November 1 through February 14, during which time, edging shall be performed as needed.

Weed-eaters are not to be used around the base of trees or shrubs. Turf shall be maintained no less than 24 inches from trunk of tree or shrub.

Grass and other debris shall be removed from sidewalks, picnic table pads, tennis courts, and all other hard surface areas, after mowing and edging.

#### **iii. Policing and Garbage Disposal:**

A clean and tidy appearance of all landscaped areas is essential to the success of the project. Excessive cleanliness is required, with no trash, litter or other debris permitted in any landscape areas. Any rubbish or debris shall be disposed of by the Contractor at the dumpsite designated by the District. The following repetitive tasks are required:

- a. All areas, including tennis courts and dog park, shall be kept free of all litter, including broken glass or other such debris.
- b. Planted areas shall be kept free of trimming and grass cuttings.
- c. Leaves shall be removed in all areas and disposed of as necessary to maintain a neat appearance.
- d. Picnic areas shall be maintained in a clean and sanitary condition. Litter, glass, and other debris shall be placed in trash containers. Concrete pads, shall be cleaned of debris after mowing and edging.
- e. Sidewalks, gutters and paved areas shall be swept and cleaned of any dirt or soil that might be washed from adjacent slopes or planted areas. Grass clippings shall be blown off walks and curbs. All plant growth shall be prevented in any cracks in walkways, curbs, street gutters, or along paved areas such as basketball court.
- f. Parking lots, basketball courts, and all other hard surface areas, excluding tennis courts, shall be thoroughly cleaned (swept, washed, vacuumed or blown) every two weeks or more frequently, as directed.
- g. All trash and doggie bag containers (garbage cans and 55-gallon drums) at each park site shall be emptied twice each week on Tuesday and Friday or concurrent with the mowing schedule. Trash and doggie containers shall be emptied regardless of the capacity level, as neglected waste presents an unsanitary condition. Trashcan liners are to be changed each time the containers are emptied. Trash and debris shall be properly disposed of away from the maintained areas.  
Trash containers will be provided by the District. DOGIPOT pickup bags are provided by the District. Trashcan liners and DOGIPOT liners are to be provided by the Contractor.
- h. Barbecue pits shall be cleaned and emptied of debris once each week.

iv. Hazards:

Hazards, such as a broken or unsanitary drinking fountains, broken bleachers, benches, playground equipment, pot holes on ground, standing water, ropes tied to tree limbs, tree houses, tunnels, excavations, and unsecured material, such as wood, wire, metal, etc., shall be brought to the attention of the Parks Superintendent or authorized District representative within 24 hours. If required, the Contractor shall provide the appropriate remedy.

v. Vandalism:

Any acts of vandalism shall be reported in writing to the Parks Superintendent or authorized District representative within 24 hours.

## 2. Disease and Pest Control

The Contractor shall regularly inspect all landscape areas for presence of disease, insect or rodent infestation. The Contractor shall advise the Parks Superintendent or his authorized representative within four (4) days of disease, insect or rodent infestation and specify control measures to be taken. A proposal shall be submitted to the District for consideration. If approved by the District, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all spray materials, dusts or other materials utilized.

## 3. Trees, Shrubs, Ground Cover

- i. The latest edition of the Sunset Western Garden Book shall be the general guidelines and reference tool for care and maintenance of all plant material.
- ii. Trees, shrubs, and ground cover shall be pruned as needed to insure proper growth. All clippings must be disposed of at our facility. The scope of the pruning shall include all work performed to a height of 15 feet. Work beyond the 15 foot mark shall be the responsibility of the District.
- iii. The Contractor shall maintain existing stakes and ties on all trees until such time as they are no longer needed for support, as determined by the District. Stakes and ties shall be inspected at least twice yearly to prevent girdling of trunks and braches and to prevent rubbing that causes bark wounds. District shall be responsible for needed additional stakes and ties. Contractor shall be responsible for installation and maintenance.
- iv. Pruning: shall apply to all shrubs and trees. Shrubs shall be pruned as needed to maintain established height. Trees shall be checked annually and pruned as needed to insure proper growth in compliance with the following guidelines.
  - a. All pruning shall be done by qualified professional personnel using recognized and approved I.S.A. standards and techniques.
    - 1. Excessive stubbing back will not be permitted.
    - 2. All pruning cuts shall be made without cutting into the branch bark ridge and collar or leaving a protruding stub. They shall be cleanly cut with no tearing of the bark.
    - 3. Shearing of shrubs and ground cover will be done only after approval of the District. Shrubs and ground cover shall be headed back to prevent growth onto sidewalks and curbs while maintaining the natural shape of the plant wherever possible. The contractor will be responsible for removing trimming debris from underneath shrubs.
    - 4. Shrub pruning shall be done in a manner that maintains the natural form of the plant. Under NO circumstances will plants be clipped into balled or boxed forms unless authorized by the District.
    - 5. Only skilled workmen shall perform pruning work in accordance with standard horticultural pruning practices. Remove from the project all pruned branches and material. Contractor will remove and replace any plant material excessively pruned or deformed as a result of improper pruning practices at no additional costs to the District.
    - 6. All gas or electric powered equipment shall not be operated before 7:00 a.m., unless specified.
  - b. Young trees shall be pruned to select and develop permanent scaffold branches that are smaller in diameter than the trunk or branch to which they are attached, which have vertical spacing of from 18 to 48 inches and radical orientation so as not to overlay one another.
  - c. Under no circumstances will stripping of lower branches ("raising up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote caliper trunk growth, tapered trunk. Lower branches can be cut with the trunk only after the tree is able to stand erect without staking or other support.
  - d. Evergreen trees shall be thinned and shaped when necessary to prevent wind and storm damage. Mature trees may not be "raised up" without the approval of the Parks Superintendent or authorized representative.
  - e. Maintenance pruning of all trees, regardless of their size, within the formal landscape shall be covered under this contract. The exception to this is the large native Oaks. Pruning of trees and shrubs shall be done as needed to

achieve the following:

1. To shape, particularly to correct misshaping caused by wind.
  2. To raise the lower branches of trees above head height wherever they overhang walks.
  3. To cut back shrubs where they encroach on the walks and the paved areas.
  4. To cut back shrubs where they encroach on the walks and the paved areas.
  5. To remove suckers, waterspouts, and other undesirable growth on trees.
  6. To remove all dead or damaged branches.
  7. Pruning to remove all hazards shall be done immediately.
- f. The Pruning standards and special conditions for shrubs and plants at fence-lines shall be those outlined in Attachment 3 - Pruning Special Conditions.
- g. Shrub, pruning and care guidelines:
1. In general, shrub plantings should be allowed to grow naturally, without excessive amounts of pruning. Where pruning is required, shrubs shall be pruned in a manner consistent with trees, and under NO circumstances will they be clipped into balled or boxed forms unless otherwise directed by the District.
  2. The preferred method of pruning for shrubs is thinning or tip pruning branches. By caring for shrubs in this manner, fewer new shoots will be produced and the overall need for pruning will be reduced.
  3. Deciduous shrubs shall be pruned in the dormant season after the leaves have fallen. Prune back errant growth and crossing branches to accentuate the shrubs natural form.
- h. Groundcover care guidelines:
1. Groundcover areas have been planted either with small shrubs that are intended to mass together to act as a solid mat/blanket or with plants that were grown in flats and are more vine-like in nature.
  2. Where shrubby groundcovers exist, they shall be pruned in the same manner as other shrubs: by tip pruning and thinning. It is preferred that edging be accomplished by means of hand shearing, to eliminate sharp, boxed edges against walks and curbs and where different plant types grow together. Shrubs are to be tapered back at approximately a 30-degree angle from the ground in a generally loose configuration.
  3. Where vine-like groundcovers abut walks, trees and limits of planting areas edging will be allowed, however only 1" of bare space will be allowed between the edge of the pavement or curb and the beginning of the groundcover plants. Woody portions of viney plants will be removed to keep plants thriving and from matting up on each other.
  4. A 24" diameter clear space will be required around all tree trunks to reduce the competition for nutrients and allow for a neat appearance. No clear space is intended to occur around the foliage (drip line) of shrubs in groundcover areas.

## 5. Weed Control and Chemical Application

### i. Weed Control:

All landscaped areas within the specified maintenance area including but not limited to shrub and ground cover beds, tree wells, and area covered with ornamental rocks shall be kept 95% free of all weeds at all times. This means:

removal of weed growth shall be accomplished on a continuing basis as weeds appear, and not just once each 30 days. For the purpose of the specification, a weed will be considered as "any undesirable or misplaced plant". Weeds shall be controlled either by hand, mechanical or chemical methods. The use of long-term control through the use of pre-emergent is strongly recommended. The Park Superintendent or authorized representative may restrict the use of chemical weed control in certain areas.

Weeding shall also include the removal of weeds in all paved or unpaved surfaces within maintenance area boundaries.

All fences, light standards, tree wells, and sound wall structures, shall be free of any plant growth. Chemicals may be used upon receiving prior approval. All quick couplers, valves, electrical boxes and sewer clean outs, shall be maintained in a manner that will provide easy location and access.

Pre-emergent and post-emergent shall be applied to shrub and groundcover areas to control weeds. Weeds shall be removed by hand as necessary to maintain an attractive appearance. Mechanical removal of weeds should be minimized, since this may result in root damage and breaks the seal of the pre-emergent.

All trees in turf shall have a 24-inch band of open soil maintained around the base of the trunk. String trimmers shall NOT be used around the base of the trees.

Prevent weeds or plant growth from growing in cracks in sidewalks, street gutters or along paved areas.

### ii. Chemical Application:

Any herbicide/pesticide used must be named on the California Department of Agriculture's approved list and must be applied in accordance with state, federal and local laws. The Contractor or subcontractor must have on file with the District, a copy of the appropriate permits and licenses prior to any application of chemicals. The Parks Superintendent shall be notified one week prior to the desired date of application, with the following information: area, date, time, location and items in park, and chemical(s) to be applied.

Prior to application, the Contractor shall have and provide to the District the appropriate Pesticide Advisor's Recommendation Report. Upon completion of work, the Contractor shall provide Pesticide Use Report Form #39-060 to the County with a copy to the District.

Herbicides/Pesticides must be brought to the work site in properly labeled with guarantee analysis. All spraying shall be done with extreme care by a qualified appropriately licensed applicator, to avoid any hazard to any person or animal in the area, adjacent areas, or cause any property damage. Applicator must wear required

personal protective equipment when working. The District may require signage upon completion of application.

Extreme care shall be observed not to damage any other plants, if non-selective weed killers are used. Spraying shall be done only at times when the wind speed does not exceed five miles per hour, and with the prior approval of the Parks Superintendent.

No chemicals shall be applied within the boundaries of play structures or the dog park. All unwanted growth shall be removed manually or mechanically.

Any damage to public or private property resulting from negligence by the Contractor in the selection or application of herbicides shall be charged against the contract payment unless repairs are made by the contractor to the satisfaction of the Parks Superintendent.

iii. Pedestrian Paths and Wetland Trails:

AC or concrete pedestrian path surfaces shall be kept clean and free of weeds at all times. In order to maintain a clear pedestrian path, all grass and weed growth (over 2" ht.) shall be kept clear from path edges by (1) foot (on both sides). Edge clearing (by string trimming) shall be done a minimum of two (2) times per year. Prune plants encroaching on paths as needed.

Decomposed granite (wetland) trail surfaces shall be kept in a weed free condition. Hand pulling of weeds will affect the surface stability of the compacted "D.G." and is not an acceptable means of removal, unless otherwise approved by the District. Spot spraying of "environmentally approved" herbicides will be required. In order to maintain a clear pedestrian trail, all grass and weed growth (over 2" ht.) shall be kept clear from trail edges by (1) foot (on both sides). Edge clearing (by string trimming) shall be done a minimum of two (2) times per year. Prune plants encroaching on paths as needed.

6. Fertilization of Shrubs and Ground Cover

- i. All ground cover and shrub beds shall be fertilized two times per year. These applications are to be coordinated with District staff and Contractor, with a slow release fertilizer or product approved by the Parks Superintendent or authorized representative.
- ii. Fertilizer is to be applied according to the manufacturer's recommendation of the number of pounds per acre. The District shall be notified two weeks prior to the expected date of application. The Contractor shall provide all materials, equipment and labor.

The EDHCSD *Standard Professional Services Contract* (provided below in Section 12) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

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Attachments: Map Exhibits of Locations (24 pages)

## Allan Lindsey Park at Oak Meadow School Athletic Field

2150 Armsmere Circle

APN 122-040-037

Acreage included in Contract: 5.45

Allan Lindsey Park is located on Silva Valley Parkway, between Entrada Drive and Oak Meadow Elementary School.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications. The following specifications also apply to all athletic fields:
  - Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
  - During the school year, mowing cannot take place until after 2:30PM.
  - All cool season turf during the spring and summer months maintain a uniform height of 2" – 3" and during the winter months maintain a uniform height of 2.5" for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
  - Chemical applications are only to occur once contractor has provided written notice of chemical use to District staff at least 72 hours in advance.

## Art Weisberg Park

2560 Francisco Drive

APN 125-090-004

Acreage included in Contract: 4.27

Located on the corner of Francisco and Pendleton Drives, and across the street from Jackson Elementary School.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
The following mowing specifications shall be followed:  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Horseshoe pits-** The area between the turf area on the north and the park boundary on the south shall be mowed or weed-eated monthly or as needed throughout the growing season.
- **Walking paths-** The paths between the upper and lower areas shall have a five (5) foot wide strip on either side of the gravel path mowed or weed-eated monthly or as needed throughout the growing season.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. Wild flower/native grass areas will be mowed twice annually as directed by the District.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Bass Lake Regional Park, including Sellwood Field

3240 Bass Lake

Road APN 115-

400-021

Acreage included in Contract: 142

Bass Lake Park, and Sellwood Field, is accessed via a small dirt road, located off of Serrano Parkway, just northwest of Bass Lake Road.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Mow the unpaved "parking area" on the west side of the field monthly or as needed during the growing season to minimize fire danger.  
The following specifications will apply to all athletic fields:
  - Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
  - Infield areas will be mowed at a height not to exceed 1 ½".
  - All cool season turf during the spring and summer months maintain a uniform height of 2" – 3" and during the winter months maintain a uniform height of 2.5" for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. Native grasses on the north and west sides of the field are to be mowed monthly or as needed throughout the growing season.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. Borders and tree basins on the outside perimeter of the fence surrounding the field are to be mowed or weed-eated monthly or as needed throughout the growing season. The use of herbicides on the tree basins and adjacent to the fence line is permitted.

## Bass Lake Village A LLAD (#40)

APN 115-177-001, 115-177-002 & 115-171-006

Acreage included in Contract: 4.2

Bass Lake A LLAD is within The Hills of El Dorado subdivision located just off Bass Lake Road in Eastern El Dorado Hills.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Bass Lake Village B LLAD (#45)

APN 115-350-016, 115-310-021, UN134-1062 & UN134-1063

Acreage included in Contract: 2.22

Bass Lake B LLAD is located within the Woodridge subdivision just off Bass Lake Road in Eastern El Dorado Hills.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Creekside Greens LLAD (#43) & Park

APN 118-052-001, 118-052-002, 118-052-003, 118-062-015, 118-072-010 & 118-082-008

Acreage included in Contract: 6.5

Creekside Greens Village LLAD improvements are located within Creekside Greens subdivision, at the corner of White Rock Road and Monti Verdi Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract

## Crescent Ridge LLAD (#26)

APN 120-461-010, 120-462-012, 120-463-020 & 120-464-001

Acreage included in Contract: 2.42

Crescent Ridge Village LLAD, (aka Four Corners), improvements are located near the intersection of Finders Way and Platt Circle.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.



### Crescent Ridge (Paths)

APN 120-521-012 & 120-522-013

Acreage included in Contract: 0.17

Landscaping Requirements:

NONE

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## Deputy Jeff Mitchell Field

831 Redwood Lane

APN 120-150-003

Acreage included in Contract: approximately 5

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.

The following specifications will apply to all athletic fields:

- Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
- Infield areas will be mowed at a height not to exceed 1 ½”.
- All warm season turf grasses shall be cut with reel type mowers unless otherwise approved by the District as an alternate for fields only.
- All cool season turf during the spring and summer months maintain a uniform height of 2” – 3” and during the winter months maintain a uniform height of 2.5” for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. The native grass areas in and around the picnic and horse shoe pit areas, both sides of Redwood land and the borders along the outside perimeter of the fence line shall be trimmed, mowed or weed-eated monthly or as needed throughout the growing season.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## El Dorado Hills Community Park

1021 Harvard Way

APN 125-110-009

Acreage included in Contract: 39.5

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
The following specifications will apply to all athletic fields:
  - Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
  - Infield areas will be mowed at a height not to exceed 1 ½”.
  - All warm season turf grasses shall be cut with reel type mowers unless otherwise approved by the District as an alternate for fields only.
  - All cool season turf during the spring and summer months maintain a uniform height of 2” – 3” and during the winter months maintain a uniform height of 2.5” for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Children’s Play Equipment Areas** – All children’s play equipment areas shall be policed twice per week to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. The native grass areas surrounding the field areas shall be mowed back five (5) feet from perimeter of the turf once a month or as needed throughout the growing season. Native areas adjacent to N.Y. Creek shall be mowed or weed-eated monthly throughout the growing season. Contractor shall, semi-annually, mow and/or weed-eat the native grass areas along the east and north property boundaries from St. Andrews Drive to Harvard Way.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. All other borders next to landscape, hardscape or adjacent property owner’s fences and/or wooden structures, shall be mowed or weed-eated monthly or as needed throughout the growing season.

- **Dog Park**-The dog park located at the EDH Community Park shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied inside fenced areas, and all unwanted growth shall be removed manually or mechanically.

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## Fairchild Park

3045 Brackenwood Place

APN 125-680-012 & 125-583-015

Acreage included in Contract: 3.84

Fairchild Park is a neighborhood park, nestled within Fairchild Village on Brackenwood Place.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children's play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. All borders of park adjacent to native grass areas shall be mowed or weed-eated monthly or as needed throughout the growing season.  
The native grass areas on the north, south and east side of the improved areas shall be;
  - i. Mowed twice annually as directed by the District.
  - ii. Mowed bi-monthly or as needed to maintain a five (5) foot wide strip adjacent to residential properties or side walk around the perimeter of the park.
  - iii. Keep all trees planted within this area clear of weed growth to a radius of 24 inches from the trunk.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Francisco Oaks LLAD (#32)

Acreage included in Contract: approximately 0.66

Francisco Oaks LLAD improvements are located bordering Francisco Drive, Brittany Way, Coronado Drive, and Cambria Way.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Governor Park

905 Governor Drive

APN 125-341-011

Acreage included in Contract: 1.9

The park is located on Governor Drive at Merriam Lane, just three blocks from El Dorado Hills Boulevard.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Green Valley LLAD (#21)

APN 110-273-030, 110-284-011, 110-284-013, 110-284-015, 110-284-017, 110-284-019, 110-284-026 & 110-321-065

Acreage included in Contract: 1.61

Green Valley Village LLAD is located along Green Valley Road, extend North on Salmon Falls Road and terminates on Lake Forest Road.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.



## Highland Hills 1,2, 4 LLAD (#42)

APN 126-220-003

Acreage included in Contract: 0.16

Highland Hills Village 1,2,4 LLAD is located along Silva Valley Road on the corner of Green Valley Road and up to the center of West Glenmore Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Highland Hills Village 3 LLAD (#35)

APN UN137-7098 & UN137-8006

Acreage included in Contract: 0.23

Highland Hills Village LLAD is located on the corner of West Glenmore Drive and Silva Valley Road.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. Contractor shall mow all native grass areas twice annually as directed by the District.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Highland View/Sterlingshire LLAD (#47) & Murray Homestead Park

APN 126-370-015

Acreage included in Contract: 4.01

Located along Aberdeen Lane and Amer Way.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Kalitheia Park LLAD (#22)

4900 Gillette Drive

APN 124-051-001

Acreage included in Contract: 3.8

Located at the intersections of Powers Drive, Gillette Drive and Ridgeview Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications. The following specifications will also apply to athletic fields:
  - Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
  - All cool season turf during the spring and summer months maintain a uniform height of 2" – 3" and during the winter months maintain a uniform height of 2.5" for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. The large rock out cropping in the native area shall be kept clear of all weed growth including poison oak.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed twice per week to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. The native grass areas on the east side of the park areas shall be;
  - Mowed twice annually at the time of weed abatement or as directed by the District.
  - Mowed bi-monthly or as needed to maintain a five (5) foot wide strip adjacent to residential properties.
  - Keep all trees planted within this area clear of weed growth to a radius of 24 inches from the trunk.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. All other borders next to landscape, hardscape or adjacent property owner's fences and/or wooden structures, shall be mowed or weed-eated monthly or as needed throughout the growing season.

## La Cresta LLAD (#27)

APN 135-40-41

Acreage included in Contract: 0.62

La Cresta Village LLAD is located on Wilson Boulevard and open space North of Wilson BLVD between Ridgeview and Patterson Drive.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Lake Forest LLAD (#30)

Acreage included in Contract: 1

Lake Forest Village LLAD is located on Lake Hills Drive.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Lake Forest Park LLAD (#56)

APN 110-020-51

Acreage included in Contract: 9.76

Lake Forest Park, located at 1821 Francisco Drive, the park is located on a slope therefore has a variety of unique design elements. Approximately half of the park is available for active uses while the other half remains a natural area with several native oak trees.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. Contractor shall mow all native grass areas twice annually as directed by the District.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. All borders next to the adjacent property owners fences and/or wooden structures, shall be mowed or weed eaten monthly or as needed throughout the growing season.

## Laurel Oaks LLAD (#37) & Fire Road

APN 119-350-032

Acreage included in Contract: 1.64

Laurel Oaks LLAD is located on the east side of El Dorado Hills.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.



## Marina Village LLAD (#31)

Acreage included in Contract: 0.12

Marina Village LLAD is located on Outrigger Court.

Landscaping Requirements:

- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

### New York Creek Nature Trail

APN 125-742-42, 125-701-05, 125-100-01, 125-691-17, 125-730-21, 125-090-06, 125-090-05, 125-680-05, 125-722-21, 125-110-07, 125-361-11 & 125-090-07

Acreage included in Contract: 28

The southern end of the trail begins in the Community Park along Harvard Way, across from Oak Ridge High School. The northern end is in Art Weisberg Park, across from Jackson Elementary School.

Landscaping Requirements:

None

## North Commercial LLAD (#48)

APN UN135-6061

Acreage included in Contract: 3.41

North Commercial LLAD is located on El Dorado Hills Boulevard, extending from Highway 50 to Lassen Way/Serrano Parkway. The LLAD extends partially up Saratoga way and up Serrano Parkway.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Oak Knoll Park (& Clubhouse)

3371 Alyssum Circle

APN 115-183-04

Acreage included in Contract: 2.6

Located in Bass Lake Village, Oak Knoll park features a clubhouse, children's play structure as well as a natural area that is covered by native oak trees. A parking lot is accessible from Alyssum Circle. The park is also accessible from the "bend" on Mendocino Way.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. The large rock out cropping next to the clubhouse shall be kept clear of all weed growth including poison oak.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. All other borders next to landscape, hardscape or adjacent property owners fences and/or wooden structures, shall be mowed or weed-eated during weed abatement.

## Oak Tree LLAD (#24)

Acreage included in Contract: 0.55

Oak Tree Village LLAD is located near the intersection of Salmon Falls Road and El Dorado Hills BLVD, on El Dorado Hills Boulevard.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. All borders next to landscape, hardscape or adjacent property owner's fences and/or wooden structures, shall be mowed or weed-eated monthly or as needed throughout the growing season.

## Oakridge LLAD (#23)

APN 121-040-026

Acreage included in Contract: 1.69

Oakridge Village LLAD is located South of Harvard Way between El Dorado Hills BLVD and Oakridge High School, backing up to the Archery Range.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Overlook Park

3273 Kensington Drive

APN 110-272-016

Acreage included in Contract: 1.19

Overlook park is located within the Green Valley Hills village. Street parking is available, and access to the park can be made along Kensington Drive or Beechwood Court.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Parkview Heights Park

2925 Ridgeview Drive

APN 125-533-006

Acreage included in Contract: 1.18

Located at the corner of Ridgeview Drive and Moonstone Circle.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.



## Peter Bertelsen Park

831 Redwood Lane

APN 120-150-003

Acreage included in Contract: 10.7

This park is located in Park Village, on Arrowhead Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. The native grass areas on the south and west sides of the park shall be mowed back five (5) feet from the perimeter of the turf area once a month or as needed throughout the growing season.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## PG&E/SMUD Power Line Area

APN 125-750-004, 125-110-004, 125-500-006 & 125-521-019

Acreage included in Contract: 36

Landscaping Requirements:

None

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## Promontory LLAD (#22)

APN 124-110-010 & 124-080-002

Acreage included in Contract: 18.7

Promontory Community Park is located on Alexandra Drive on the western boundary of El Dorado Hills.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications..
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed twice per week to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Contractor shall, annually, mow and/or weed-eat the native grass areas on the south side of the park (undeveloped area) and around the perimeter of the synthetic field.

## Ridgeview Park

3449 Ridgeview Drive

APN 120-166-023

Acreage included in Contract: 4.35

The developed portion of the park, accessed from Ridgeview Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas. The native grass areas on the south and west sides of the park shall be mowed back five (5) feet from the perimeter of the turf area once a month or as needed throughout the growing season.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract. The border of the park on the east side shall be maintained monthly or as needed throughout the growing season. Use of herbicides around the rock out cropping and between the turf area and native areas is permitted. The border of the park on the north end shall be maintained monthly or as needed throughout the growing season.

## Ridgeview Unit 7 Park

3397 Julie Ann Way

APN 120-580-003

Acreage included in Contract: 0.6

Located at the corner of Powers Drive and Julie Ann Way, in Ridgeview Village.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Ridgeview Lots A, B & C

APN 120-185-05, 120-171-08 & 120-172-11

Acreage included in Contract: 6.97

Landscaping Requirements:

**None**

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## Roadway LLAD (#41)

APN UN135-6057 & UN134-7081

Acreage included in Contract: 6.66

Roadway LLAD is located in the center median of El Dorado Hills Boulevard from Serrano Parkway, North to the intersection of Timberline Ridge Road. Additional areas include Landscape East of El Dorado Hills Boulevard on Canterbury and Riviera Circle.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Saint Andrews Lot E - Riviera Circle

APN 125-191-13

Acreage included in Contract: 1.86

Landscaping Requirements:

NONE

DRAFT



## Silva Valley LLAD (#39)

APN UN112-5071, UN137-8006, UN137-7098 & 126-220-003

Acreage included in Contract: 3.5

Silva Valley LLAD is located along Silva Valley Road from the power lines, North to Green Valley Road. This LLAD also includes Fairchild Park, Jackson Walkway, including the pedestrian footbridge spanning New York Creek.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Turf shall be mowed to maintain a uniform height of not less than 2" and not higher than 3". This will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the District's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor shall, semi-annually on a schedule to be defined by the District, mow and/or weed-eat the following areas:
  - East side of Silva Valley Road from Short Ridge Court to W. Glenmore Way and from the edge of existing pavement to fence line.
  - West side of Silva Valley Road from Green Valley Road south approximately 350 lineal feet, and extending from the existing edge of pavement west of the border of the landscape area.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Native grasses-** Height of native grasses located on the parcel, where mowing/weed eating is specified shall be maintained at a maximum height of 4 inches. The Contractor shall thoroughly clean equipment used to cut native grass prior to using on turf areas.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Silva Valley School Athletic Fields

3001 Golden Eagle Lane

APN 121-190-047

Acreage included in Contract: 3.61

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
The following specifications will apply to all athletic fields:
  - Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
  - Infield areas will be mowed at a height not to exceed 1 ½”.
  - All cool season turf during the spring and summer months maintain a uniform height of 2” – 3” and during the winter months maintain a uniform height of 2.5” for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
  - Chemical applications are only to occur once contractor has provided written notice of chemical use to District staff at least 72 hours in advance.

## Stephen Harris Park

2560 Riviera Circle

APN 125-100-006 & 125-110-005

Acreage included in Contract: 5.93

A paved parking area is available off of Tam O'Shanter Drive. Additionally, for closer access to the soccer field, an additional parking lot is available off of Riviera Circle.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion). The athletic field shall be mowed twice per week on Tuesday and Friday.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. All non-irrigated areas shall be mowed or weed-eated monthly or as needed throughout the growing season. Use of herbicides around trees, shrubs, rocks, fence lines or other obstacles is permitted. The area between the outside of the fence and top of the slope on the west boundary shall be mowed or weed-eated monthly or as needed throughout the growing season.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.
- **Borders-** Borders for transitions between developed and native areas shall be a minimum of 24 inches wide unless otherwise specified in the contract.

## Stonegate Village LLAD

APN UN138-1090 & UN138-1089

Acreage included in Contract: 2.79

Stonegate Village LLAD is located along Harvard Way and Silva Valley Road up to the Power Lines North of Netherdale Dr. The LLAD also includes the Stonegate Village entrance on St. Andrews Drive.

### Landscaping Requirements:

- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Tam O'Shanter Parklet

APN 125-361-011

Acreage included in Contract: 0.12

### Landscaping Requirements:

- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.

## Upper Lot by McCabe Park

APN 125-162-028

Acreage included in Contract: 3.4

Landscaping Requirements:

**None**

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## Valley View LLAD (#50)

APN 118-140-073

Acreage included in Contract: 5.07

The Valley View LLAD is located in the Blackstone subdivision in southern El Dorado Hills. This LLAD includes several park sites, including a community park, however, only one park has been built to-date.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.

The following specifications will apply to all athletic fields:

- Fields will be mowed twice weekly on Tuesday and Friday during the period of April 1 through October 30.
- Infield areas will be mowed at a height not to exceed 1 ½".
- All warm season turf grasses shall be cut with reel type mowers unless otherwise approved by the District as an alternate for fields only.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site 2 times per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance. Contractor will not edge baseball/softball infields or warning tracks.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Waterford Park

2617 Carnelian Circle

APN 110-140-010

Acreage included in Contract: 1.15

Waterford Park is at the corner of Carnelian Circle and Bairdsley Place in Waterford Village

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2" and not higher than 3" yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent's discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children's Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.



## Wild Oaks Park - Adjacent Lot

2510 El Dorado Hills Blvd

APN 124-040-018

Acreage included in Contract: 1.45

Landscaping Requirements:

None

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## Wild Oaks Park LLAD (#38)

APN 124-010-12

Acreage included in Contract: 8.21

Located near the intersection of El Dorado Hills Blvd and Francisco Drive, Wild Oaks Park preserves open space and provides a protected nature area.

### Landscaping Requirements:

- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.

## William C. “Bill” McCabe Park (aka McCabe Park)

2590 Hoffman Court

APN 125-152-024

Acreage included in Contract: 1.34

Located at the intersection of El Dorado Hills Blvd and Francisco Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications.  
Maintain a uniform height of not less than 2” and not higher than 3” yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions (at the Parks Superintendent’s discretion).
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Children’s Play Equipment Areas** – All children play equipment areas shall be policed weekly to be kept free of weeds, trash and leaves. No chemical application shall be applied, and all unwanted growth shall be removed manually or mechanically.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

## Windsor Point Park (#57)

APN 110-130-018

Acreage included in Contract: 1.41

Windsor Point Park is located on the corner of Francisco Drive and Schooner Drive.

### Landscaping Requirements:

- **Mowing-** All turf areas shall be mowed per the specifications in Section 9.1 Maintenance Specifications. A uniform height of not less than 2" and not higher than 3" shall be maintained yearly. In general, this will require weekly mowing except for the period of December 1 through March 1, during which time mowing will be required every two weeks, or as needed, depending on growing conditions.
- **Pruning-** All shrubs and groundcover shall be pruned per industry standards defined in Section 9.1.4 Trees, Shrubs, Ground Cover no less than once every 12 weeks, or as needed.
- **General cleanup-** All trash and debris shall be removed from the site once per week per the specifications in Section 9.1.1 General Maintenance.
- **Edging/Weed-eating-** Edging/Weed eating shall be in accordance with Section 9.1.1 General Maintenance.
- **Fertilization of Shrubs and Ground Cover-** All ground cover and shrub beds shall be fertilized two times per year per the specifications listed in Section 9.1.6 Fertilization of Shrubs and Ground Cover.
- **Chemical application-** All herbicides shall be applied by Contractor per the specifications in Section 9.1.5 Weed Control and Chemical Application.

# Art Weisberg Park

APN # 125-090-04



Remove all combustible vegetation that is located within the designated defensible space.

Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 545 linear feet for a total of 49,500 square feet of abatement on the western and southern borders of the park next to the roadway and residence as seen on the map above.



# **Bass Lake Village**

APN # 115-177-02 & 115-177-01



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 3.45 acre lot for a total of 150,282 square feet of abatement as seen on the map above.

# **Bass Lake B**

APN # 115-350-016 & 115-310-021



Remove all combustible vegetation that is located within the designated defensible space annually as directed by the District. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level.

All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 0.13 lot for a total of 5,663 square feet of abatement along the residence fence line as seen on the map above.



# **Bass Lake**

APN # 115-400-021



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 3,356 linear feet along the dammed areas of the lake and the wrought iron fence line located in the northwest portion of the parcel. In addition to the 100 foot wide sections of abatement, the spillway area of the lake and the main drain outlet area will need to be cleared of vegetation for a total of 333,64 square feet of abatement as seen on the map above.



# Community Park

APN # 125-110-009



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 1,572 linear feet of fence line on the North and North east portion of the parcel along with the entire open space areas by the upper field and behind the pool area for a total of 292,366 square feet of abatement as seen on the map above.



## **Crescent Ridge (4 Corners)**

APN # 120-461-010, 120-462-012, 120-463-020, 120-464-001

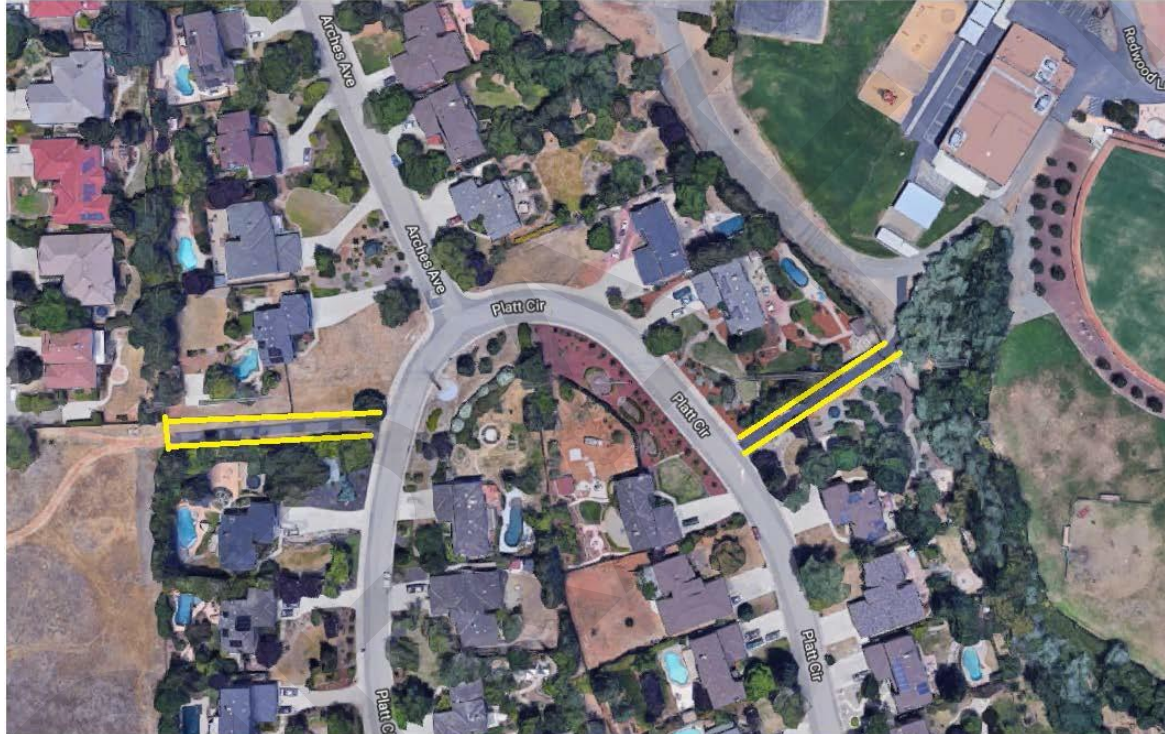


Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 10 foot wide clearance across 264 linear feet along the wood fence line in the north east lot and the two open space lots west of Finders way in their entirety for a total of 32,586 square feet of abatement as seen on the map above.

## Crescent Ridge (paths)

APN # 120-521-012, 120-522-013



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 0.17 acres on both parcels for a total of 7,405 square feet of abatement as seen on the map above.



# **Fairchild Park**

APN # 125-680-012, 125-583-015

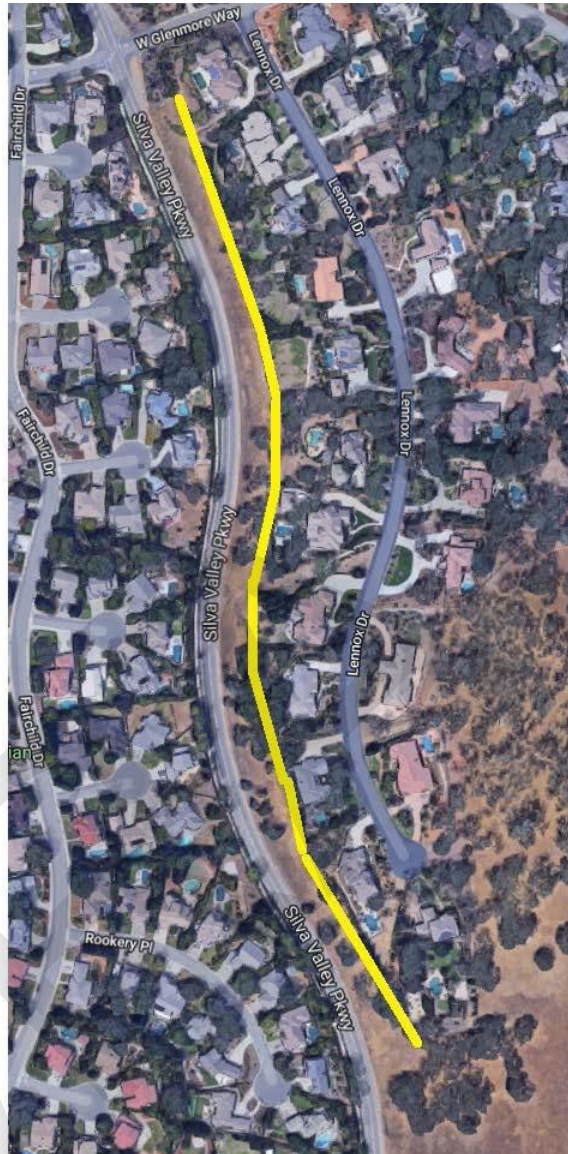


Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 996 linear feet of fence line for a total of 99,600 square feet of abatement on the eastern and southern borders of the park as seen on the map above.

# Highland Hills 3

APN # UN137-709-8



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 2,032 linear feet against the fence line on the east side of Silva Valley Parkway for a total of 203,200 square feet of abatement as seen on the map above.



# **Jeff Mitchell field**

APN # 120-150-003



Remove all combustible vegetation that is located within the designated defensible space.

Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the open space area surrounding the horseshoe pits above the baseball field and a 50 foot wide clearance across the fence line east of the T-Ball field for a total of 42,000 square feet of abatement as seen on the map above.



# Lake Forest Park

APN # 110-020-51



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 1,407 linear feet, along the Parks borders. The front of the Park from Francisco drive up to the bocce ball courts and a 5 foot wide clearance on both side of the DG walking trail for a total of 170,974 square feet of abatement as seen on the map above.

# **Lot across from Wild Oaks Park**

APN # 124-040-018



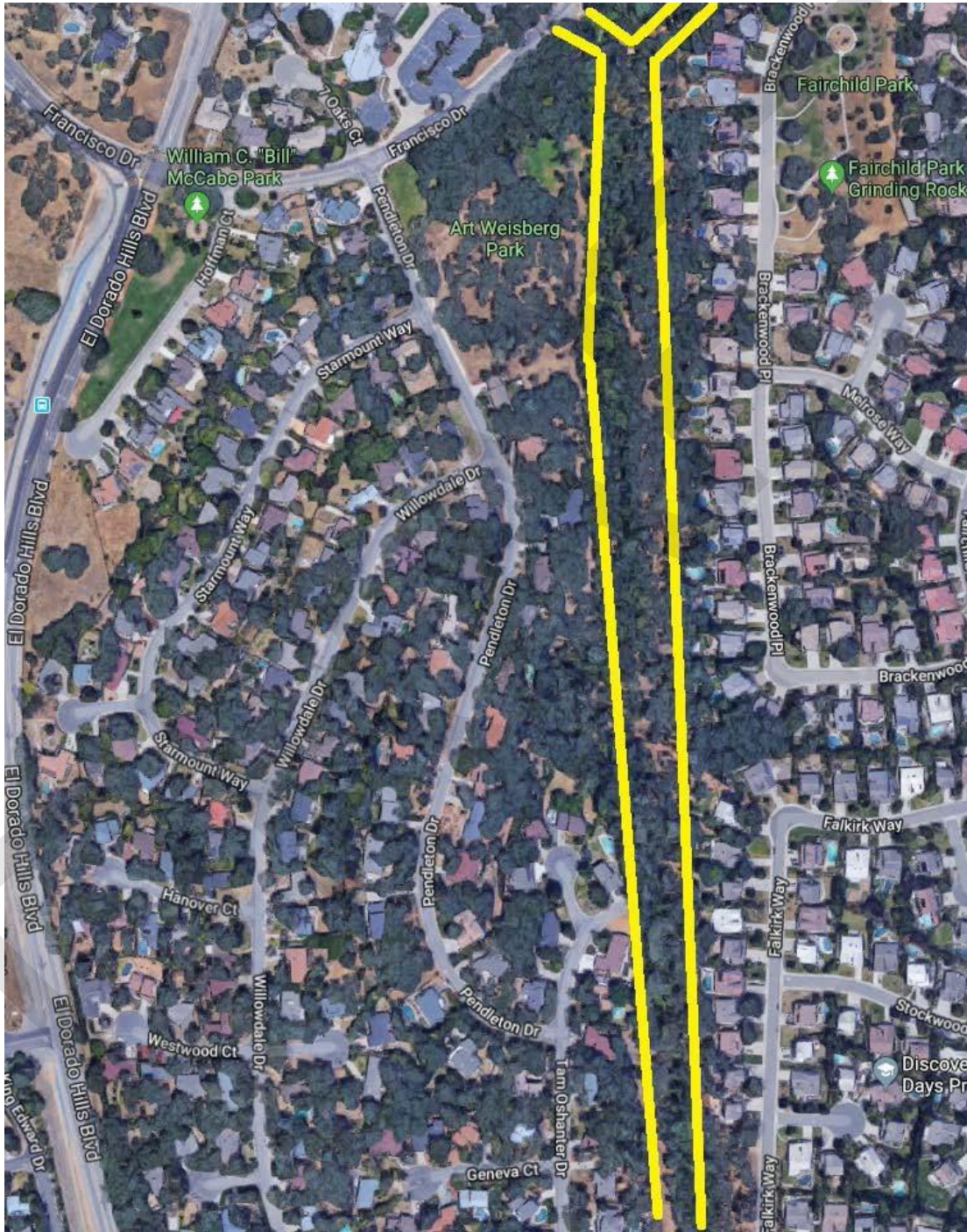
Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 1.45 acre lot for a total of 63,162 square feet of abatement as seen on the map above.

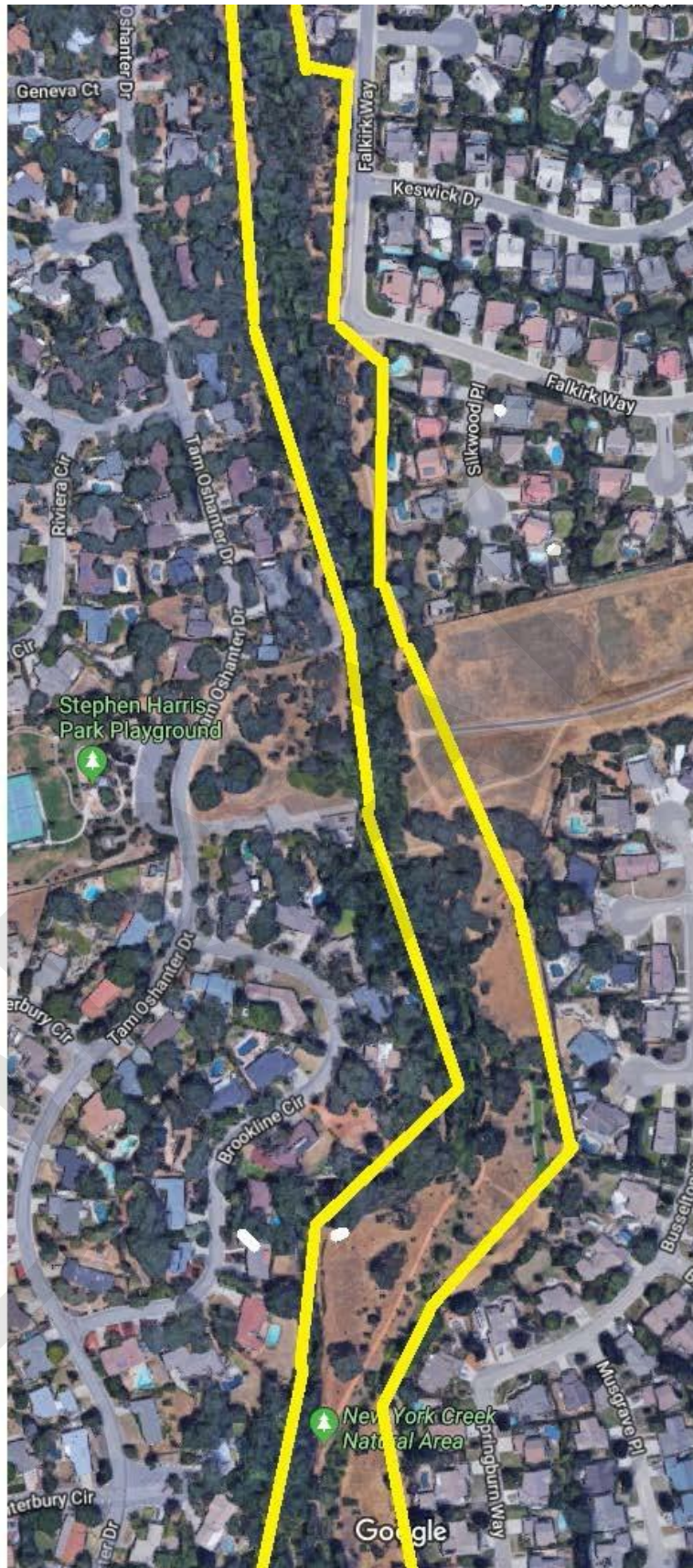


# New York Creek trail

Parcel Number(s) 125-742-42, 125-701-05, 125-100-01, 125-691-17, 125-730-21, 125-090-06,  
125-090-05, 125-680-05, 125-722-21, 125-110-07, 125-361-11, 125-090-07









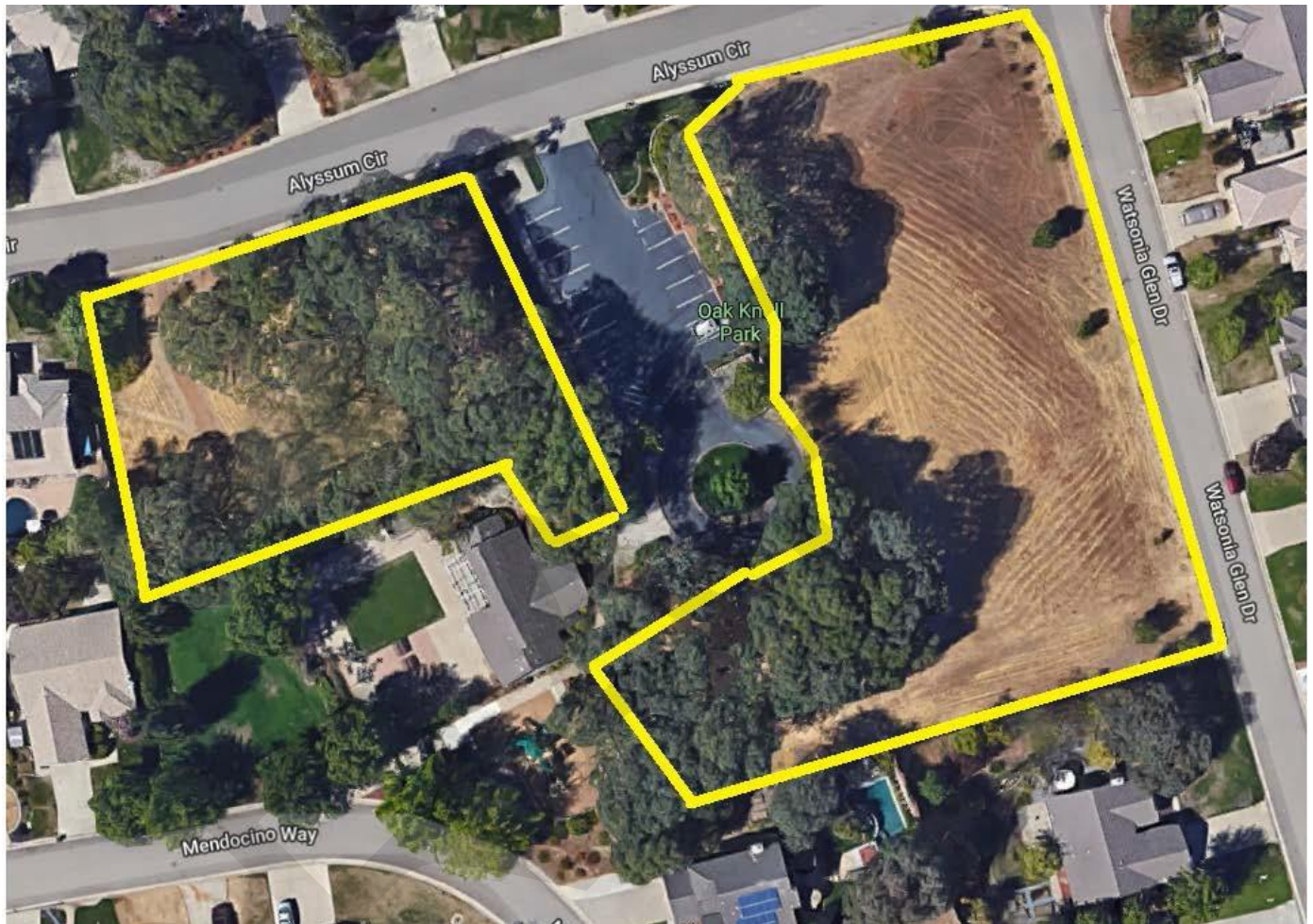
Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across along the fence line on the east side of the trail 5,965 linear feet in length for a total of 596,500 square feet of abatement as seen on the map above.



# Oak Knoll Park

APN # 115-183-04



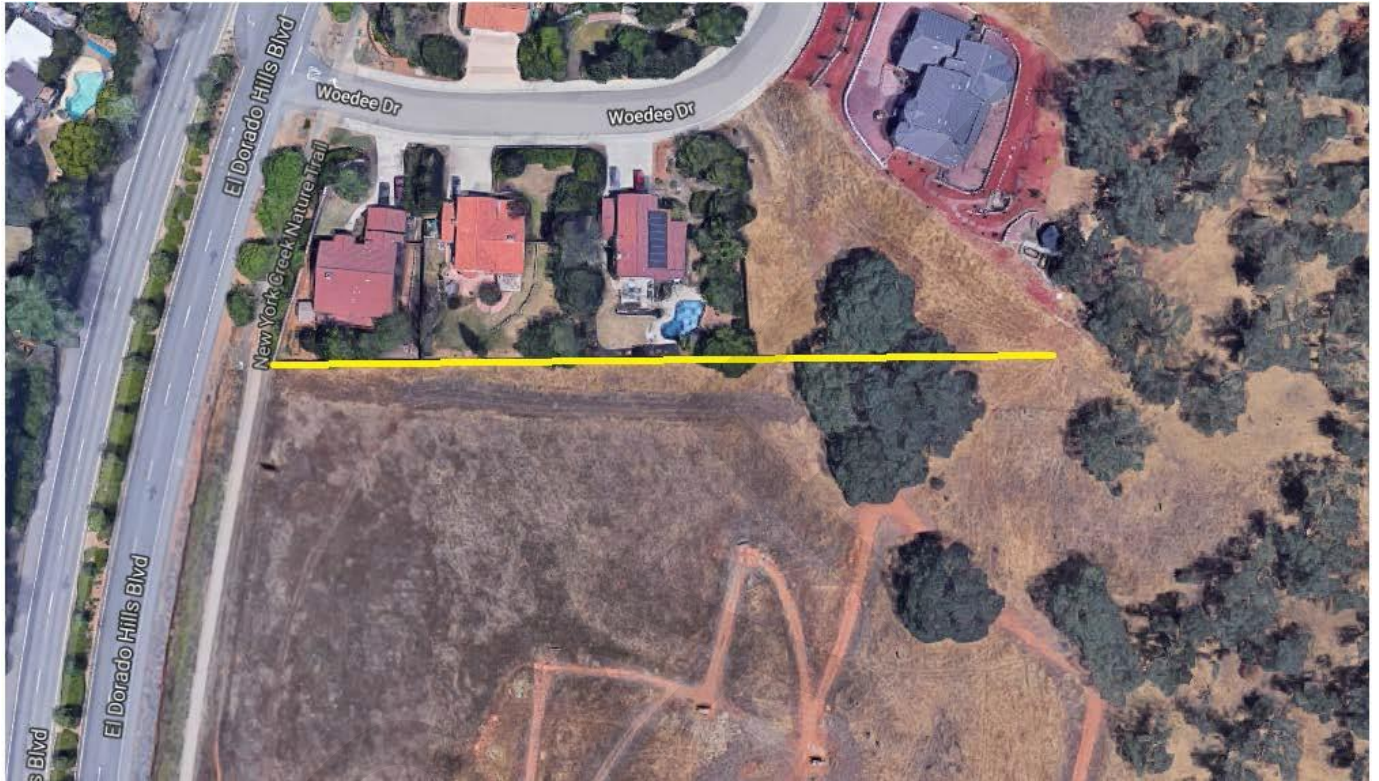
Remove all combustible vegetation that is located within the designated defensible space.

Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the two open space areas Adjacent to Alyssum Circle and Watsonia Glen Dr. for a total of 58,666 square feet of abatement as seen on the map above.

# **Oak Ridge LLAD/Archery range wall**

APN # 121-040-026



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 450 linear feet along the fence line on the north end of the parcel for a total of 45,000 square feet of abatement as seen on the map above.



# **Pete Bertelsen Park**

APN # 120-150-003



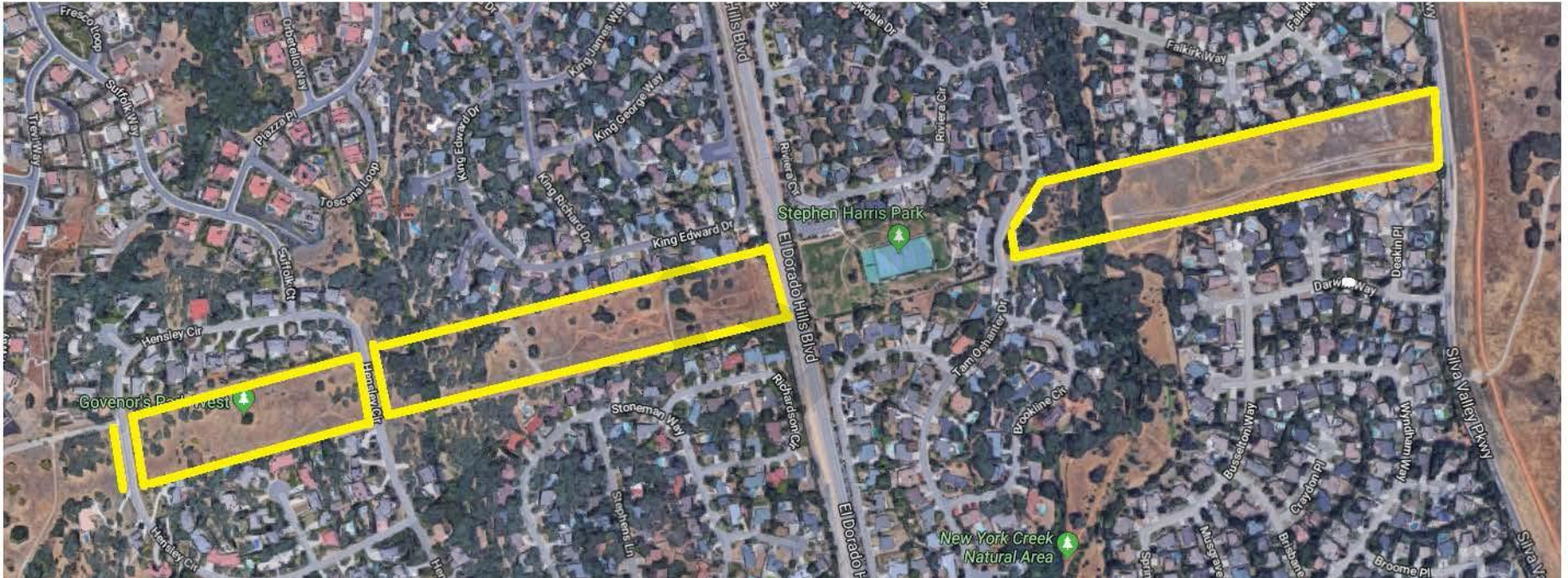
Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 852 linear feet along the property line of the southern portion of the parcel for a total of 85,200 square feet of abatement as seen on the map above.



## **PG&E/SMUD power line area**

APN # 125-750-004, 125-110-004, 125-500-006, 125-521-019



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 8,006 linear feet surrounding the borders of each parcel for a total of 800,600 square feet of abatement as seen on the map above.



# Ridgeview Lots A,B,C

APN# 120-185-05, 120-171-08, 120-172-11



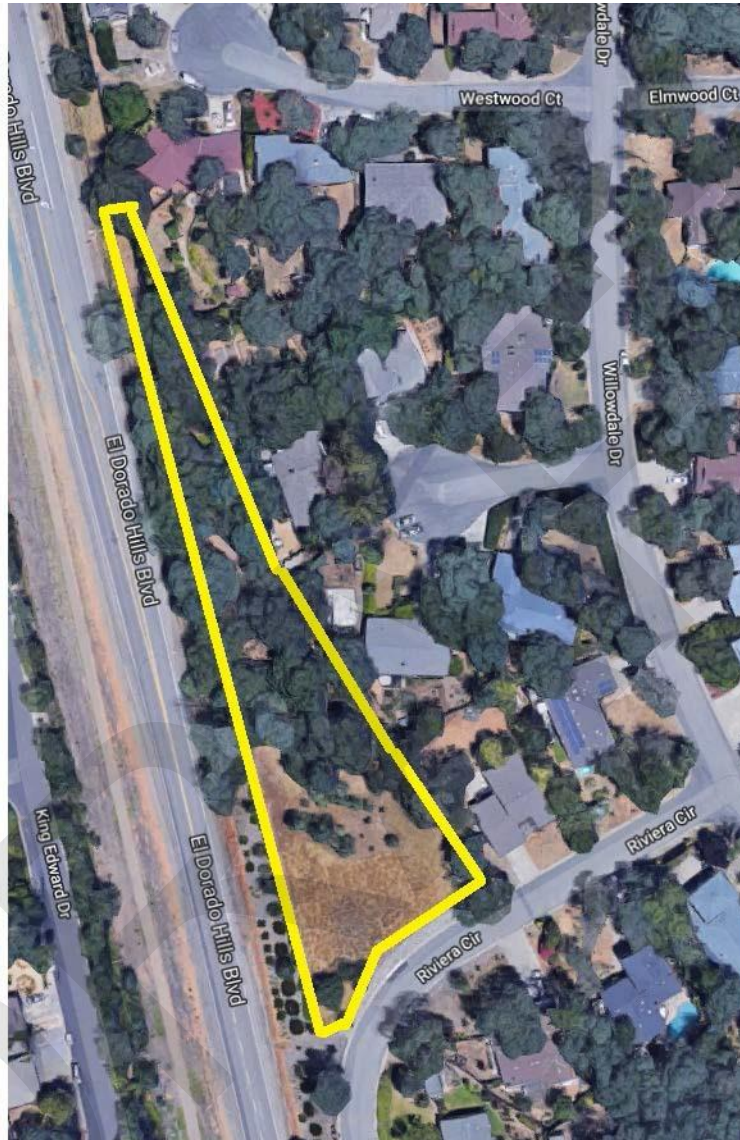
Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 6.97 combined acreage for all three lots for a total of 299,466 square feet of abatement as seen on the map above.



# **Saint Andrews Lot E – Riviera circle**

APN # 125-191-13



Remove all combustible vegetation that is located within the designated defensible space.

Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 10 foot wide clearance across 425 linear feet along the fence line adjacent to El Dorado Hills Bld. and the entire open space area adjacent to Riviera circle for a total of 13,610 square feet of abatement as seen on the map above.

# **Tam O'Shanter Parklet**

APN # 125-361-011



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 6,468 square foot section of open space between Tam O'shanter Dr. and New York creek as seen on the map above.



# Upper Saint Andrews Park (Lot by McCabe Park)

APN # 125-162-028



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across the first 585 linear feet along the fence line and 10 foot wide clearance of 889 linear feet of the southern portion of the parcel for a total of 67,390 square feet of abatement as seen on the map above.

# Wild Oaks Park

APN #124-010-12



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 100 foot wide clearance across 2,738 linear feet of the entire property line for a total of 273,800 square feet of abatement as seen on the map above.

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## **ATTACHMENT 9.1.2 – SCOPE OF WORK SECURITY SERVICES**

**The District seeks proposals from qualified firms to perform the following:**

1. Provide under a single contract, all monitoring and patrol services as specified.
2. Receive and coordinate alarm calls with District Staff, alarm service contractor and/or the El Dorado County Sheriff's Department to decrease response time and reduce the District's costs to respond.
3. Provide a minimum quarterly review of processes and recommendations for improvement.
4. Provide a plan for both vehicular and foot patrol which provides for flexibility in scheduling and prioritized patrol needs.
5. Alternative bids for future parks are to include:
  - Saratoga Park – about 1 acre-restroom Gated Lot
  - Blackstone Community Park – less than 2 acres-Restroom Gated Lot
  - Heritage Park –4.65 acres- Restroom Gated Lot

The selected firm shall serve as the District's representative when designated. Dan Williams, Parks Superintendent, shall oversee and facilitate the activities of the firm with other government agencies or District departments as needed. The selected firm shall provide professional services and expertise related to the provision of Security Services in compliance with the governing codes and applicable regulations.

### **1.2.1 Maintenance Specifications**

The overall list of tasks that are intended to be the responsibility of the selected firm are described in the Security qualifications detailed in Attachment 10.1, provided below.

### **1.2.2 Equipment and Supplies**

The Contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks identified in Section 1.2.1 above.

### **1.2.3 Mandatory Responding Firm's Qualifications Requirements (see sections 3.15 and 5.2.2)**

At the time the bid proposal is submitted, the Contractor must possess:

- (a) A minimum of five (5) years' experience in Security Services;
- (b) A current valid Business License with the County of El Dorado; and
- (c) A current and valid California Driver's License.

Currently the District has contracts with two security patrol companies. One that provides park patrol services and one company that patrols and monitors the Teen Center 1:00 PM – 4:30 PM on weekdays during the school year and provides patrol services during CSD concerts and other events. It is the CSD's intent to combine these services into a single contract, and to secure a contract providing 8 hours per day, 7 days per week, for a total of 56 hours per week for park patrol and 17.5 hours per week for the Teen Center patrol



The contractor will be responsible for acquiring the school schedule for Oak Ridge High School to be informed of school holidays. No Teen Center patrol service will be provided on school holidays, extended holiday breaks, or during summer break. Teen Center patrol service invoices will be adjusted to reflect No Service Days.

Typically, the District's highest patrol needs are directly related to the size of the park and number of activities in that site. This is particularly true of the District's largest site, the El Dorado Hills Community Park. This Park is located in close proximity to the local high school and as such there is high vehicle and foot traffic before and after school because many of the students either park their vehicle in the District parking lot or pass through the park when walking to and from school. This has resulted in loitering, vandalism, drug use, and other illegal activities. Additionally the El Dorado Hills Community Park has experienced regular occurrences of after-hours loitering and vandalism/graffiti.

Other properties that require more attention are:

- Bertelsen Park – after hours loitering, vandalism/graffiti
- Promontory Community Park – after hours loitering, vandalism/graffiti, theft of public property
- Lake Forest – after hours loitering, vandalism/graffiti
- Oak Knoll Park – after hours loitering, vandalism/graffiti

Other responsibilities of the park patrol service provider would be to notice and report irrigation leaks, respond to unlocked and/or unarmed buildings, buildings that cannot be properly secured due to faulty door fixtures, building alarms that cannot be armed, general damages or repair issues to parks and buildings.

The following is the closure times and patrol service times for each of the District's properties that this proposal pertains to:

	<b>Parks &amp; Facilities</b>	<b>Site Acreage</b>	<b>Description</b>	<b><u>Park Closure</u> <u>Gate Lock-up</u> <u>Time</u></b>
1	Allan Lindsay Park	5.5	Athletic Fields	Sunset
2	Art Weisberg Park	4.27	Neighborhood Park	Sunset
3	Bass Lake Park-Gates	3	Athletic Fields	Sunset
4	Bertelsen Park (TBD) -Gates -Picnic Pavilion/Restrooms -Parking Lot & Service Road -Water Play Area -Playground & Picnic Areas	7.76	Village Park	Sunset
5	Creekside Greens Park	1.71	Neighborhood Park	Sunset
6	EDH Community Park -Athletic Fields -Pavilion Building -CAB (GYM) Building -Community Pool -Trails & Natural Areas -Parks Building -Skate Park -Multiple Gated Parking Lots	39.5	Large Community Park	10pm

7	Fairchild Park	3.84	Neighborhood Park	Sunset
8	Kalitheia Park -Small Gated Parking Lot -Picnic Shelter -Playground & Picnic Areas -Natural Area -Restroom Building -Gates	3.82	Neighborhood Park	Sunset
9	Lake Forest Park -Tennis Court (automatic gate) -Picnic Shelter & Playground -Restroom Building -Gated Parking Lot -Trails and Natural Spaces	9.7	Village Park	Sunset
10	Latrobe warehouse	N/A	Storage building/lot	Sunset
11	Laurel Oaks Park	1.66	Neighborhood Park	Sunset
12	Murray Homestead Park	4	Neighborhood Park	Sunset
13	Oak Knoll Park -Small Community Building -Gated Patio Area -Playground & Picnic Areas -Gated Parking Lot	2.6	Village Park	Sunset
14	Overlook Park	1.18	Neighborhood Park	Sunset
15	Reid White/Governors Park	1.88	Neighborhood Park & Ponds	Sunset
16	Parkview Heights Park	1.18	Neighborhood Park	Sunset
17	Promontory Community Park -Multiple Lighted Athletic Fields -Multiple Playgrounds -Tennis Court (automatic gate) -Restrooms -Maintenance Buildings -Large Picnic Shelter -Water Play Area -Gated Parking Lot	18.72	Community Park	10 pm
18	Ridgeview Park	4.35	Neighborhood Park	Sunset
19	Ridgeview Unit 7 Park	0.6	Neighborhood Park	Sunset
20	McCabe Park	4.35	Neighborhood Park	Sunset
21	Stephen Harris Park -Athletic Field -Restroom Building -2 Small Gated Parking Lots -Tennis Court (automatic gate) -Playground & Picnic Areas	5.71	Village Park	Sunset
22	Valley View Park Restrooms Building Gated Parking Lot	5	Village Park	Sunset
23	Waterford Park	1.15	Neighborhood Park	Sunset
24	Windsor Point Park	1.5	Neighborhood Park	Sunset
25	Teen Center		After school patrol	Sunset

### **Inclusion of future parks and facilities**

The District is a growing community and it is likely additional parks and/or facilities will be added during the awarded contract period. At any given time the District will request a proposal to include the additional properties within the contract as an amendment to the current contract. The properties will be included within the contract for the remaining duration of the current contract and will not extend the current contract or create a new contract.

## **ATTACHMENT 9.1.3 – SCOPE OF WORK CUSTODIAL SERVICES**

The selected firm shall serve as the District's representative when designated. The Districts' Parks Superintendent shall oversee and facilitate the activities of the firm with other government agencies or District departments as needed. The selected firm shall provide professional services and expertise related to the provision of custodial services in compliance with the governing codes and applicable regulations.

### **1. Equipment and Supplies**

The Contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks identified in this RFP

### **2. Mandatory Responding Firm's Qualifications Requirements (see sections 3.15 and 5.2.2)**

At the time the bid proposal is submitted, the Contractor must possess:

- (a) A minimum of five (5) years' experience in Custodial services;
- (b) A current valid Business License with the County of El Dorado; and
- (c) A current and valid California Driver's License.

### **3. District Locations**

#### **a. El Dorado Hills Community Park- 1021 Harvard Way, El Dorado Hills, CA 95762**

##### **i. Gymnasium:**

- Resident Services Office
- Recreation Staff Offices
- Gym Restrooms
- Main Court Flooring
- Pool Restrooms and Showers
- Exercise Room
- Double Classroom
- Commercial Kitchen
- Snack Bar/Cashier Office
- Electrical/Control Room

##### **ii. Pavilion**

- Offices
- Main Meeting Room
- Kitchenette
- Restrooms
- Janitorial Room

iii. **Fisher Building**

iv. **Parks Building**

- Staff offices and cubicles
- Conference Room Lower
- Break Room
- Common Areas
- Restrooms
- Staff Restroom and Shower
- Conference Room Upstairs
- Janitorial Storage Areas

v. **Teen Center**

- Common Areas
- Staff Offices
- Kitchenette
- Interior Restrooms
- Exterior Restrooms
- Janitorial Room
- Computer Room

vi. **Community Park Restroom Building (4) and Janitorial Room**

b. **Bertelsen Park-** 831 Redwood Lane,

- Restrooms (TBD)
- Pavilion Trash Receptacles (TBD)
- Janitorial Room (TBA)

c. **Promontory Park-** 2700 Alexandra Way

- Main Restroom Building Phase 1 (Playground)
- Maintenance Building restroom and office
- Spray-ground/playground restroom

d. **Oak Knoll Park-** 3371 Alyssum Circle

- Main Building and Restrooms
- Patio Trash Receptacles
- Janitorial Room
- Garage/Storeroom

e. **Lake Forest Park-**1821 Francisco Drive

- Park Restroom Building

f. **Stephen Harris Park-** 2560 Riviera Circle

- Park Restroom Building
- g. Valley View Park-** 1661 Blackstone Parkway
  - Park Restroom Building
- h. Kalithea Park** 4900 Gillette Drive
  - Park Restroom
- i. Saratoga Park (TBA)** 401 Wilson Blvd
  - Park Restroom Building
- j. Blackstone Park (TBA)** 1881 Blackstone Parkway
  - Park Restroom Building
- k. Heritage Park (TBD)** 4016 Palmdale Drive
  - Park Restroom Building

## **ATTACHMENT 9.1.4 – SCOPE OF WORK POOL MAINTENANCE SERVICES**

### **9.1 Services to be Provided**

1. Complete and log all daily water tests for free Chlorine PPM, total Chlorine, combined Chlorine, pH, Calcium hardness, total Alkalinity, Cyanuric Acid PPM and TDS.
2. Log chemical controller readings: ORP and pH
3. Log main circulation pump GPM reading at El Dorado Hills Community Pool
4. Remove debris from El Dorado Hills Community Pool and wading pool as needed or a minimum of 2 times per week
5. Stain removal on pool surfaces
6. Maintaining and cleaning pool main drains
7. Testing main pool lights. Reporting light issues to District staff
8. Daily inspection of surge and re-circulation tanks and remove debris as required
9. Daily inspection and cleaning of all strainers, filters, and skimmers
10. Manual application of additional chemicals as needed, required minimum and maximum chemical levels are as follows:
  - a. Chlorine: 3 PPM – 5 PPM
  - b. pH: 7.2 pH – 7.6 pH
  - c. Cyanuric Acid: 30 PPM – 50 PPM
  - d. Alkalinity: 80 PPM – 120 PPM
  - e. Calcium Hardness: 250 PPM – 350 PPM
  - f. Total Dissolved Solids: Under 1,500 PPM
11. Daily inspection of automatically injected chemical tanks and carboys, i.e. chlorine and muriatic acid. Notify District staff of replenishment needs with ample time so there is no interruption of chemical feeds to pools or splash pads
12. Daily visual inspection of all plumbing, electrical and mechanical components within pool and splash pad equipment rooms. Immediately report any issues to District staff
13. Visually inspect all sand filters and ensure backwash is complete once influent and effluent differential exceeds 12 psi
14. Winterizing of Promontory and Bertelsen Park Splash Pads – After Labor Day weekend
15. Pre-season preparation of Promontory and Bertelsen Park Splash Pads – prior to Memorial Day weekend: filling recirculation tanks, stabilization of water supply, inspection and running of all equipment and features, necessary repairs



### **Additional Services**

1. Repair flow meters
2. Cleaning of chemical injection pump probes
3. Replace burned out main pool light bulbs
4. Provide and fill muriatic acid tanks at splash pads
5. Provide and fill liquid chlorine tanks at splash pads

## **ATTACHMENT 9.1.5 – SCOPE OF WORK BUILDING MONITORING SERVICES**

The EDHCSD is requesting proposals from qualified Contractors to complete the installation and monitoring of a new building intrusion and fire alarm system at multiple District managed facilities. Pricing shall be listed per location and shall include all hardware, materials, licensing and labor for installation per the specifications below. The following locations are shown in Section “B” Site Location Maps.

The District is a growing community and it is likely additional parks and/or facilities may be added during the awarded contract period. At any given time the District may request a proposal for additional properties and complete an amendment to add these properties to the current contract. The properties will be included within the contract for the remaining duration of the current contract and will not extend the current contract or create a new contract.

- 1. El Dorado Hills Community Park (1021 Harvard Way, El Dorado Hills, CA 95762)**
  - a. Gymnasium- Building A
  - b. Pavilion Building- Building B
  - c. Teen Center- Building D
  - d. Parks & Planning Building (1030 St. Andrews Drive, El Dorado Hills, CA 95762)
- 2. Bertelsen Park Restroom (831 Redwood Lane, El Dorado Hills, CA 95762)**
- 3. Promontory Community Park (2700 Alexandra Way, El Dorado Hills, CA 95762)**
  - a. Arm Restroom Building
  - b. Maintenance Building Restroom and Office
- 4. Oak Knoll Clubhouse (3371 Alyssum Circle, El Dorado Hills, CA 95762)**
  - a. Main Clubhouse
  - b. Restrooms

### **Specifications:**

Contractors shall provide the personnel, equipment, parts, materials, supplies and services necessary to install and maintain building intrusion and fire alarm systems for the District locations listed above.

**Access control is needed in the Oak knoll clubhouse and the Promontory park restrooms. These buildings will need to have the ability to auto lock/unlock and auto arm/disarm themselves at a designated time determined by the El Dorado Hills CSD.**

Contractors are responsible for determining the installation materials, supplies and services necessary for the installation of the building intrusion and fire alarms at all of the District locations. The Contractor shall propose to the District an alarm system, which they believe, would best protect the District. A detailed listing of installation and startup costs is required along with a justification as to why the selected alarm would be the best fit for the District.

The Contractor shall have the ability and resources available in order to provide monitoring services for the District. These monitoring services shall include at a minimum: 24 hours a day, seven (7) days a week remote system monitoring, telephone or email notifications to District staff, onsite security personnel or Sheriff dispatch and ability to set timers on alarms.

**Wages paid for the installation of all alarms are required to be at the Prevailing Wage.**

## ATTACHMENT 9.1.6 – SCOPE OF WORK HVAC SERVICES

### SCOPE OF WORK:

General: Contractor shall regularly service and inspect the Listed Equipment (Table 1) four (4) times per year at approximately ninety (90) day intervals. Each inspection shall include all service as listed on the attached checklist. A written report must be provided after each maintenance inspection indicating what repairs, if any, are necessary. Authorization will be obtained before any additional work is performed.

Facilities and Systems to be serviced:

GYM				
UNIT	MAKE	MODEL	SERIAL	TYPE
AC1	mitsubishi	PURY-P96TJMU-A	03W00894	OUTDOOR UNIT
AC2	mitsubishi	PURY-P120TJMU-A	0XW00748	OUTDOOR UNIT
AC3	mitsubishi	PUHY-P96TJMU-A	08W00197	OUTDOOR UNIT
AC4	mitsubishi	PUHY-P120TJMU-A	08W00329	OUTDOOR UNIT
AC5	mitsubishi	PUHY-P96TJMU-A	0ZW00291	OUTDOOR UNIT
AC6	mitsubishi	PUHY-P120TJMU-A	NOT LEGIBLE	OUTDOOR UNIT
B1	TELEDYNE LAARS	PW600IN09X	1900044	BOILER
MU1	ESSICK			MAKEUP AIR
F.C 1.2	mitsubishi	PEFY-P96NMHU-E	9ZW00626	GYM UNIT
F.C 1.1	mitsubishi	PEFY-P96NMHU-E	9ZW00624	GYM UNIT
F.C 2.2	mitsubishi	PEFY-P96NMHU-E	9ZW00624	GYM UNIT
F.C2.1	mitsubishi	PEFY-P96NMHU-E	9YW00610	GYM UNIT
FC3.3	mitsubishi	PEFY-P18NMHU-E	16W02054	ATTIC
FC3.4	mitsubishi	PEFY-P36NMHU-E	89W01204	
FC3.5	mitsubishi	PEFY-P36NMHU-E	89W01205	
FC3.6	mitsubishi	PEFY-P15NMHU-E	14W01771	
FC3.7	mitsubishi	PEFY-P24NMHU-E	82W01547	
FC3.8	mitsubishi	PEFY-P24NMHU-E		
AC2	mitsubishi	PURY-P120TJMU-A	0XW00748	OUTDOOR UNIT

## PAVILLION

UNIT	MAKE	MODEL	SERIAL	TYPE
AC1	CARRIER	48HJD007---551	4603G40258	AC1
AC2	CARRIER	48HJD008---531	0998G30219	AC2
AC3	CARRIER	48HJD009---551	4405G40780	AC3
CU1	MITSUBISHI	MUY-D30NA-1	0001571T	CU1

## TEEN CENTER

UNIT	MAKE	MODEL	SERIAL	TYPE
HP1	BRYANT	223ANA060-A	2106E28561	HEAT PUMP
HP2	BRYANT	223ANA060-A	2306E00955	HEAT PUMP
HP3	BRYANT	223ANA060-A	2106E28539	HEAT PUMP
SSHP1	MITSUBISHI	PUZ-A24NHA	53U002810	SPLIT SYSTEM HEAT PUMP
AH3	BRYANT	FV4BNB006000AAAA	1806A90398	COMPUTER LAB
AH2	BRYANT	FV4BNB006000AAA	1806A90405	
AH1	BRYANT	FV4BNB006000AAA	1806A90405	

## PARKS / PLANNING

UNIT	MAKE	MODEL	SERIAL	TYPE
CU1	TRANE	2TTB2024A1000AA	5344RTP4F	AIR CONDITIONER
CU2	TRANE	2TTA2060A3000AB	5332TDM3F	AIR CONDITIONER
CU3	TRANE	2TTA2060A3000AB	5332TDY3F	AIR CONDITIONER
F1	TRANE	TUX040C924D3	515145P7G	GAS FURNACE
F2	TRANE	TUX120C960D3	524152B7G	GAS FURNACE
F3	TRANE	TUX120C960D3	5214TAR7G	GAS FURNACE

## **Package Unit Maintenance**

- Check Control Devices-Clean, Lubricate & Adjust as Necessary
- Check Fan Belt Tension-Adjust and Replace Annually
- Variable Frequency Drives - Proper Operation, Adjust if Necessary
- Control Box-Clean - Clean Debris and Tighten Connections
- Check Motor Contacts
- Clean and Check Fan Blades & Housing
- Ensure Refrigerant System Pressures are Within Manufacturer's Specifications
- Open Drive Alignment, Wear, Seating - If Applicable
- Inspect Bearings - Lubricate if Applicable and Accessible
- Check Heat Exchange Surfaces-Clean if Accessible
- Inspect Air Cooled Condenser Surfaces - Free of Damage & Leaks
- Check Low Ambient Control Sequence of Operation - Adjust if Applicable
- Ensure Oil Level is Within Manufacturer's Specifications

## **Condenser Maintenance**

- Lubricate motor & fan bearing, as required
- Inspection condenser coils and fan assembly
- Inspect and cycle all electrical components and safeties
- Inspect door access cabinets' integrity
- Inspect for refrigerant leaks in all areas
- Validate head pressure & sequence controllers as required
- Check for proper refrigerant & compressor oil levels as applicable
- Confirm operation of compressor oil crankcase heaters
- Confirm unit indicator & alarm monitoring equipment as applicable
- Ensure all screws and panels are securely in place
- Ensure power to condensers is restored
- Walk around unit to ensure no unusual vibrations or sounds exit
- Check for abnormal movement of the fan assembly

## **Hot Water Boiler Maintenance**

- Check All Electrical Connections
- Operation of All Safety Controls
- Operation of Thermostat Heat Exchanger
- Check Burner/Combustion Chamber And Flue Inducer Motor-If Applicable
- Pilot Assembly/Ignition System
- System Pressure/Temperature
- Proper Ventilation of Flue
- Lubricate Pumps
- Inspect Blow Down Drain Valve-
- Clear All Debris

- Check For Fluid Flow and For Any Leaks
- Check Control System Devices For Proper Operation
- Check For Fouling, Corrosion Or Degradation of Heat Exchange Surface
- Check Damper Operation, Linkages-Lubricate And Adjust As Necessary
- Inspect Refractory If Applicable
- Observe Burner Flame on High Load For Proper Clearance at Refractory

### **Air Handler Maintenance**

- Check Filters, Replace if Applicable
- Inspect Ultraviolet Lamp if Applicable
- Check Control Devices, Adjust as Necessary
- Adjust Belt(s) - Replace Annually
- Check Variable Frequency Drive if Applicable
- Clean Cooling & Heating Coils if Applicable
- Inspect Control Box- Clean Debris and Tighten Connections
- Check Condition of Motor Contactor
- Inspect Fan Blades and Housing - Clean as Necessary Refrigerant System Temperatures
- Check Integrity of all Panels
- Lubricate Bearings - If Applicable
- Inspect Drain Pan & Drain Line-Clean if Accessible
- Check Heat Exchange Surfaces-Clean if Accessible
- Inspect for Moisture Carryover Beyond Drain Pan
- Check Proper Damper Operation-Lubricate if Accessible
- Check Condensate Pump Operation-If Applicable
- Check All Exposed Ductwork & Piping Integrity

### **Furnace & Combustion Unit Heaters Maintenance**

- Check Filter And Replace If Necessary All Electrical Connections
- Operation of All Safety Controls And Devices Operation of Thermostat
- Check Burner/Combustion Chamber And Flue For Deterioration Check Heat Exchanger For Deterioration
- Check Operation Of Inducer Motor-If Applicable
- Pilot Assembly/Ignition System /Proper Ventilation Of Flue
- Check Motor, Blades and Wheel For Proper Alignment
- Check Integrity Of All Panels-Tighten Fasteners
- Assess Field Serviceable Bearings-Lubricate As Necessary
- Check Damper Operation, Linkages-Lubricate And Adjust As Necessary

## **ATTACHMENT 9.1.7 – SCOPE OF WORK GRAZING SERVICES**

### **Scope of Work**

The Contractor shall provide animals for grazing of vegetation at designated open space sites identified by the District. The Contractor shall provide herdsman and all tools and equipment for the on-site management of animals twenty-four hours a day, seven (7) days a week for the duration of the project.

- A. Contractor shall be responsible for maintaining all animals in good health.
- B. No pregnant animals shall be used on District property.
- C. The Contractor shall be responsible for transportation of animals to and from each location. Contractor shall be responsible for the transportation, trailer and incidentals of herdsman.
- D. The Contractor shall be responsible for installing temporary fencing around the entire perimeter of each active grazing site within the open space areas to contain the grazing animals and to protect adjacent properties.
- E. The Contractor shall be responsible for any damage that occurs to property, public or private, that is a result of Contractor negligence and/or is damaged through the normal course of work. In the event that damage has occurred, the Contractor is to notify the District immediately and develop a plan to bring the site back to its initial condition. Should the District discover a location that has not been left in its initial condition, and the District has not been notified by the Contractor, the Contractor will be notified in writing to bring the site back into compliance.
- F. The Contractor shall provide portable electric fencing, water troughs and water for animals. Contractor may be required to provide double portable electrical fencing for some locations.
- G. Eighty-Five percent (85%) of vegetation up to five (5) feet high shall be grazed unless directed to do less by the Project Manager or its designee to ensure that overgrazing does not occur. Enough vegetation shall remain to prevent soil erosion.
- H. Contractor's herdsman shall protect, and prevent grazing of all native and other desirable plant species, including sapling trees, identified by the Project Manager or its designee.
- I. All assigned employees must be qualified, trained, and capable of sufficient verbal and written communication skills for assigned work including effectively communicating with the Project Manager, residents, and animal control officers.
- J. The Contractor and its employees act as an agent of the District and represent the District in the performance of their work. Only Contractor's employees are allowed on District premises where work is being performed. The District shall have the right to have the Contractor remove employees from assignment to District facilities that are deemed incompetent, careless, insubordinate, or in any way objectionable, or



any personnel whose actions may be contrary to the public interest, create a risk of liability to the District, or whose actions are inconsistent with the best interest of the District.

- K. Grazing shall continue in a timely manner and until all areas identified by the Project Manager or its designee have been grazed.

All tools, equipment, transportation, animals and herdsman shall be considered included in the unit price bid per acre and no additional compensation will be allowed.

## ATTACHMENT 9.1.7

### EL DORADO HILLS FIRE DEPARTMENT

#### UNIMPROVED PROPERTY HAZARD ABATEMENT STANDARD

##### DEFINITION

- Weeds: All weeds growing upon streets, sidewalks, or private property, including any of the following:
- a. Weeds which bear seeds of a downy or wingy nature.
  - b. Sagebrush, chaparral, and any other brush or weed which attains such large growth as to become, when dry, a fire menace to adjacent improved property.
  - c. Weeds which are otherwise noxious or dangerous.
  - d. Poison oak or poison ivy when the conditions are such as to constitute a menace to public health.
  - e. Dry grass, stubble, brush, litter, or other flammable materials which endanger the public safety by creating a fire hazard.

##### CLEARANCE REQUIREMENTS

The intent of this program is to establish a defensible space around all homes, buildings, and other structures that abut to unimproved property.

All combustible vegetation that is located within the designated defensible space shall be removed or cut to a maximum height of two (2) inches and shall include the removal of tree limbs to a height of six (6) feet above ground level.

All downed trees, branches or woody debris smaller than eight (8) inches in diameter that is located within the designated defensible space shall be removed.

The Fire Marshal may require greater clearances, at his discretion, where public health safety or welfare so dictate, or where geographic, topographic or vegetation circumstances dictate.

Clearance from combustible structures (including combustible fences):

All areas of district where parcels abut improved property.

- Parcels up to one-acre (1.00) shall meet the clearance requirements for the entire parcel.
- > Parcels over one-acre (1.01) up to five acres (5.00) shall clear a minimum of one hundred (100) feet from combustible structures.

## ACCEPTABLE METHODS OF ABATEMENT

- Disking: The discs shall be set at an angle sufficient to cut the sod loose and adequately bury the growth of weeds, grass, or noxious vegetation existing at the time. Disking shall include rototilling or cultivating. Disking shall be done each time the growth exceeds six (6) inches in height.
- Scraping: Area shall be scraped clear, and all debris shall be removed from the required clear area.
- Mowing: Height of vegetation shall not exceed two (2) inches at completion. Mowing shall be done each time growth exceeds six (6) inches in height. Mowing shall include hand-operated weed eaters, flail, and rotary mowers.
- Spraying: If sprays or pre-emergent are utilized prior to growth of vegetation, preventing growth of vegetation, then this will be an acceptable method of abatement. Any time growth of vegetation exceeds six (6) inches height, it shall be removed by another acceptable method of abatement.

## DEBRIS REMOVAL

All brush or woody vegetation debris shall be chipped or removed from the property. Any non-vegetative debris (i.e., construction) shall be removed from the property.

## EXEMPTIONS

Any open space areas which are subject to an existing Wildfire Safety Plan should be exempt from these standards and shall abide by the terms of the applicable Wildfire Safety Plan.

## Weed Abatement Summary

Name	Parcel#	Total acreage	SQFT abated
Community Park	125-110-09	39.5	292,366
Silva valley Rd.	991-377-98, 991378-06	9.75	101,600
Saint Andrews lot E (Off Riviera circle)	125-191-13	1.86	13,610
Open lot next to McCabe park (upper saint Andrews Park)	125-162-28	3.4	38,140
PG&E/Smud power lines area (EDH Blvd - Hensley circle)	125-110-04, 125-500-06	10.54	186,200
Stonegate Village lot A (Power lines Silva Valley Prkwy - EDH Blvd)	125-750-Q4	10.25	148,900
Bass lake A LLAD lot A&B	115-177-02, 115-177-01	3.45	150,282
Wild Oaks Park	124-010-12	8.21	150,000
New York Creek Nature trail	Various	27.81	303,250
Hensley Circle	125-521-19, 125-522-04	8.25	176,450
Fairchild Park	125-680-12	3.84	49,800
Lake Forest Park	110-020-51	9.67	98,280
Jeff Mltcell field	120-150-003	10.76	42,000
Pete Bertelsen Park	120-150-03	10.76	42,600
Lot across from Wild Oaks Park	124-040-18	1.45	63,162
4 corners (Platt Circle & Finders way)	Various	2.42	32,586
Oak knoll	115-183-04	2.59	58,666
Bass Lake B fence line	115-350-016, 115-310-021	0.13	5,663
Ridgeview lot A	120-185-05	0.78	29,830
Ridgeview lot B	120-171-08	2.6	113,256
Ridgeview Lot C	120-172-11	3.59	156,380
Oak Ridge LLAD/archery range	121-Q40-026	45.01	22,500
Tam O'Shanter Parklet	125-361-11	3.15	6,468
Crecent Ridge Paths	120-522-013, 120-521-012	0.17	7,405

# **Art Weisberg Park**

APN # 125-090-04



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 545 linear feet for a total of 24,750 square feet of abatement on the western and southern borders of the park next to the roadway and residence as seen on the map above.

## **Bass Lake**

APN # 115-400-021



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 3,356 linear feet along the dammed areas of the lake and the wrought iron fence line located in the northwest portion of the parcel. In addition to the 50 foot wide sections of abatement, the spillway area of the lake and the main drain outlet area will need to be cleared of vegetation for a total of 175,844 square feet of abatement as seen on the map above.

# Community Park

APN # 125-110-009



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 1,572 linear feet of fence line on the North and North east portion of the parcel along with the entire open space areas by the upper field and behind the pool area for a total of 292,366 square feet of abatement as seen on the map above.



## **Crescent Ridge (4 Corners)**

APN # 120-461-010, 120-462-012, 120-463-020, 120-464-001



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 10 foot wide clearance across 264 linear feet along the wood fence line in the north east lot and the two open space lots west of Finders way in their entirety for a total of 32,586 square feet of abatement as seen on the map above.

## **Crescent Ridge (paths)**

APN # 120-521-012, 120-522-013



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 0.17 acres on both parcels for a total of 7,405 square feet of abatement as seen on the map above.

# **Fairchild Park**

APN # 125-680-012, 125-583-015



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 996 linear feet of fence line for a total of 49,800 square feet of abatement on the eastern and southern borders of the park as seen on the map above.

# **Highland Hills 3**

APN # UN137-709-8



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 2,032 linear feet against the fence line on the east side of Silva Valley Parkway for a total of 101,600 square feet of abatement as seen on the map above.

# **Jeff Mitchell field**

APN # 120-150-003



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the open space area surrounding the horseshoe pits above the baseball field and a 50 foot wide clearance across the fence line east of the T-Ball field for a total of 42,000 square feet of abatement as seen on the map above.

# LAKE FOREST PARK

APN # 110-020-51



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 1,407 linear feet, along the Parks borders. The front of the Park from Francisco drive up to the bocce ball courts and a 5 foot wide clearance on both side of the DG walking trail for a total of 98,280 square feet of abatement as seen on the map above.

## **Lot across from Wild Oaks Park**

APN # 124-040-018



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 1.45 acre lot for a total of 63,162 square feet of abatement as seen on the map above.



## New York Creek trail

Parcel Number(s) 125-742-42, 125-701-05, 125-100-01, 125-691-17, 125-730-21, 125-090-06, 125-090-05, 125-680-05, 125-722-21, 125-110-07, 125-361-11, 125-090-07

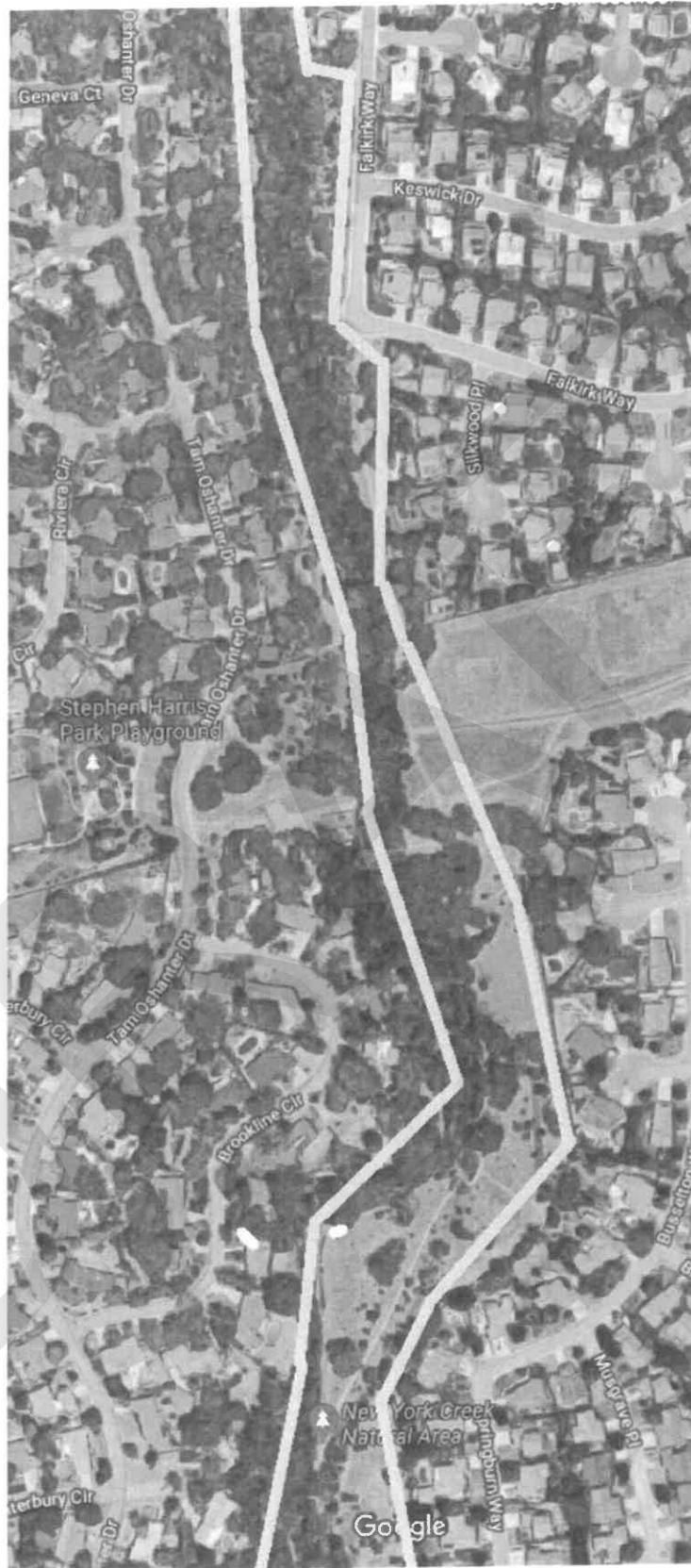




Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across along the fence line on the east side of the trail 5,965 linear feet in length for a total of 298,250 square feet of abatement as seen on the map above.

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# PETER BERTELSEN PARK

APN # 120-150-003



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 852 linear feet along the property line of the southern portion of the parcel for a total of 42,600 square feet of abatement as seen on the map above.

PG&E

APN # 1



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed tree woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 8,006 linear feet surrounding the borders for a total of 400,300 square feet of abatement as seen on the map above.



## **Ridgeview Lots A,B,C**

APN# 120-185-05, 120-171-08, 120-172-11



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 6.97 combined acreage for all three lots for a total of 299,466 square feet of abatement as seen on the map above.



## **Saint Andrews Lot E – Riviera circle**

APN # 125-191-13



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 10 foot wide clearance across 425 linear feet along the fence line adjacent to El Dorado Hills Bld. and the entire open space area adjacent to Riviera circle for a total of 13,610 square feet of abatement as seen on the map above.

# **Tam O'Shanter Parklet**

APN # 125-361-011



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 6,468 square foot section of open space between Tam O'shanter Dr. and New York creek as seen on the map above.

### Upper Saint Andrews Park (Lot by McCabe Park)

**APN # 125-162-028**



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across the first 585 linear feet along the fence line and 10 foot wide clearance of 889 linear feet of the southern portion of the parcel for a total of 38,140 square feet of abatement as seen on the map above.

## **Lot across from Wild Oaks Park**

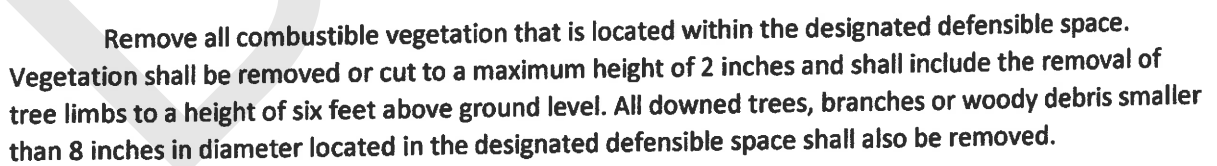
APN # 124-040-018



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 1.45 acre lot for a total of 63,162 square feet of abatement as seen on the map above.

**APN #124-010-12**



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# BASS LAKE A

APN # 115-177-02 & 115-177-01



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as the entire 3.45 acre lot for a total of 150,282 square feet of abatement as seen on the map above.

## Oak Ridge LLAD/Archery range wall

APN # 121-040-026



Remove all combustible vegetation that is located within the designated defensible space. Vegetation shall be removed or cut to a maximum height of 2 inches and shall include the removal of tree limbs to a height of six feet above ground level. All downed trees, branches or woody debris smaller than 8 inches in diameter located in the designated defensible space shall also be removed.

Designated defensible space shall be defined as a 50 foot wide clearance across 450 linear feet along the fence line on the north end of the parcel for a total of 22,500 square feet of abatement as seen on the map above.



# WORK ORDER SCOPE AND QUOTATION

## El Dorado Hills Community Services District

1021 Harvard Way

El Dorado Hills, CA 95762

[www.edhcsd.org](http://www.edhcsd.org)

916-933-6624



**EL DORADO HILLS**  
COMMUNITY SERVICES DISTRICT

SUPPLIER NAME		ORDER DATE	ORDER NUMBER
SUPPLIER PHONE			
SUPPLIER EMAIL		START DATE	END DATE
ORDER PREPARED BY			
WORK LOCATION			

TERMS OF SERVICE	
WORK DESCRIPTION	
ADDITIONAL COMMENTS	

LABOR DESCRIPTION	HOURS	RATE	AMOUNT
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
LABOR TOTAL			\$ -

MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
MATERIAL TOTAL			\$ -

QUOTATION COMPILED BY	
-----------------------	--

APPROVING PARTY NAME AND TITLE	
APPROVING PARTY SIGNATURE	
DATE OF APPROVAL	

SUBTOTAL	\$ -
TAX RATE %	
TOTAL TAX	\$ -
OTHER	\$ -
TOTAL	\$ -

enter tax rate

enter other cost

## ATTACHMENT 12.1 - CONTRACT FOR SERVICES

### CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, \_\_\_\_\_, by and between the El Dorado Hills Community Services District ("District"), and \_\_\_\_\_ ("Contractor").

WHEREAS, the District desires to engage Contractor to perform **Consolidated Services Agreement** at various District-controlled facilities;

WHEREAS, the Contractor has presented a proposal for such services to the District, dated \_\_\_\_\_, \_\_\_\_\_, (attached hereto as **Exhibit "A"**) and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

#### 1. SCOPE OF SERVICES:

A. Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in **Exhibit "A"**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Contractor enters into this Contract as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Contract to bind the District in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

## 2. TERM OF CONTRACT

A. The services of Contractor are to commence upon execution of this Contract by the District, and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit "B."**

B. Contractor's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The District's General Manager or his/her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period of [REDACTED] in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

## 3. COMPENSATION:

A. The Contractor shall be paid monthly for the actual fees, costs and expenses for all time and materials required and expended, but in no event shall total compensation exceed \_\_\_\_\_ (\$ \_\_\_\_\_), without District's prior written approval. Contractor's fees shall be as specified in the Schedule of Fees, which is attached hereto and incorporated herein as **Exhibit "C"**.

B. Said amount shall be paid upon submittal of a monthly billing showing completion of the tasks that month. Contractor shall furnish District with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If Contractor's performance is not in conformity with the Schedule of Performance, payments, in part or in whole, may be delayed or denied, unless the Contractor's failure to perform in conformity with the Schedule of Performance is a documented result of the District's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the District, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

## 4. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than **sixty (60)** calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The District may temporarily suspend this Contract, at no additional cost to District, provided that the Contractor is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If District gives such notice of temporary suspension, Contractor shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this Contract by Contractor, and the District may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the District from Contractor is determined.

D. In the event of termination, the Contractor shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the District shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

## **5. AMENDMENTS, CHANGES OR MODIFICATIONS:**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

## **6. EXTENSIONS OF TIME:**

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the District in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 5.

## **7. PROPERTY OF DISTRICT:**

A. It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the District, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the District shall be entitled to, and the Contractor shall deliver to the District, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the District which is in the Contractor's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Contractor hereunder (the "Work") to be a work made for hire. Contractor acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the District.

## **8. COMPLIANCE WITH ALL LAWS:**

A. Contractor shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

B. Contractor warrants to the District that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

C. The work contemplated under this Contract is a public work for the purposes of Labor Code section 1720, and is subject to the payment of prevailing wages. Accordingly, Contractor shall comply with the provisions of Exhibit "E".

## **9. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR:**

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Contractor shall designate a project manager who at all times shall represent the Contractor before the District on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the District, is no longer employed by Contractor, or is replaced with the written approval of the District, which approval shall not be unreasonably withheld.

D. Contractor shall provide corrective services without charge to the District for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the District may render or undertake performance thereof and the Contractor shall be liable for any expenses thereby incurred.

## **10. SUBCONTRACTING:**

None of the services covered by this Contract shall be subcontracted with a subcontractor different than what was proposed in the Bid Response without the prior written consent of the District, which will not be unreasonably withheld. Contractor shall be as fully responsible to the District for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

## **11. ASSIGNABILITY:**

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the District which will not be unreasonably withheld. However, claims for money due or to become due Contractor from the District under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the District.

## **12. INTEREST IN CONTRACT:**

Contractor covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with

the District conflict of interest code if, at any time after the execution of this Contract, District determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the District.

**13. MATERIALS CONFIDENTIAL:**

All of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the District, except by court order.

**14. LIABILITY OF CONTRACTOR-NEGLIGENCE:**

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The District shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, or subcontractors.

**15. INDEMNITY AND LITIGATION COSTS:**

Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Contractor's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the District. The provisions of this paragraph shall survive termination or suspension of this Contract.

**16. CONTRACTOR TO PROVIDE INSURANCE:**

A. Contractor shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the District as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Contractor shall furnish the District with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Contractor and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the District. The maintenance by Contractor and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Contractor or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence

of renewal may be treated by the District as a material breach of this Contract. Approval of the insurance by the District shall not relieve or decrease any liability of Contractor.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Contractor, its subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Contractor shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Contractor shall provide a Waiver of Subrogation endorsement in favor of the District, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Contractor.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subcontractor's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[\$1,000,000.00]** per occurrence and **[\$2,000,000]** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the District, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the District shall be primary as respects the District, its officers, officials, employees and any insurance or self-insurance maintained by the District, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance



a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[\$1,000,000.00]** per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Contractor and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **[\$1,000,000]** per claim.

C. In addition to any other remedy the District may have, if Contractor fails to maintain the insurance coverage as required in this Section, the District may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the District may deduct the cost of such insurance from any amounts due or which may become due Contractor under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Contractor has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the District.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the District.

F. The requirement as to types, limits, and the District's approval of insurance coverage to be maintained by Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Contractor under the Contract.

## **17. MISCELLANEOUS PROVISIONS:**

A. Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work

under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

District: c/o Name, Title  
Email: XXX  
El Dorado Hills Community Services District  
1021 Harvard Way  
El Dorado Hills, CA 95762

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Sacramento County California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

[Signatures on following page]

EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Kevin A. Loewen, General Manager

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_, Clerk of the Board  
[Clerk's name]

APPROVED AS TO FORM:

By: \_\_\_\_\_

\_\_\_\_\_, General Counsel  
[General Counsel's name]

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBITS

DRAFT

## EXHIBIT A

### Contractor Proposal/Scope of Work

DRAFT

EXHIBIT B

Schedule of Performance

DRAFT

EXHIBIT C  
Schedule of Fees

DRAFT



EXHIBIT D

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONTRACTORS

By: \_\_\_\_\_  
[Title]

EXHIBIT E  
LABOR COMPLIANCE

**1. PREVAILING WAGE**

A. The Work contemplated herein constitutes a public work within the meaning of Labor Code sections 1720 and 1771. It shall be mandatory upon the Contractor and upon any Subcontractor, to pay not less than the said specified prevailing rates of wages to all workers employed by them under the Contract in accordance with Labor Code section 1774. The Director of the Department of Industrial Relations ("DIR") of the State of California has determined the general prevailing rate of wages of per diem wages in the locality in which the work is to be performed for each craft or type of worker needed to execute the Contract. The Contractor acknowledges that it has examined the prevailing rate of per diem wages as established by the DIR. Copies of the current schedules for prevailing wages are on file at District Hall, and the contents of those schedules are incorporated herein as if set forth in full. The Contractor shall post a copy of the applicable prevailing wage determinations at each job site, along with any other work place posters required by law.

B. The District will not recognize any claims for additional compensation because of the payment of prevailing wages. The possibility of wage increases is one of the elements to be considered by the Contractor in determining its proposal, and will not under any circumstances be considered as the basis of a claim against the District.

C. By executing this Contract Contractor warrants that it has registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5.

**2. PREVAILING WAGE RECORDS**

A. The Contractor and each subcontractor shall keep an accurate payroll record which shows the name, address, social security number, correct work classification (in accordance with the wage decision), both straight and overtime worked each day and week, and hourly rate of pay, gross wages earned, deductions made and net wages paid to each journeyman, apprentice, worker or other employee paid by the Contractor /subcontractor in connection with the Work. These payroll records shall be certified and shall be made available at Contractor's principal office. These records shall be maintained during the course of the Work. The Contractor and all subcontractors shall make the certified payroll records available for inspection by District representatives upon request and shall permit such representatives to interview employees during the work hours on the job site.

B. The District shall notify the Contractor in writing of any discrepancies or violations that are discovered during such inspections. Written notification pursuant to this Section shall include the actions that will be necessary to resolve the discrepancies and/or violations. The Contractor shall be held entirely responsible for the prompt resolution of all non-compliances with the prevailing wage laws, including those pertaining to all subcontractors and any lower-tier subcontractors. The Contractor shall forfeit as penalty to the District the amount specified by law for each calendar day or portion thereof for each worker (whether employed by the Contractor or any subcontractor) paid less than the stipulated prevailing rates for any work done under the Contract in violation of the provisions of the Labor Code and in particular, Section 1775.

C. To the extent applicable, Contractor and subcontractors shall maintain and furnish to the Department of Industrial Relations ("DIR"), a certified copy of each weekly payroll (but no less often than monthly), with a statement of compliance signed under penalty of perjury. Such certified payroll reports shall be transmitted electronically to the DIR.

D. The District will not recognize any claims for additional compensation because of the payment of the prevailing wages. The possibility of wage increases is one of the elements to be considered by the Contractor in entering into the Contract, and will not under any circumstances, other than delays caused by the District, or the District's agents, be considered as the basis of a claim against the District.

### **3. Labor Discrimination**

Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of their race, color, national origin or ancestry, physical handicap, mental condition, marital status, or sex of such person, except as provided in Section 12940 of the Government Code, and every General Contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

### **4 Eight-Hour Day Limitation**

(a) In accordance with the provisions of the Labor Code, and in particular, Sections 1810 to 1815 thereof, inclusive, incorporated herein by reference, eight hours labor shall constitute a day's work, and no worker in the employ of Contractor, or any Subcontractor, doing or contracting to do any part of the work contemplated by the Contract, shall be required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of those provisions; provided that subject to Labor Code Section 1815, a worker may perform work in excess of either eight (8) hours per day or forty (40) hours during any one week upon compensation for all hours worked in excess of eight (8) hours per day or forty (40) hours during any one week at not less than one and one-half times the basic rate of pay.

(b) The Contractor and each Subcontractor shall also keep an accurate record showing the names and actual hours worked of all workers employed by them in connection with the Contract. This record shall be open at all reasonable hours to the inspection of the District. It is hereby further agreed that, except as provided in (a) above, the Contractor shall forfeit as a penalty to the District the sum of twenty-five dollars (\$25) for each worker employed in the performance of the Contract by the Contractor or by any of its Subcontractors for each calendar day during which such worker is required or permitted to labor more than eight (8) hours in and one calendar day and forty (40) hours in any one calendar week in violation of Sections 1810 through 1815.

### **5. Compliance with State Requirements for Employment of Apprentices**

(a) The Contractor's attention is directed to Section 1777.5 of the Labor Code. Provisions of said Section pertaining to employment of registered apprentices are hereby incorporated by reference into this Contract. As applicable, the Contractor or any Subcontractor

employed by the Contractor in the performance of this Contract shall take such actions as necessary to comply with the provisions of Section 1777.

DRAFT

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Tauni Fessler, Principal Planner

**Meeting Date:** November 10, 2021

**Report Date:** October 27, 2021

**Subject:** **Resolutions 2021-21 and 2021-22: Approving the Application for the Regional Park Program and Rural Recreation and Tourism Program Grant Funds**

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**Recommended Action:**

Approve Resolutions required for the application of the Proposition 68 State of California Parks and Water Bond of 2018 Regional Park Program (RPP) and Rural Recreation and Tourism (RRT) Grant Opportunities:

1. Resolution 2021-21: Approving the Application for Regional Park Program Grant Funds
2. Resolution 2021-22: Approving the Application for Regional Recreation and Tourism Grant Funds

**Background:**

At the August 12, 2021 regular Board Meeting, a potential project list for the above referenced grant opportunities was reviewed and supported by the Board of Directors ("Board"). The potential projects focused on Bass Lake Regional Park for the RPP Grant and a Surf Park or Bike Park for the RRT Grant.

The intent of the RRT program is to create new recreation features in a qualifying rural community, where the RPP program is to create, expand, and improve regional parks. Funding through the Prop 68 RRT and RPP programs totals \$23M available for competitive grants (up to \$3M per application awarded). The grant submission deadline was extended from November 5, 2021 to January 20, 2022, and requires project completion by March 2025.

**Discussion:**

Given the specific criteria necessary to apply for these projects, staff's recommendation is to submit applications for the following:

### **RPP Grant**

Bass Lake Regional Park - Trail, Sensory Garden and Adaptive Adventure Playground(s). The estimated cost for these amenities will maximize the grant funding opportunity of \$3M, with no match requirement.

### **RRT Grant**

Bike Park and Trail Connection at the utility corridor west of El Dorado Hills Boulevard. The estimated cost for these amenities combined is near \$2M and requires a 20% match.

Prior to finalizing the application packages, the District as the Grantee, is required to submit resolutions for each grant opportunity authorizing the General Manager as the District's Agent to proceed with the application and grant processes. Once the resolutions have been approved by the Board and the Office of Grants and Local Services, staff will proceed with the application process.

### **Master Plan Recommendations:**

- F.1 Maximize the potential of the EDH Promise Foundation (EDHPF) and other local non-profit foundations for sustainable revenues.
- Coordinate with EDHPF to manage donations and grants and establish strategies and a campaign to maximize these resources.
  - Foster and Maximize the joint benefits of the longstanding relationship with EDH Rotary Club.
  - Ensure that donations are consistent with the priorities established in this Master Plan.
  - Utilize and partner with EDH Promise Foundation or others to provide a leadership role in major projects that align with their purpose, such as development of the Bass Lake Regional Park Project.
- F.2 Maintain and enhance General Fund support of parks, recreation programs and maintenance.
- F.3 Develop new and cultivate existing partnerships and programs that leverage outside resources to help maintain and expand facilities and programs.
- Expand staff capacity, as resources allow, for grant writing, grant management, and the solicitation of sponsorships and donations.
  - Continue the Adopt-A-Park program to promote adoption of all significant parks, trails, recreation, and open space facilities.
  - Partner with businesses and non-profit organizations to provide services and amenities, such as vendors in parks.
- G.1 Continue to maximize the Volunteer Coordinator position to:
- Manage the volunteer database.
  - Recruit new volunteers.
  - Development of additional volunteer opportunities to ensure there are options for different interests and for different levels of commitment.

- G.2 Prepare “job descriptions” and “program descriptions” to attract new volunteers. These should include indications of time commitment and skill level.
- G.3 Continue to review and update the volunteer manual, training program, and recognition program.
- G.4 Strengthen and define responsibilities in JUAs regarding contributions, usable time, and maintenance.
- G.5 Continue developing strategic partnerships.
  - Formalize all partnerships through written agreements that specify responsibilities, liability, financial, and other terms including provisions for how to transition or end partnerships.
  - Meet and communicate periodically with partners to nurture effective partnerships.
  - Evaluate partnerships periodically to identify areas for improvement.

**Fiscal Impact:**

The RPP Grant has no match requirement; the RRT Grant requires a minimum 20% match which can be paid with Park Impact Fees; grants seek to provide volunteer opportunities to the region.

**Attachments:**

- A. Resolution 2021-21: Approving the Application for Regional Park Program Grant Funds
- B. Resolution 2021-22: Approving the Application for Regional Recreation and Tourism Grant Funds



**RESOLUTION 2021-21**  
**OF THE**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**

**APPROVING THE APPLICATION FOR REGIONAL PARK PROGRAM GRANT FUNDS**

**WHEREAS**, the State Department of Parks and Recreation has been delegated by the Legislature of the State of California the responsibility for the administration of the Regional Park Grant Program, setting up necessary procedures governing the application; and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

**WHEREAS**, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the El Dorado Hills Community Services District hereby:

1. Approves the filing of an application for the El Dorado Hills Community Services District Bass Lake Park Trail, Sensory Garden and Adaptive Adventure Playground; and
2. Certifies that the District (hereinafter referred to as "Applicant") has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
3. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
5. Delegates the authority to the General Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
7. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

**PASSED AND ADOPTED** this 10<sup>th</sup> day of November 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**BY:**

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Noelle Mattock, *President*  
*Board of Directors*

**ATTEST:**

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Kevin A. Loewen, *General Manager*  
*Secretary to the Board of Directors*

**RESOLUTION 2021-22**  
**OF THE**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**

**APPROVING THE APPLICATION FOR RURAL RECREATION AND TOURISM  
PROGRAM GRANT FUNDS**

**WHEREAS**, the State Department of Parks and Recreation has been delegated by the Legislature of the State of California the responsibility for the administration of the Rural Recreation and Tourism Grant Program, setting up necessary procedures governing the application; and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

**WHEREAS**, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the El Dorado Hills Community Services District hereby:

1. Approves the filing of an application for the El Dorado Hills Community Services District Bike Park; and
2. Certifies that the district (hereinafter referred to as “applicant”) has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
3. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
5. Delegates the authority to the General Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
7. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

**PASSED AND ADOPTED** this 10<sup>th</sup> day of November 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**BY:**

---

Noelle Mattock, *President*  
*Board of Directors*

**ATTEST:**

---

Kevin A. Loewen, *General Manager*  
*Secretary to the Board of Directors*

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager / Jennifer Leal, HR Manager

**Prepared by:** Jennifer Leal, HR Manager

**Meeting Date:** November 10, 2021

**Report Date:** November 02, 2021

**Subject:** **New and Updated Job Descriptions, Wage Scale, and Position Allocations**

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**Recommended Action:**

Review and approve 1) new and updated job descriptions 2) position allocation requests; and 3) updates to Wage Scales- Part-time and Unrepresented.

**Background:**

The Districts staffing needs and job descriptions are regularly reviewed to ensure job duties, responsibilities, and minimum requirements are up-to-date and clearly identify any changes in job functions and reporting relationships.

Recently, a review of the District's organizational structure, job classifications and functions for the Resident Services Division was evaluated. The outcome of the evaluation resulted in bringing forward new job classifications, updates to an existing job description, reclassifying two part-time positions, increasing a benefited 3/4-time Administrative Assistant II from 30 hours per week to full-time, and updates to the unrepresented and part-time wage scales.

A full compensation study is underway for all full-time represented and unrepresented job classifications and wage scales and will be further reviewed in light of market factors, cost of benefits, and placement amongst other represented and unrepresented classifications on the wage scales.

On November 02, 2021, the Administration and Finance Committee reviewed all submitted information and approved to move forward to the full board with support, as presented.

### **Discussion:**

New proposed classification of **Program Supervisor** to re-classify one position allocation of Staff Services Analyst in Resident Services to a Program Supervisor due to the oversight of a District Division and direct supervision of technical and administrative staff. The proposed Program Supervisor is responsible for Residential Services including registration, Compliance and Design services and CC&R compliance. With the high level of responsibility, and reporting relationship to the Director of Administration and Finance, it is recommended the wage range be set 5% above the Staff Services Analyst position. A full compensation review on this job classification is currently in progress. Management is requesting to re-classify Staff Services Analyst to Program Supervisor, an allocation to the Administration and Finance Department.

New proposed classification of **CC&R (Covenants, Conditions and Restrictions) Compliance Technician** to re-classify two part-time position allocations (one currently vacant) of Administrative Assistant I/II in Resident Services due to the specific nature of job duties and the need to perform inspections and enforcement duties for the community. The proposed CC&R Compliance Technician is responsible for performing inspections and enforcement duties, responding to complaints, and preparing and processing violations and notifications. It is recommended the salary range for CC&R Compliance Technician remain the same as the Administrative Assistant II position. Management is requesting to re-classify two part-time Administrative Assistant I/II to CC&R Compliance Technician (one currently vacant) allocations to the Administration and Finance Department. There is no wage adjustment requested for this classification.

The **Administrative Assistant I/II** job description was last updated in May 2018. A review of the proposed scope of work the position will be responsible for is now complete. The proposed changes warrant a recommendation of the classification's job description be updated to reflect changes and responsibilities to the Resident Services Division, including Compliance and Design services, and CC&R compliance. The revisions to the job description also include the organizational changes to District departments. Request to increase a current incumbent in a regular benefited 3/4-time Administrative Assistant II of 30 hours per week to a full-time allocation of the Administrative Assistant II in Resident Services. There is no wage adjustment requested for this classification.

### **Master Plan Strategic Recommendations:**

- G.2 Regularly evaluate the employment needs of the District to ensure full-time, part-time, and seasonal staffing, taking into consideration the depth and breadth of District services, best practices, and the District's strategic plan.

### **Fiscal Impact:**

Fiscal impact shown for the remainder of the current FY 21/22 in attachment E reflect an overall estimated increase of \$10,973.11. The amount is an assumption of seven (7) months' salary adjustments to two (2) current classifications. The anticipated increase will be reflected in the upcoming mid-year budget update.

**Attachments:**

- A. Program Supervisor - New Job Description
- B. CC&R Compliance Technician - New Job Description
- C. Administrative Assistant I/II - Updated Job Description\_REDLINE
- D. Administrative Assistant I/II - Updated Job Description\_CLEAN
- E. Fiscal Impact Summary
- F. Current Wage Scale- Unrepresented
- G. Current Wage Scale- Part-time
- H. Proposed Wage Scale Updates
- I. Proposed Organizational Chart



## **PROGRAM SUPERVISOR**

### **DEFINITION**

Under general direction, performs supervisory as well as advanced, difficult, and complex analytical work in the administration of the Resident Services Division; plans, assigns, directs, and evaluates the work of staff supporting the assigned division; conducts and coordinates advanced research and analysis on complex programmatic practices and procedures, and makes recommendations for organizational, operational, policy, and procedural improvements; conducts difficult and/or specialized needs analyses, studies, and evaluations for assigned projects and programs; participates in departmental planning activities to improve organizational productivity and customer service, and fosters cooperative working relationships among District departments; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Works in conjunction with, and receives general direction from, Director of Administration and Finance or his/her designee. Incumbents supervise professional, technical, and/or administrative support staff.

### **CLASS CHARACTERISTICS**

The Program Supervisor is responsible for supervising and coordinating the work of professional, technical and/or administrative support staff. Incumbents perform advanced, difficult, and complex professional analytical duties related to administrative operations, programs, and projects. Incumbents are expected to provide significant input into the development of goals, objectives, and operational strategies for the assigned program/division. The work requires a high level of accountability, judgment, and decision-making, and incumbents must frequently present strategies and recommendations to Covenants, Conditions and Restrictions (CC&R's) Citizen Advisory Committee, Design Review Committee (DRC) and the Board of Directors. Successful performance of the work requires extensive professional experience as well as the ability to coordinate assigned functions with those of other departments or outside agencies. The position requires considerable contact and the ability to have a successful working relationship with the General Manager, Directors, appointed committees and elected boards.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, and supervises the staff, operations, and activities of the assigned division.
- Supervises the work of technical and administrative support staff; selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards; prepares and delivers performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Plans and oversees significant responsibility for the development of goals, objectives, and operational strategies for the assigned division.
- Conducts and discusses analyses findings with management staff, makes recommendations, and coordinates the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Coordinates programs and activities with those of other departments, depending upon the nature of the assigned operation, program, or project to which assigned.
- Provides advanced technical assistance to others on administrative and analytical matters.
- Performs advanced, professional-level administrative and programmatic support work in such areas as CC&R, DRC and registration services.
- Writes and develops complex staff reports, presentations, and board items; plans, and coordinates the scheduling of board items, agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities; creates and posts agenda items.
- Assists in the preparation, development, and administration of division budgets.
- Supervises and coordinates cash control, daily deposits and merchant services.
- Manages interpretation of CC&R laws and regulations and supervises tracking of CC&R violations.
- Administrator of registration and CC&R software programs and maintains the development and oversight of division website.
- Develops and maintains cost analyses and program evaluations; performs a variety of special assignments; prepares complex analytical and statistical reports.
- Develops or assists in the development of implementation plans relative to new program implementation requirements.
- Participate in the development and implementation of departmental strategic plans.
- Reviews and analyzes existing and proposed local, state, and federal legislation/regulations for impact on assigned department program activities; coordinates with department personnel to develop and implement proposed changes.
- Develops and implements administrative policies and procedures.
- Designs and recommends systems, procedures, forms and instructions for internal use.
- Investigates public complaints and recommends corrective action as necessary to resolve complaint.

- Answers questions and provides information to the public.
- Prepares correspondence and reports; establishes and maintains files and records as appropriate.
- Represents the District at meetings as required.
- Builds and maintains positive working relationships with General Manager, Directors, Committee members, co-workers, other District employees and the public, using principles of good customer service.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Advanced organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Analytical processes and project and/or program management including, but not limited to, purchasing, contracts, training, cashiering, budgeting, and other related program areas.
- Advanced research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Advanced administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Advanced recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of budget development, monitoring, administration and control.
- Principles and practices of strategic plan development.
- Interrelationships between governmental agencies and various citizen/neighborhood groups and associations.
- Mathematic principles.
- Methods and techniques for report preparation and business correspondence.
- Professional English grammar, vocabulary, spelling and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related

to assigned responsibilities.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise, coordinate, and oversee complex programmatic activities such as administrative, budgeting, and fiscal reporting.
- Supervise, plan, and conduct effective management, administrative, and operational studies.
- Supervise, coordinate, and perform responsible and difficult administrative work involving the use of independent judgment and personal initiative in assigned area.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret budgetary and financial statements.
- Devise methods and procedures for obtaining a variety of data.
- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and composition.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Assist in preparing, administering and controlling the Divisions annual budget.
- Evaluate program operations; recommend and implement new service delivery methods, procedures and techniques.
- Reconcile financial transactions.
- Analyze situations, project consequences of proposed actions and implement recommendations.
- Prepare and present clear concise and logical written and oral reports.
- Prepare administrative reports.
- Conduct presentations for internal and external stakeholders.

- Demonstrate strong customer service skills.
- Work independently and as part of a team.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four (4) year college or university with major course work in public administration, finance, business, government, political science or a related field;

**AND**

Three (3) years of increasingly responsible work experience in a public agency conducting detailed professional experience performing administrative, budget, or administrative management functions. One (1) year of lead or supervisory experience is preferred.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **CC&R COMPLIANCE TECHNICIAN**

### **DEFINITION**

Under general supervision, performs residential site inspections and investigations to determine compliance with applicable covenants, conditions and restrictions (CC&R's); enforces CC&R's; performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Program Supervisor or management staff. Incumbents in this class do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

The Compliance Technician is the class in which incumbents are expected to independently perform the full scope of assigned inspection and enforcement duties relating to CC&R's. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Program Supervisor in that the latter is responsible for the operations of the Resident Services Division.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs residential site inspections and investigations to determine compliance with applicable CC&R's.
- Enforces CC&R's and coordinates with property owners or their representatives and other regulatory agencies to take corrective action.
- Performs follow-up inspections and investigation as required.
- Works cooperatively with El Dorado County Code Enforcement on compliance issues.
- Establishes violation case records through effective investigation methods, procedures and documentation.
- Responds to complaints, gathers evidence and documents information in compliance software.
- Interprets, applies, and explains applicable legal definitions and requirements

contained in the District's recorded CC&R's to property owners, developers and tenants.

- Provides procedural information to residents regarding amendment of CC&R's.
- Advises property owners on the requirements for compliance.
- Explains processes and procedures for obtaining compliance.
- Prepares standardized notices of violations, citations, case annotation and second notice letters.
- Performs weekly tours of the District, notes new violations, and observes progress on pending violations.
- Prepares written materials and reports relating to activities of CC&R enforcement, including Board and committee reports and recommendations, publicity articles, committee member solicitations, agendas, minutes and memos.
- Conducts monthly Citizen's Advisory Committee meetings and violation hearings.
- Maintains clear, concise and comprehensive records and reports related to compliance activities.
- Tracks violation status in compliance software.
- Enters and retrieves information from records systems.
- Responds to questions and concerns from the public, departmental staff and other agencies.
- Provides information, resolves service issues and complaints and cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and methods used in the enforcement of a variety of CC&R's.
- Methods and techniques used in enforcement and investigation.
- Basic principles of mathematics.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Principles and practices of good customer service.
- Standard office procedures, practices and equipment.
- Modern office equipment, including a computer, tablet and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Effectively communicate verbally and in writing.
- Safety principles and practices.

### **Ability to:**

- Learn policies, procedures and work methods associated with assigned duties.
- Apply and ensure compliance with federal, state and local policies, procedures, laws, rules and regulations governing department operations.
- Inspect and analyze a variety of buildings and properties and identify compliance violations.

- Appropriately apply CC&R's to varying situations.
- Effectively deals with angry and non-cooperative people.
- Perform mathematical calculations quickly and accurately.
- Learn complex principles, practices, techniques and regulations pertaining to assigned duties.
- Facilitate appropriate corrective action from property owners regarding compliance violations.
- Implement, explain and apply applicable laws, codes and regulations.
- Understand and read a variety of maps and legal property descriptions.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Operate modern office equipment and digital camera.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze complex issues, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade supplemented with 60 college units with major course work in public administration, finance, business, government, or a related field;

**AND**

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.

### **Licenses and Certifications:**

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

### **PHYSICAL DEMANDS**

Must possess mobility to drive a motor vehicle and work in the field; strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand tools, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment, and to read printed materials and computer screens; and hearing and speech



to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate equipment, and to access, enter, and retrieve data using a computer keyboard and tablet. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and tablet; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, in all cases with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may work in an office environment with moderate noise levels and controlled temperature conditions.

### **WORKING CONDITIONS**

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

## **ADMINISTRATIVE ASSISTANT I/II**

### **DEFINITION**

Under immediate or general supervision, learns to perform and performs a wide variety of routine and complex office, clerical and administrative support tasks for one or more assigned areas; assists the public by providing information personally or directing informational requests according to established procedures; sorts, logs and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative Assistant I: Receives immediate or general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

Administrative Assistant II: Receives general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

Administrative Assistant I: The Administrative Assistant I is the entry level classification in the administrative support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex office support assignments while learning District policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Assistant II: The Administrative Assistant II is the full working level classification, capable of performing the full range of administrative and clerical duties. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant I classification by the performance of the full range of duties.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for performing a wide variety of routine and complex office, clerical and administrative duties in support of assigned department/operational area.
- Demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the District to all callers and visitors in a professional and customer friendly manner; assists the public in filling out application and registration forms; supplies information concerning fees, permits, legal requirements, Design Review/CC&R's, procedures and services provided by District departments.
- Performs advanced clerical duties including preparing technical specifications, agendas, staff reports, meeting minutes, financial statements and general support to Supervisor and Management staff, ~~revised reports and other documents~~
- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes and a variety of documents, including general correspondence, reports, memos, flyers and statistical charts from rough drafts, recordings or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents from recording devices, notes, brief written or oral instructions; compiles and maintains records; generates reports.
- Maintains calendars for assigned department; sets meetings; ensures meeting rooms/facilities have the proper meeting materials and equipment.
- Opens, sorts and distributes incoming and outgoing mail.
- Orders, receives and delivers materials supplies and equipment; verifies quantity and condition; prepares request for purchase orders, creates work orders, and other forms necessary for Department operations.
- Supports daily deposit function, billing, collections of accounts receivable and processes payments.
- Creates and organizes filing systems for assigned department; maintains files in storage; updates record retention procedures.
- Provides coverage and support to Administrative Assistants assigned to alternate areas.
- Provides assistance in a variety of District events and projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

**When assigned to Parks and Planning/Compliance and Design Review Resident Services**

- Provides assistance in person, online and by telephone to the general public for CC&R, design review, facility and park reservations, recreation program registration, enrollment, cancellation, transfers and related activities; responds to general questions; processes registration related transactions including deposits and refunds; contacts customers with respect to class cancellations.

- Utilizes specialized software for program and class registrations; data entry into software programs; monitors software to ensure it is operating properly; reports malfunctions to appropriate parties.
- Receives and reviews Design Review, Property Improvement and Encroachment permit applications; assists applicants in form completion; processes all monies received.
- Researches policies to determine compliance with CC&R's; notifies applicants of the placement of their item on the Design Review Committee meeting agenda; notifies applicants of DRC decisions.
- Monitors status of design review inspections on construction for new homes, pools, room additions, and remodel projects.
- Prepares and distributes notices and warnings to property owners for non-compliance with CC&R's.
- Provides assistance in CC&R/design review violation questions; drafting staff reports for committee meetings and appeals; provide assistance during committee meetings; may facilitate committee meeting as needed.
- Processes district payments; supports billing function; collection of accounts receivable and daily deposit processes.
- Support with ongoing and seasonal website maintenance.

**When assigned to Parks and Recreation**

- Coordinates project activities with other departments, outside agencies and consultants.
- Prepares agendas, attends Committee meetings and takes meeting minutes.
- Audits franchise agreements and determines whether the proper amounts have been received; works with franchisees to resolve discrepancies; ensures franchise agreements are current and that all funds are accounted for.
- Assists in coordinating special projects.

**When assigned to Recreation:**

- ~~➤ Provides assistance to the general public for recreation program registration, enrollment, cancellation, transfers and related activities; responds to general questions; processes registration related transactions including deposits and refunds; contacts customers with respect to class cancellations.~~
- Provides assistance to recreation programs in facilities, parks and field rentals, Opens and secures facilities; prepares course classrooms, and exercise rooms; ensures all equipment and material are available for instructors; maintains facility calendars.
- ~~➤ Utilizes specialized software for program and class registrations; monitors software to ensure it is operating properly; reports malfunctions to appropriate parties.~~
- Assists in coordinating special projects.
- Creates flyers, newsletters and promotional materials for recreation programs, print and electronic.

- Greets public, answers phones, and directs customers to appropriate staff; ~~assist public in completing appropriate forms for facility rentals, CCR and other District services.~~
- ~~Provides~~ Provides customer service, receives customer complaints, and assists in addressing customer's complaints.
- Monitors and updates website for accurate and appropriate information.

**When assigned to Administration and Finance:**

- Assists with preparing the agenda for the Board of Directors; posts agendas tracks agenda items; proofreads reports; compiles and disseminates final copies.
- Provides assistance with the accounts payable and accounts receivable process; inputs data entry; sends processes checks and remittance slips; processes and audits cash receipts. through the mail system; distributes internal checks; updates the fiscal year accounts payable calendar.
- Takes inventory of records; develops and updates current retention schedules; applies schedules by re-filing records, entering records into the computer system and boxing and sending records to storage; performs ongoing maintenance of the records program.
- Prepares an annual update of insured vehicles and equipment; tracks and audits equipment purchase and disposal; tracks driving records.
- Maintains contracts and files; reviews contracts for accuracy.
- Provides clerical assistance to management staff.

**QUALIFICATIONS**

**Knowledge of:**

- Operational activities of the supported department.
- Principles and practices of office administration.
- Principles and practices of data collection and report preparation.
- Cash handling techniques.
- Record keeping procedures and practices.
- Methods and techniques of imaging documents for accuracy and completeness.
- Principles and practices related to document retention.
- Basic mathematics.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

**Ability to:**

- Provide general clerical support to a specialized work unit.
- Read, understand and review documents for accuracy and relevant information.
- Perform detail-oriented reviews of documents, forms and applications.
- Use applicable office terminology, forms, documents and procedures in the course of the work.

- Learn the policies, procedures, codes and guidelines of the area to which assigned in a timely manner.
- Prepare and maintain accurate and concise records and filing systems
- Compose correspondence or documents.
- Maintain flexible working hours and attend evening meetings as required.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Organize, prioritize and follow-up on work assignment and meet critical deadlines.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Administrative Assistant I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### Administrative Assistant I:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade and one (1) year of clerical experience

#### Administrative Assistant II:

- In addition to the above, two (2) years of experience equivalent to that of an Administrative Assistant I

### **Licenses and Certifications:**

- None

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is

primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**NOVEMBER 2021  
FLSA: NON – EXEMPT**

## **ADMINISTRATIVE ASSISTANT I/II**

### **DEFINITION**

Under immediate or general supervision, learns to perform and performs a wide variety of routine and complex office, clerical and administrative support tasks for one or more assigned areas; assists the public by providing information personally or directing informational requests according to established procedures; sorts, logs and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative Assistant I: Receives immediate or general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

Administrative Assistant II: Receives general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

Administrative Assistant I: The Administrative Assistant I is the entry level classification in the administrative support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex office support assignments while learning District policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Assistant II: The Administrative Assistant II is the full working level classification, capable of performing the full range of administrative and clerical duties. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant I classification by the performance of the full range of duties.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*



- Accepts responsibility for performing a wide variety of routine and complex office, clerical and administrative duties in support of assigned department/operational area.
- Demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the District to all callers and visitors in a professional and customer friendly manner; assists the public in filling out application and registration forms; supplies information concerning fees, permits, legal requirements, Design Review/CC&R's, procedures and services provided by District departments.
- Performs advanced clerical duties including preparing technical specifications, agendas, staff reports, meeting minutes, financial statements and general support to Supervisor and Management staff.
- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes and a variety of documents, including general correspondence, reports, memos, flyers and statistical charts from rough drafts, recordings or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents from recording devices, notes, brief written or oral instructions; compiles and maintains records; generates reports.
- Maintains calendars for assigned department; sets meetings; ensures meeting rooms/facilities have the proper meeting materials and equipment.
- Opens, sorts and distributes incoming and outgoing mail.
- Orders, receives and delivers materials supplies and equipment; verifies quantity and condition; prepares request for purchase orders, creates work orders, and other forms necessary for Department operations.
- Supports daily deposit function, billing, collections of accounts receivable and processes payments.
- Creates and organizes filing systems for assigned department; maintains files in storage; updates record retention procedures.
- Provides coverage and support to Administrative Assistants assigned to alternate areas.
- Provides assistance in a variety of District events and projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

#### **When assigned to Resident Services**

- Provides assistance in person, online and by telephone to the general public for CC&R, design review, facility and park reservations, recreation program registration, enrollment, cancellation, transfers and related activities; responds to general questions; processes registration related transactions including deposits and refunds; contacts customers with respect to class cancellations.

- Utilizes specialized software for program and class registrations; data entry into software programs; monitors software to ensure it is operating properly; reports malfunctions to appropriate parties.
- Receives and reviews Design Review, Property Improvement and Encroachment permit applications; assists applicants in form completion; processes all monies received.
- Researches policies to determine compliance with CC&R's; notifies applicants of the placement of their item on the Design Review Committee meeting agenda; notifies applicants of DRC decisions.
- Monitors status of design review inspections on construction for new homes, pools, room additions, and remodel projects.
- Prepares and distributes notices and warnings to property owners for non-compliance with CC&R's.
- Provides assistance in CC&R/design review violation questions; drafting staff reports for committee meetings and appeals; provide assistance during committee meetings; may facilitate committee meeting as needed.
- Processes district payments; supports billing function; collection of accounts receivable and daily deposit processes.
- Support with ongoing and seasonal website maintenance.

**When assigned to Parks and Recreation**

- Coordinates project activities with other departments, outside agencies and consultants.
- Prepares agendas, attends Committee meetings and takes meeting minutes.
- Audits franchise agreements and determines whether the proper amounts have been received; works with franchisees to resolve discrepancies; ensures franchise agreements are current and that all funds are accounted for. Assists in coordinating special projects.
- Provides assistance to recreation programs in facilities, parks and field rentals, Opens and secures facilities; prepares course classrooms, and exercise rooms; ensures all equipment and material are available for instructors; maintains facility calendars.
- Assists in coordinating special projects.
- Creates flyers, newsletters and promotional materials for recreation programs, print and electronic.
- Greets public, answers phones, and directs customers to appropriate staff.
- Provides customer service, receives customer complaints, and assists in addressing customer's complaints. Monitors and updates website for accurate and appropriate information.

**When assigned to Administration and Finance:**

- Assists with preparing the agenda for the Board of Directors; posts agendas tracks agenda items; proofreads reports; compiles and disseminates final copies.

- Provides assistance with the accounts payable and accounts receivable process; inputs data entry; processes checks and remittance slips; processes and audits cash receipts.
- Takes inventory of records; develops and updates current retention schedules; applies schedules by re-filing records, entering records into the computer system and boxing and sending records to storage; performs ongoing maintenance of the records program.
- Prepares an annual update of insured vehicles and equipment; tracks and audits equipment purchase and disposal; tracks driving records.
- Maintains contracts and files; reviews contracts for accuracy.
- Provides clerical assistance to management staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational activities of the supported department.
- Principles and practices of office administration.
- Principles and practices of data collection and report preparation.
- Cash handling techniques.
- Record keeping procedures and practices.
- Methods and techniques of imaging documents for accuracy and completeness.
- Principles and practices related to document retention.
- Basic mathematics.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Provide general clerical support to a specialized work unit.
- Read, understand and review documents for accuracy and relevant information.
- Perform detail-oriented reviews of documents, forms and applications.
- Use applicable office terminology, forms, documents and procedures in the course of the work.
- Learn the policies, procedures, codes and guidelines of the area to which assigned in a timely manner.
- Prepare and maintain accurate and concise records and filing systems
- Compose correspondence or documents.
- Maintain flexible working hours and attend evening meetings as required.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Organize, prioritize and follow-up on work assignment and meet critical deadlines.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.

- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Administrative Assistant I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Assistant I:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade and one (1) year of clerical experience

Administrative Assistant II:

- In addition to the above, two (2) years of experience equivalent to that of an Administrative Assistant I

**Licenses and Certifications:**

- None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Wage Impact Worksheet - Fiscal Year 21/22**

Classification	New	Unfunded	Existing w/ Increase	Increase	Impact	Comments
Program Supervisor	X		X	\$2,316.00	\$2,316.00	Seven months' salary with 5% increase
Administrative Assistant II- increase in hours			X	\$8,657.11	\$8,657.11	Seven months' salary @ 10 additional hrs. week

**Overall Increase**

**\$10,973.11**

Assumption - monthly at Step 5 for current incumbent adding 10 hours week

Assumption- monthly at Step 4 for current incumbent providing 5% increase



## General Full-Time Wage Scale

### Unrepresented

Effective July 1, 2021

Job Classifications		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
<b>Communications Specialist</b>	<b>Hourly</b>	\$26.45	\$27.11	\$27.79	\$28.48	\$29.19	\$29.92	\$30.67	\$31.44	\$32.23	\$33.04
	<b>2W</b>	\$2,116.00	\$2,168.80	\$2,223.20	\$2,278.40	\$2,335.20	\$2,393.60	\$2,453.60	\$2,515.20	\$2,578.40	\$2,643.20
	<b>M</b>	\$4,584.67	\$4,699.07	\$4,816.93	\$4,936.53	\$5,059.60	\$5,186.13	\$5,316.13	\$5,449.60	\$5,586.53	\$5,726.93
	<b>A</b>	\$55,016.00	\$56,388.80	\$57,803.20	\$59,238.40	\$60,715.20	\$62,233.60	\$63,793.60	\$65,395.20	\$67,038.40	\$68,723.20
<b>Executive Assistant/Clerk of The Board</b>	<b>Hourly</b>	\$28.82	\$29.54	\$30.28	\$31.04	\$31.82	\$32.62	\$33.44	\$34.28	\$35.14	\$36.02
	<b>2W</b>	\$2,305.60	\$2,363.20	\$2,422.40	\$2,483.20	\$2,545.60	\$2,609.60	\$2,675.20	\$2,742.40	\$2,811.20	\$2,881.60
	<b>M</b>	\$4,995.47	\$5,120.27	\$5,248.53	\$5,380.27	\$5,515.47	\$5,654.13	\$5,796.27	\$5,941.87	\$6,090.93	\$6,243.47
	<b>A</b>	\$59,945.60	\$61,443.20	\$62,982.40	\$64,563.20	\$66,185.60	\$67,849.60	\$69,555.20	\$71,302.40	\$73,091.20	\$74,921.60
<b>Park Manager</b>	<b>Hourly</b>	\$31.19	31.97	32.77	33.59	34.43	35.29	36.17	37.07	38.00	38.95
	<b>2W</b>	\$2,495.20	\$2,557.60	\$2,621.60	\$2,687.20	\$2,754.40	\$2,823.20	\$2,893.60	\$2,965.60	\$3,040.00	\$3,116.00
	<b>M</b>	\$5,406.27	\$5,541.47	\$5,680.13	\$5,822.27	\$5,967.87	\$6,116.93	\$6,269.47	\$6,425.47	\$6,586.67	\$6,751.33
	<b>A</b>	\$64,875.20	\$66,497.60	\$68,161.60	\$69,867.20	\$71,614.40	\$73,403.20	\$75,233.60	\$77,105.60	\$79,040.00	\$81,016.00
<b>Staff Services Analyst</b>	<b>Hourly</b>	\$33.29	\$34.12	\$34.97	\$35.84	\$36.74	\$37.66	\$38.60	\$39.57	\$40.56	\$41.57
	<b>2W</b>	\$2,663.20	\$2,729.60	\$2,797.60	\$2,867.20	\$2,939.20	\$3,012.80	\$3,088.00	\$3,165.60	\$3,244.80	\$3,325.60
	<b>M</b>	\$5,770.27	\$5,914.13	\$6,061.47	\$6,212.27	\$6,368.27	\$6,527.73	\$6,690.67	\$6,858.80	\$7,030.40	\$7,205.47
	<b>A</b>	\$69,243.20	\$70,969.60	\$72,737.60	\$74,547.20	\$76,419.20	\$78,332.80	\$80,288.00	\$82,305.60	\$84,364.80	\$86,465.60
<b>Communications Officer</b>	<b>Hourly</b>	\$35.88	\$36.78	\$37.70	\$38.64	\$39.61	\$40.60	\$41.62	\$42.66	\$43.73	\$44.82
	<b>2W</b>	\$2,870.40	\$2,942.40	\$3,016.00	\$3,091.20	\$3,168.80	\$3,248.00	\$3,329.60	\$3,412.80	\$3,498.40	\$3,585.60
	<b>M</b>	\$6,219.20	\$6,375.20	\$6,534.67	\$6,697.60	\$6,865.73	\$7,037.33	\$7,214.13	\$7,394.40	\$7,579.87	\$7,768.80
	<b>A</b>	\$74,630.40	\$76,502.40	\$78,416.00	\$80,371.20	\$82,388.80	\$84,448.00	\$86,569.60	\$88,732.80	\$90,958.40	\$93,225.60
<b>Information Systems Manager</b>	<b>Hourly</b>	\$40.39	\$41.40	\$42.44	\$43.50	\$44.59	\$45.70	\$46.84	\$48.01	\$49.21	\$50.44
	<b>2W</b>	\$3,231.20	\$3,312.00	\$3,395.20	\$3,480.00	\$3,567.20	\$3,656.00	\$3,747.20	\$3,840.80	\$3,936.80	\$4,035.20
	<b>M</b>	\$7,000.93	\$7,176.00	\$7,356.27	\$7,540.00	\$7,728.93	\$7,921.33	\$8,118.93	\$8,321.73	\$8,529.73	\$8,742.93
	<b>A</b>	\$84,011.20	\$86,112.00	\$88,275.20	\$90,480.00	\$92,747.20	\$95,056.00	\$97,427.20	\$99,860.80	\$102,356.80	\$104,915.20
<b>Parks Superintendent</b>	<b>Hourly</b>	\$40.95	\$41.97	\$43.02	\$44.10	\$45.20	\$46.33	\$47.49	\$48.68	\$49.90	\$51.15
<b>Recreation Superintendent</b>	<b>2W</b>	\$3,276.00	\$3,357.60	\$3,441.60	\$3,528.00	\$3,616.00	\$3,706.40	\$3,799.20	\$3,894.40	\$3,992.00	\$4,092.00
	<b>M</b>	\$7,098.00	\$7,274.80	\$7,456.80	\$7,644.00	\$7,834.67	\$8,030.53	\$8,231.60	\$8,437.87	\$8,649.33	\$8,866.00
	<b>A</b>	\$85,176.00	\$87,297.60	\$89,481.60	\$91,728.00	\$94,016.00	\$96,366.40	\$98,779.20	\$101,254.40	\$103,792.00	\$106,392.00
<b>Controller</b>	<b>Hourly</b>	\$42.43	\$43.49	\$44.58	\$45.69	\$46.83	\$48.00	\$49.20	\$50.43	\$51.69	\$52.98
	<b>2W</b>	\$3,394.40	\$3,479.20	\$3,566.40	\$3,655.20	\$3,746.40	\$3,840.00	\$3,936.00	\$4,034.40	\$4,135.20	\$4,238.40
	<b>M</b>	\$7,354.53	\$7,538.27	\$7,727.20	\$7,919.60	\$8,117.20	\$8,320.00	\$8,528.00	\$8,741.20	\$8,959.60	\$9,183.20
	<b>A</b>	\$88,254.40	\$90,459.20	\$92,726.40	\$95,035.20	\$97,406.40	\$99,840.00	\$102,336.00	\$104,894.40	\$107,515.20	\$110,198.40
<b>Human Resources Manager</b>	<b>Hourly</b>	\$43.42	44.51	45.62	46.76	47.93	49.13	50.36	51.62	52.91	54.23



## General Full-Time Wage Scale

### *Unrepresented*

*Effective July 1, 2021*

Job Classifications		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
	<b>2W</b>	\$3,473.60	\$3,560.80	\$3,649.60	\$3,740.80	\$3,834.40	\$3,930.40	\$4,028.80	\$4,129.60	\$4,232.80	\$4,338.40
	<b>M</b>	\$7,526.13	\$7,715.07	\$7,907.47	\$8,105.07	\$8,307.87	\$8,515.87	\$8,729.07	\$8,947.47	\$9,171.07	\$9,399.87
	<b>A</b>	\$90,313.60	\$92,580.80	\$94,889.60	\$97,260.80	\$99,694.40	\$102,190.40	\$104,748.80	\$107,369.60	\$110,052.80	\$112,798.40
<b>Principal Planner</b>	<b>Hourly</b>	\$49.22	\$50.45	\$51.71	\$53.00	\$54.33	\$55.69	\$57.08	\$58.51	\$59.97	\$61.47
	<b>2W</b>	\$3,937.60	\$4,036.00	\$4,136.80	\$4,240.00	\$4,346.40	\$4,455.20	\$4,566.40	\$4,680.80	\$4,797.60	\$4,917.60
	<b>M</b>	\$8,531.47	\$8,744.67	\$8,963.07	\$9,186.67	\$9,417.20	\$9,652.93	\$9,893.87	\$10,141.73	\$10,394.80	\$10,654.80
	<b>A</b>	\$102,377.60	\$104,936.00	\$107,556.80	\$110,240.00	\$113,006.40	\$115,835.20	\$118,726.40	\$121,700.80	\$124,737.60	\$127,857.60
<b>Director of Administration &amp; Finance</b>	<b>Hourly</b>	\$51.81	\$53.11	\$54.44	\$55.80	\$57.20	\$58.63	\$60.10	\$61.60	\$63.14	\$64.72
	<b>2W</b>	\$4,144.80	\$4,248.80	\$4,355.20	\$4,464.00	\$4,576.00	\$4,690.40	\$4,808.00	\$4,928.00	\$5,051.20	\$5,177.60
	<b>M</b>	\$8,980.40	\$9,205.73	\$9,436.27	\$9,672.00	\$9,914.67	\$10,162.53	\$10,417.33	\$10,677.33	\$10,944.27	\$11,218.13
	<b>A</b>	\$107,764.80	\$110,468.80	\$113,235.20	\$116,064.00	\$118,976.00	\$121,950.40	\$125,008.00	\$128,128.00	\$131,331.20	\$134,617.60
<b>Director of Parks and Recreation</b>	<b>Hourly</b>	\$51.81	\$53.11	\$54.44	\$55.80	\$57.20	\$58.63	\$60.10	\$61.60	\$63.14	\$64.72
	<b>2W</b>	\$4,144.80	\$4,248.80	\$4,355.20	\$4,464.00	\$4,576.00	\$4,690.40	\$4,808.00	\$4,928.00	\$5,051.20	\$5,177.60
	<b>M</b>	\$8,980.40	\$9,205.73	\$9,436.27	\$9,672.00	\$9,914.67	\$10,162.53	\$10,417.33	\$10,677.33	\$10,944.27	\$11,218.13
	<b>A</b>	\$107,764.80	\$110,468.80	\$113,235.20	\$116,064.00	\$118,976.00	\$121,950.40	\$125,008.00	\$128,128.00	\$131,331.20	\$134,617.60
<b>District Administrator/General Manager</b>	<b>Hourly</b>								\$86.27		
	<b>2W</b>								\$6,901.60		
	<b>M</b>								\$14,953.47		
	<b>A</b>								\$179,441.60		





## Part-Time Wage Scale

Effective Date: January 1, 2021

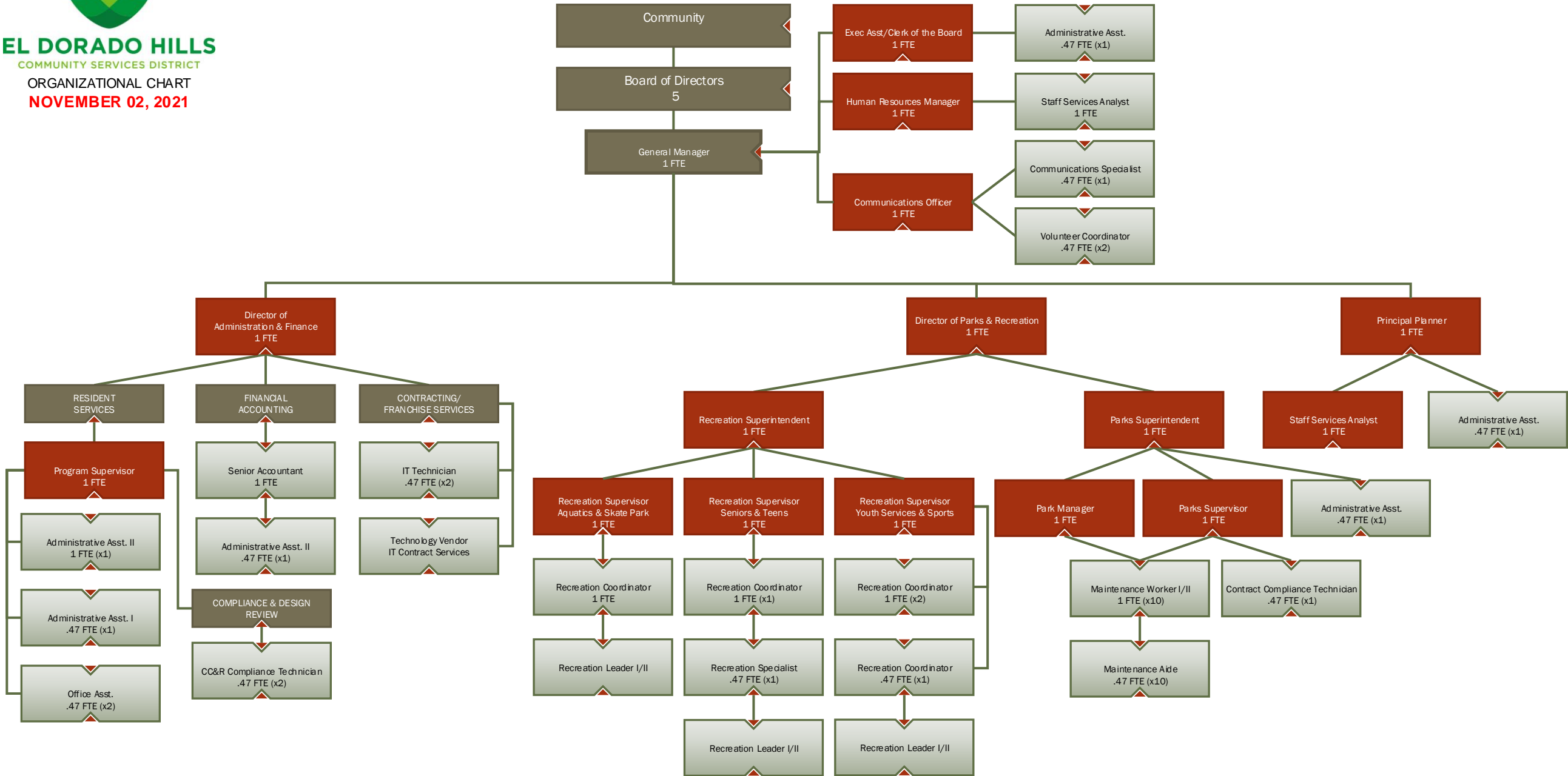
Updated January 14, 2021

Job Classifications		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
<b>Recreation Leader I</b>	H	\$14.00	\$14.35	\$14.71	\$15.07	\$15.45	\$15.84	\$16.23	\$16.64	\$17.05	\$17.48
(Day Camp Leader, Score Keeper, Lifeguard)	2W	\$1,119.74	\$1,147.73	\$1,176.43	\$1,205.84	\$1,235.98	\$1,266.88	\$1,298.55	\$1,331.02	\$1,364.29	\$1,398.40
	M	\$2,426.10	\$2,486.75	\$2,548.92	\$2,612.64	\$2,677.96	\$2,744.91	\$2,813.53	\$2,883.87	\$2,955.97	\$3,029.87
	A	\$29,113.20	\$29,841.03	\$30,587.06	\$31,351.73	\$32,135.53	\$32,938.92	\$33,762.39	\$34,606.45	\$35,471.61	\$36,358.40
<b>Recreation Leader II</b>	H	\$15.05	\$15.42	\$15.81	\$16.20	\$16.61	\$17.02	\$17.45	\$17.89	\$18.33	\$18.79
<b>Maintenance Aide</b>	2W	\$1,203.72	\$1,233.81	\$1,264.66	\$1,296.27	\$1,328.68	\$1,361.90	\$1,395.94	\$1,430.84	\$1,466.61	\$1,503.28
(Day Camp Leader II, Gym Supervisor I/II, Head Lifeguard)	M	\$2,608.06	\$2,673.26	\$2,740.09	\$2,808.59	\$2,878.81	\$2,950.78	\$3,024.55	\$3,100.16	\$3,177.67	\$3,257.11
	A	\$31,296.69	\$32,079.11	\$32,881.09	\$33,703.11	\$34,545.69	\$35,409.33	\$36,294.57	\$37,201.93	\$38,131.98	\$39,085.28
<b>Recreation Specialist</b>	H	\$16.17	\$16.58	\$16.99	\$17.42	\$17.85	\$18.30	\$18.76	\$19.23	\$19.71	\$20.20
Senior Head Lifeguard	2W	\$1,294.00	\$1,326.35	\$1,359.51	\$1,393.49	\$1,428.33	\$1,464.04	\$1,500.64	\$1,538.16	\$1,576.61	\$1,616.03
	M	\$2,803.66	\$2,873.75	\$2,945.60	\$3,019.24	\$3,094.72	\$3,172.09	\$3,251.39	\$3,332.67	\$3,415.99	\$3,501.39
	A	\$33,643.94	\$34,485.04	\$35,347.17	\$36,230.85	\$37,136.62	\$38,065.03	\$39,016.66	\$39,992.08	\$40,991.88	\$42,016.68
<b>Office Assistant</b>	H	\$17.57	\$18.01	\$18.46	\$18.92	\$19.39	\$19.87	\$20.37	\$20.88	\$21.40	\$21.94
	2W	\$1,405.28	\$1,440.41	\$1,476.42	\$1,513.33	\$1,551.17	\$1,589.95	\$1,629.70	\$1,670.44	\$1,712.20	\$1,755.00
	M	\$3,044.78	\$3,120.90	\$3,198.92	\$3,278.89	\$3,360.86	\$3,444.89	\$3,531.01	\$3,619.28	\$3,709.77	\$3,802.51
	A	\$36,537.32	\$37,450.76	\$38,387.03	\$39,346.70	\$40,330.37	\$41,338.63	\$42,372.09	\$43,431.40	\$44,517.18	\$45,630.11
<b>Administrative Assistant I</b>	H	\$20.09	\$20.60	\$21.11	\$21.64	\$22.18	\$22.73	\$23.30	\$23.89	\$24.48	\$25.09
	2W	\$1,607.53	\$1,647.72	\$1,688.91	\$1,731.13	\$1,774.41	\$1,818.77	\$1,864.24	\$1,910.85	\$1,958.62	\$2,007.58
	M	\$3,482.98	\$3,570.06	\$3,659.31	\$3,750.79	\$3,844.56	\$3,940.67	\$4,039.19	\$4,140.17	\$4,243.67	\$4,349.77
	A	\$41,795.77	\$42,840.66	\$43,911.68	\$45,009.47	\$46,134.71	\$47,288.07	\$48,470.28	\$49,682.03	\$50,924.08	\$52,197.19
<b>Recreation Coordinator</b>	H	\$21.60	\$22.14	\$22.69	\$23.26	\$23.84	\$24.44	\$25.05	\$25.68	\$26.32	\$26.98
<b>Pool Manager</b>	2W	\$1,728.09	\$1,771.30	\$1,815.58	\$1,860.97	\$1,907.49	\$1,955.18	\$2,004.06	\$2,054.16	\$2,105.51	\$2,158.15
	M	\$3,744.20	\$3,837.81	\$3,933.75	\$4,032.10	\$4,132.90	\$4,236.22	\$4,342.13	\$4,450.68	\$4,561.95	\$4,676.00
	A	\$44,930.45	\$46,053.71	\$47,205.05	\$48,385.18	\$49,594.81	\$50,834.68	\$52,105.55	\$53,408.18	\$54,743.39	\$56,111.97
<b>Administrative Specialist</b>	H	\$23.22	\$23.80	\$24.40	\$25.01	\$25.63	\$26.27	\$26.93	\$27.60	\$28.29	\$29.00
<b>Volunteer Coordinator</b>	2W	\$1,857.70	\$1,904.14	\$1,951.75	\$2,000.54	\$2,050.55	\$2,101.82	\$2,154.36	\$2,208.22	\$2,263.43	\$2,320.01
	M	\$4,025.02	\$4,125.64	\$4,228.79	\$4,334.51	\$4,442.87	\$4,553.94	\$4,667.79	\$4,784.48	\$4,904.10	\$5,026.70
	A	\$48,300.23	\$49,507.74	\$50,745.43	\$52,014.07	\$53,314.42	\$54,647.28	\$56,013.46	\$57,413.80	\$58,849.14	\$60,320.37
<b>Contract Compliance Technician</b>	H	\$23.77	\$24.37	\$24.98	\$25.60	\$26.24	\$26.90	\$27.57	\$28.26	\$28.96	\$29.69
	2W	\$1,901.60	\$1,949.60	\$1,998.40	\$2,048.00	\$2,099.20	\$2,152.00	\$2,205.60	\$2,260.80	\$2,316.80	\$2,375.20
	M	\$4,120.13	\$4,224.13	\$4,329.87	\$4,437.33	\$4,548.27	\$4,662.67	\$4,778.80	\$4,898.40	\$5,019.73	\$5,146.27
	A	\$49,441.60	\$50,689.60	\$51,958.40	\$53,248.00	\$54,579.20	\$55,952.00	\$57,345.60	\$58,780.80	\$60,236.80	\$61,755.20
<b>Purchasing Specialist</b>	H	\$24.96	\$25.59	\$26.23	\$26.88	\$27.55	\$28.24	\$28.95	\$29.67	\$30.41	\$31.18
<b>Information Systems Technician</b>	2W	\$1,997.03	\$2,046.95	\$2,098.13	\$2,150.58	\$2,204.35	\$2,259.45	\$2,315.94	\$2,373.84	\$2,433.19	\$2,494.02
<b>Administrative Assistant II</b>	M	\$4,326.90	\$4,435.07	\$4,545.94	\$4,659.59	\$4,776.08	\$4,895.49	\$5,017.87	\$5,143.32	\$5,271.90	\$5,403.70
<b>Accounting Technician</b>	A	\$51,922.75	\$53,220.82	\$54,551.34	\$55,915.12	\$57,313.00	\$58,745.83	\$60,214.47	\$61,719.83	\$63,262.83	\$64,844.40
<b>Communications Specialist</b>	H	\$26.84	\$27.51	\$28.19	\$28.90	\$29.62	\$30.36	\$31.12	\$31.90	\$32.70	\$33.51
	2W	\$2,146.81	\$2,200.48	\$2,255.49	\$2,311.88	\$2,369.67	\$2,428.91	\$2,489.64	\$2,551.88	\$2,615.67	\$2,681.07
	M	\$4,651.41	\$4,767.70	\$4,886.89	\$5,009.06	\$5,134.29	\$5,262.65	\$5,394.21	\$5,529.07	\$5,667.30	\$5,808.98
	A	\$55,816.96	\$57,212.38	\$58,642.69	\$60,108.76	\$61,611.48	\$63,151.76	\$64,730.56	\$66,348.82	\$68,007.54	\$69,707.73

**Proposed Wage Scales**

		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
Purchasing Specialist	H	\$26.75	\$27.42	\$28.10	\$28.80	\$29.52	\$30.26	\$31.02	\$31.79	\$32.59	\$33.40
Information Technology Technician	2W	\$2,139.84	\$2,193.33	\$2,248.17	\$2,304.37	\$2,361.98	\$2,421.03	\$2,481.55	\$2,543.59	\$2,607.18	\$2,672.36
Administrative Assistant II	M	\$4,636.31	\$4,752.22	\$4,871.03	\$4,992.80	\$5,117.62	\$5,245.56	\$5,376.70	\$5,511.12	\$5,648.90	\$5,790.12
Accounting Technician	A	\$55,635.76	\$57,026.66	\$58,452.32	\$59,913.63	\$61,411.47	\$62,946.76	\$64,520.43	\$66,133.44	\$67,786.77	\$69,481.44
CC&R Compliance Technician											

Program Supervisor	H	\$34.95	\$35.83	\$36.73	\$37.65	\$38.59	\$39.55	\$40.54	\$41.55	\$42.59	\$43.65
	2W	\$2,796.36	\$2,866.40	\$2,938.40	\$3,012.00	\$3,087.20	\$3,164.00	\$3,243.20	\$3,324.00	\$3,407.20	\$3,492.00
	M	\$6,058.78	\$6,210.53	\$6,366.53	\$6,526.00	\$6,688.93	\$6,855.33	\$7,026.93	\$7,202.00	\$7,382.27	\$7,566.00
	A	\$72,705.36	\$74,526.40	\$76,398.40	\$78,312.00	\$80,267.20	\$82,264.00	\$84,323.20	\$86,424.00	\$88,587.20	\$90,792.00



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Cara Layne, Staff Services Analyst

**Meeting Date:** November 10, 2021

**Report Date:** October 26, 2021

**Subject:** **CC&R Citizens Advisory Committee Recommending Third and Final Notice for Case CE 21-426**

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**Recommended Action:**

CC&R Citizens Advisory Committee (CAC) recommends the Board of Directors authorize staff to direct Legal Counsel to send a Third and Final Notice of non-compliance to:

<b>Property Owner:</b>	John & Jeanette Cordova
<b>Property Address:</b>	2563 Pendleton Drive
<b>Village:</b>	St. Andrews Village, Unit 3
<b>APN:</b>	125 140 006
<b>Case#:</b>	21-426
<b>Violation:</b>	Section E – Garbage and Refuse Disposal

**Background:**

District Staff sent notices on 07/02/2021, 09/02/2021, and 09/12/2021 requesting owner store garbage cans in accordance to the St. Andrews Village, Unit 3 CC&Rs. Inspection of the property on 07/02/2021, 09/02/2021, 09/12/2021, and 09/24/2021 revealed no compliance from the property owner.

On 09/24/2021 a Hearing Notice was sent to the owner notifying them that the CAC would be reviewing the case at the 10/25/2021 CAC meeting. Confirmation of delivery of the Notice of Hearing was received by staff on 10/01/2021.

**Discussion:**

At the October 25, 2021 CAC meeting, the CC&R Citizens Advisory Committee voted to recommend the Board of Directors approve a Third and Final Notice to be sent to the owner. Below is the applicable section of the St. Andrews Village, Unit 3 CC&Rs that apply to the violation:

**St. Andrews Village, Unit 3 – Article IV, Section E – Garbage and Refuse Disposal**

Garbage and Refuse Disposal. Rubbish, garbage, trash, and all other refuse shall be stored in sanitary containers in a clean condition. Such containers and refuse shall be concealed so as not to be visible from the street. No material or waste shall be stored in such a manner that they may be transferred off the property by natural causes, such as wind, rain, etc. Trash containers shall be exposed to the view of neighbors or streets only when set out on the curb of the street for a reasonable period of time...not to exceed twelve hours before and twelve hours after the regularly scheduled trash collection times. Except during periods of construction or clean up, no lumber, metal, or bulk materials shall be kept or stored or allowed to accumulate on any lot unless within an enclosed structure or an area of the lot which is appropriately screened from view.

**Fiscal Impact:**

There is no fiscal impact directly related to this Third and Final Notice.

**Attachments:**

- A. Chronological Order of Correspondence with Owner
- B. Case Photos

## ATTACHMENT A

### Chronological Order of Correspondence & Communication with

<b>Property Owner:</b>	John & Jeanette Cordova
<b>Property Address:</b>	2563 Pendleton Drive
<b>Village:</b>	St. Andrews Village, Unit 3
<b>APN:</b>	125 140 006
<b>Case#:</b>	21-426
<b>Violation:</b>	Section E – Garbage and Refuse Disposal

- 07/02/2021** Compliance staff drove by the property to find to garbage cans in front yard. District sent a **Warning Notice** of violation letter to owners.
- 07/09/2021** Staff spoke with the property owner and provided a continuance through 8/31/2021.
- 09/02/2021** Compliance staff drove by the property to find to garbage cans in front yard. District sent a **1<sup>st</sup> Notice** of violation letter to owners.  
**No Response**
- 09/12/2021** Compliance staff drove by the property to find garbage cans in front yard. District sent a **2nd Notice** of violation letter to owners.  
**No Response**
- 09/24/2021** Hearing Notice sent.
- 10/01/2021** Receipt of Delivery - Tracking # 9114 9022 0078 9311 1909 20
- 10/25/2021** CAC recommended forwarding to Board of Directors for Third and Final.

**ATTACHMENT B – Photos**



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Cara Layne, Staff Services Analyst

**Meeting Date:** November 10, 2021

**Report Date:** October 26, 2021

**Subject:** **CC&R Citizens Advisory Committee Recommending Third and Final Notice for Case CE 20-495**

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**Recommended Action:**

CC&R Citizens Advisory Committee (CAC) recommends the Board of Directors authorize staff to direct Legal Counsel to send a Third and Final Notice of non-compliance to:

<b>Property Owner:</b>	Brian & Vicki Wallace
<b>Property Address:</b>	5021 Klondike Way
<b>Village:</b>	Bass Lake Village, Unit 4, Lot 66
<b>APN:</b>	115-198-011
<b>Case#:</b>	20-495
<b>Violation:</b>	Section 2.03 – Garages and Vehicles

**Background:**

This case was brought before the Citizens Advisory Committee (Committee) at the 11/30/2020 meeting. The homeowner was given a continuance at that time for removal of the boats in the driveway. While reviewing older open cases staff found continued non-compliance. Due to the length of time since the last communication, staff issued a 1st Notice on 8/20/2021 to begin the process of bringing this case back before the Committee.

District Staff sent notices on 08/20/2021 and 09/09/2021 requesting owner store two boats on the driveway in accordance to the Bass Lake Village, Unit 4 CC&Rs. Inspection of the property on 08/20/2021, 09/09/2021, and 09/22/2021 revealed no compliance from the property owner.

On 09/22/2021 a Hearing Notice was sent to the owner notifying them that the CAC would be reviewing the case at the 10/25/2021 CAC meeting. Confirmation of delivery of the Notice of Hearing was received by staff on 10/01/2021.



**Discussion:**

At the October 25, 2021 CAC meeting, the CC&R Citizens Advisory Committee voted to recommend the Board of Directors approve a Third and Final Notice to be sent to the owner. Below is the applicable section of the Bass Lake Village, Unit 4 CC&Rs that apply to the violation:

**Bass Lake Village, Unit 4 – Section 2.03 – Garages and Vehicles**

All driveways and garages shall be maintained in a neat and orderly condition. No automobiles, trucks, campers, trailers, boats, or recreational vehicles of any type shall be kept or parked outside of a garage on any lot, for any period exceeding forty-eight (48) continuous hours. The time period of any intermittent parking shall be deemed to be continuous and shall cumulate towards the 48 hour limit unless separated by at least 48 hours. The intent of this limitation is for residents of the lot or parcel to park their vehicles in their garages, maintaining a clean and neat appearance of the property while allowing guest and visitors to park temporarily therein. Notwithstanding the above limitation, a trailer, boat or recreational vehicle (but only one of them and only one per lot or parcel) may be parked on a lot or parcel and not within a garage, provided that any such vehicle parked in and enclosed area, is maintained in a neat and clean manner and is not visible from the public streets within the Properties or from other lots or parcels. No vehicle of any type (including motorcycles), shall be parked in or upon the public streets within the Properties or on any lot or parcel, excluding the garage, for the purpose of accomplishing repairs thereto or the reconstruction thereof, except for emergency repairs and then only to the extent necessary to enable movement of the vehicle. For any repairs conducted within a garage, the garage door (s) shall remain closed during any such repair work and any noise caused by such work shall not unreasonably disturb another Owner's quiet enjoyment of his lot or parcel.

**Fiscal Impact:**

There is no fiscal impact directly related to this Third and Final Notice.

**Attachments:**

- A. Chronological Order of Correspondence with Owner
- B. Case Photos

## **ATTACHMENT A**

### **Chronological Order of Correspondence & Communication with**

<b>Property Owner:</b>	Brian & Vicki Wallace
<b>Property Address:</b>	5021 Klondike Way
<b>Village:</b>	Bass Lake Village, Unit 4, Lot 66
<b>APN:</b>	115-198-011
<b>Case#:</b>	20-495
<b>Violation:</b>	Section 2.03 – Garages and Vehicles

- 08/20/2021** Compliance staff drove by the property to find to boats in the driveway. District sent a **1<sup>st</sup> Notice** of violation letter to owners.  
**No Response**
- 09/10/2021** Compliance staff drove by the property to find boats still in the driveway. District sent a **2nd Notice** of violation letter to owners.  
**No Response**
- 09/22/2021** **Hearing Notice sent.**
- 09/25/2021** **Receipt of Delivery** - Tracking # 9114 9022 0078 9311 1908 76
- 10/25/2021** **CAC recommended forwarding to Board of Directors for Third and Final.**

**ATTACHMENT B – Photos**



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Cara Layne, Staff Services Analyst

**Meeting Date:** November 10, 2021

**Report Date:** October 26, 2021

**Subject:** **CC&R Citizens Advisory Committee Recommending Third and Final Notice for Case CE 21-516**

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**Recommended Action:**

CC&R Citizens Advisory Committee (CAC) recommends the Board of Directors authorize staff to direct Legal Counsel to send a Third and Final Notice of non-compliance to:

<b>Property Owner:</b>	David Hall & Jacqueline Thomas
<b>Property Address:</b>	3882 Arrowhead Drive
<b>Village:</b>	Park Village, Unit 1
<b>APN:</b>	120-062-002
<b>Case#:</b>	21-516
<b>Violation:</b>	Section 11 – Nuisance Section 15 – Trailers, Inoperable Cars, Etc.

**Background:**

District Staff sent notices on 08/19/2021, 09/02/2021, and 09/12/2021 requesting owner maintain property and remove an inoperable car in accordance to the Park Village, Unit 1 CC&Rs. Inspection of the property on 08/19/2021, 09/02/2021, 09/12/2021, and 09/24/2021 revealed no compliance from the property owner.

On 09/24/2021 a Hearing Notice was sent to the owner notifying them that the CAC would be reviewing the case at the 10/25/2021 CAC meeting. Confirmation of delivery of the Notice of Hearing was received by staff on 09/29/2021.

**Discussion:**

At the October 25, 2021 CAC meeting, the CC&R Citizens Advisory Committee voted to recommend the Board of Directors approve a Third and Final Notice to be sent to the owner. Below is the applicable section of the Park Village, Unit 1 CC&Rs that apply to the violation:

**Park Village, Unit 1 – Section 11 - Nuisance**

No noxious or offensive activity shall be conducted on any lot; nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood.

**Park Village, Unit 1 – Section 15 – Trailers, Inoperable Cars, Etc.**

No boats, boat trailers, house trailers or inoperable cars shall be regularly parked on any street, upon any driveway or upon any lot unless they are to the rear of the street set-back line behind a suitable fence so as to be not visible from the street.

**Fiscal Impact:**

There is no fiscal impact directly related to this Third and Final Notice.

**Attachments:**

- A. Chronological Order of Correspondence with Owner
- B. Case Photos

## ATTACHMENT A

### Chronological Order of Correspondence & Communication with

<b>Property Owner:</b>	David Hall & Jacqueline Thomas
<b>Property Address:</b>	3882 Arrowhead Drive
<b>Village:</b>	Park Village, Unit 1
<b>APN:</b>	120-062-002
<b>Case#:</b>	21-516
<b>Violation:</b>	Section 11 – Nuisance Section 15 – Trailers, Inoperable Cars, Etc.

- 08/19/2021** Compliance staff drove by the property to find to yard maintenance needed and an inoperable car in the street. District sent a **Warning Notice** of violation letter to owners.  
**No Response**
- 09/02/2021** Compliance staff drove by the property to find to yard maintenance needed and an inoperable car in the street. District sent a **1<sup>st</sup> Notice** of violation letter to owners.  
**No Response**
- 09/12/2021** Compliance staff drove by the property to find yard maintenance needed and inoperable car in the driveway. District sent a **2nd Notice** of violation letter to owners.  
**No Response**
- 09/24/2021** **Hearing Notice sent.**
- 09/27/2021** **Receipt of Delivery** - Tracking # 9114 9022 0078 9311 1909 13
- 10/25/2021** **CAC recommended forwarding to Board of Directors for Third and Final.**

**ATTACHMENT B – Photos**





**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Cara Layne, Staff Services Analyst

**Meeting Date:** November 10, 2021

**Report Date:** October 26, 2021

**Subject:** **CC&R Citizens Advisory Committee Recommending Third and Final Notice for Case CE 21-494**

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**Recommended Action:**

CC&R Citizens Advisory Committee (CAC) recommends the Board of Directors authorize staff to direct Legal Counsel to send a Third and Final Notice of non-compliance to:

<b>Property Owner:</b>	Michael A Jenkins
<b>Property Address:</b>	3422 Smokey Mountain Circle
<b>Village:</b>	Crescent Hills, Unit 3, Lot 80
<b>APN:</b>	120 590 004
<b>Case#:</b>	21-494
<b>Violation:</b>	Section 4.11 – Landscaping Requirement Section 5.01 – Owner’s Maintenance Obligations

**Background:**

District Staff sent notices on 08/10/2021, 09/09/2021, and 9/24/2021 requesting owner maintain property in accordance to the Crescent Hills, Unit 3 CC&Rs. Inspection of the property on 08/10/2021, 09/09/2021, 09/24/2021, and 10/08/2021 revealed no compliance from the property owner.

On 10/08/2021 a Hearing Notice was sent to the owner notifying them that the CAC would be reviewing the case at the 10/25/2021 CAC meeting. Confirmation of delivery of the Notice of Hearing was received by staff on 09/25/2021.

**Discussion:**

At the October 25, 2021 CAC meeting, the CC&R Citizens Advisory Committee voted to recommend the Board of Directors approve a Third and Final Notice to be sent to the owner. Below



is the applicable section of the Bass Lake Village, Unit 4 CC&Rs that apply to the violation:

**Crescent Hills, Unit 3 – Section 4.11 – Landscape Requirement**

Every owner of a lot or parcel within the property shall be responsible for installing, within twelve (12) months of completion of the owner's dwelling unit and maintaining in good and attractive condition landscaping and an automatic irrigation system on portions of the lot which are visible from the street within the Property. Non-vegetative contiguous landscaping (such as bark or rock) within the front yard of each lot shall not exceed a total of twenty percent (20%) the lot area (exclusive of driveways) between the front of the residential unit and the street right-of-way line. Prior to the commencement of installation, landscaping plans shall be submitted to and approved by the committee pursuant to the provisions of Sections 4.02, 4.03 and 4.04. Such plans shall include the size, type and location of all plants, material and sprinkler systems. Drought-tolerant landscaping may be substituted subject to the approval of the committee. In the event that the owner fails to install or maintain such landscaping properly, the committee may cause the appropriate work to be done and shall be entitled to reimbursement for the costs thereof from the owner. All roadside landscape corridors, open space areas, open areas or common areas, if any, shall be landscaped and maintained according to plans approved by the committee.

**Crescent Hills, Unit 3 – Section 5.01 – Owner's Maintenance Obligations**

Each owner shall be responsible for maintenance and repair of that owner's lot and individual residence unit. Such maintenance shall include, but not be limited to the regular mowing and trimming of grass and other vegetation so as to maintain the landscaping on the lot in a neat and attractive condition.

**Fiscal Impact:**

There is no fiscal impact directly related to this Third and Final Notice.

**Attachments:**

- A. Chronological Order of Correspondence with Owner
- B. Case Photos

## ATTACHMENT A

### Chronological Order of Correspondence & Communication with

**Property Owner:** Michael A Jenkins  
**Property Address:** 3422 Smokey Mountain Circle  
**Village:** Crescent Hills, Unit 3, Lot 80  
**APN:** 120 590 004  
**Case#:** 21-494  
**Violation:** Section 4.11 – Landscaping Requirement  
Section 5.01 – Owner’s Maintenance  
Obligations

- 08/10/2021** Compliance staff drove by the property to find to maintenance needed in front yard.  
District sent a **Warning Notice** of violation letter to owners.  
**No Response**
- 09/09/2021** Compliance staff drove by the property to find maintenance needed in front yard.  
District sent a **1<sup>st</sup> Notice** of violation letter to owners.  
**No Response**
- 09/24/2021** Compliance staff drove by the property to find maintenance needed in front yard.  
District sent a **2nd Notice** of violation letter to owners.  
**No Response**
- 10/08/2021** Hearing Notice sent.
- 10/09/2021** Receipt of Delivery - Tracking # 9114 9022 0078 9311 1909 99
- 10/25/2021** CAC recommended forwarding to Board of Directors for Third and Final.

**ATTACHMENT B – Photos**



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Meeting Date:** November 10, 2021

**Report Date:** November 02, 2021

**Subject:** **Presentation of Results from FSB Outreach for Public Financing of Master Plan Projects, and Award Phase 2 Contract**

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**Recommended Action:**

Receive presentation from FSB Public Affairs and award Phase 2 contract for \$173,000

**Background:**

The District contracted with FSB Public Affairs in late 2020 to assist with the Master Plan Update outreach and to ascertain the viability of public financing, i.e., Bond Measure, for major projects of the Parks and Recreation Facilities Master Plan. A presentation of their findings from that work and ultimately the Bond Measure polling will be provided.

In furtherance of continued exploration and education of a Bond Measure to meet the goals of the Master Plan, FSB is proposing a continuation of contracted services to that end. This 'Phase 2' proposal of work is outlined in the attachment, and is \$173,000.

**Discussion:**

Public financing efforts are a large undertaking, which is outside of the depth and scope of internal staff resources to fully conduct in-house. The services of FSB to-date have been helpful beyond the sheer scope of work in their previous proposal/contract, and should the District have any interest in pursuing public financing, then a recommendation to both continue and expand the scope of work is recommended.

**Master Plan Recommendations:**

- E.1 Continue to be a community-driven agency that values transparency, input, and ideas from residents, stakeholders, and partners. Develop and refine the District's approach to community outreach and communications.

- Assess community needs and update the Master Plan every five years to respond to changing trends and the needs of new residents.
- Identify segments of the community that are under-represented in community discussions and develop targeted approaches to increase their involvement.
- Strive to incorporate new technologies that enhance community access to information.
- Consider a parks and recreation advisory committee with representatives from special interest groups to continue involving El Dorado Hills citizens in park design and development and program development from the earliest possible stage.
- When developing large projects, convene a limited term ad-hoc advisory group as a strategy for gathering public input and disseminating information about the project. An example of a large project would be a sports complex or multi-generational recreation center.

F.1 Diversify funding sources that support expanded and diversified facilities, programs, and initiatives including:

- Investing the District's portfolio to maximize yield and investment revenues with the Investment Policy.
- Voter-approved initiatives, such as Landscape and Lighting Districts, parcel taxes, bonds, and serial levies to finance improvements.

F.12 Identify funding sources for developing and managing open spaces to protect and enhance significant natural resources, including sensitive habitat.

**Fiscal Impact:**

The proposal and scope of work is for \$173,000.

**Attachments:**

- A. August 2020 Staff Report and Attachment
- B. FSB Scope of Work for Phase 2 - Proposal

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Meeting Date:** August 13, 2020

**Report Date:** August 4, 2020

**Subject:** **Bond Communications Consultancy Award of Work to FSB Public Affairs**

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**Recommended Action:**

Award work based on proposal from FSB for general obligation bond communications consultancy for eleven months in an amount not to exceed \$163,000.

**Background:**

The District Board of Directors had expressed interest in a 2020 general obligation bond, however, did not move forward with that initiative for a variety of reasons. The 2020 California Primary resulted in the majority of public funding requests being unsuccessful. One learning point from 2019-2020 on whether or not to pursue a formal bond effort was that a proactive communications plan and effort is required.

**Discussion:**

Management has continued to explore the viability of a bond and has sought a review and discussion of a proposal for bond communications consultancy with the Administration and Finance Committee. Through that discussion there was consensus that moving forward with this work, at this time, is the best way forward to prepare for a bond in 2022. A review of proposals received from other firms in 2019 did not substantially compare in depth and breadth of work products to be delivered in the FSB proposal.

Some of the Measures that FSB has worked on, or is currently worked on are listed below:

2020, Yes on Measure F, Placer County  
2020, Yes on Measure G, Placer County  
2020, Yes on Measure H, Placer County

2020, Yes on Measure I, Placer County  
2020, Yes on Measure S, Auburn  
2018, Yes on Measure B, Roseville  
2018, Yes on Measure E, Placer County  
2018, No on Proposition E, San Francisco  
2018, No on Measure L, Anaheim  
2016, Yes on Measure M, Placer County  
2016, No on Proposition 62, California  
2016, Yes on Proposition 66, California  
2015, No on Measure A, Buena Park  
2014, Yes on Measure E, Anaheim  
2012, No on Proposition 29, California  
2010, Non on Proposition 15, California  
2010, No on Measure 66, Oregon  
2010, No on Measure 67, Oregon  
2007, No on Measure 50, Oregon  
2007, No on Referendum 67, Washington  
2006, Yes on Measure M, Orange County  
2006, No on Measure X, Newport Beach  
2006, Yes on Measure V, Newport Beach  
2006, Yes on Measure P, Anaheim  
2006, No on Proposition 86, California  
2006, No on Proposition 89, California  
2006, No on Measure 42, Oregon  
2006, No on Measure 45, Oregon  
2005, No on Proposition 79, California  
2005, Yes on Proposition 78, California  
2005, Yes on Measure B, Yorba Linda  
2005, Yes on Measure D, Orange County  
2004, No on Proposition 72, California  
2004, No on Proposition 68, California  
2004, Yes on Proposition 64, California  
2004, No on Measure 34, Oregon  
2004, No on Measure 38, Oregon  
2004, No on Question 4, Nevada  
2004, No on Question 5, Nevada

**Master Plan Strategic Recommendations:**

E.16 Consider new revenue sources that support expanded and diversified facilities, programs, and initiatives, including:

- Voter-approved initiatives, such as Landscape and Lighting Districts, bonds and serial levies, to finance improvements.

E.19 Identify funding sources for developing and managing open spaces to protect and enhance significant natural resources, including sensitive habitat.

**Fiscal Impact:**

Proposal is for \$163,000. Should the scope or term change during the period of work, then the Board would be informed and asked to make a determination on continuation or discontinuation.

**Attachment:**

- A. Proposal from FSB





July 30, 2020

TO: Kevin Loewen, Executive Director, El Dorado Hills Community Services District  
FROM: Cherri Spriggs, Principal, FSB Public Affairs  
RE: Proposed Public Outreach Program for Essential Facility Construction and Improvement Measure

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Thank you for the opportunity to present our approach for a public outreach program for an Essential Facility Construction and Improvement Measure for a potential 2022 Election.

Despite being in a relatively conservative County, the District can be successful with a funding measure if:

1. Voters understand why funding is needed
2. Voters understand what funding will be used for
3. Taxpayer Safeguards such as a Citizens' Oversight Committee, a sunset date and public audits are included as part of the measure
4. Voters have a guarantee that the State or Federal Governments cannot raid funding
5. Voters understand who is responsible for ensuring funds are spent as they intend

Any public outreach program must educate residents about the need but cannot give the perception the District is advocating for a measure. Educating, not advocating, is essential with a public outreach effort such as this. Designing a public outreach effort that considers the demographics of the District is essential to establish the foundation for any future successful measure and subsequent privately funded campaign.

## **FSB Public Affairs**

Whether representing an industry that provides thousands of jobs, public agencies looking to improve our quality of life, businesses trying to grow our economy, or coalitions working for public safety and better roads, we know the work we do impacts more than our clients. It also has a profound impact on all the stakeholders they serve.

The passion we bring to our work goes beyond a commitment to delivering results that help our clients win. The work we do makes a difference – and matters – in the lives of real people.

## **How We Work**

While no two clients or their issues are ever the same, the keys to being successful include:

- ◆ Helping clients understand and navigate the issue environment in which they are engaged;
- ◆ Devising a strategy based in quantitative and qualitative research;



- ◆ Identifying the strongest, most persuasive, and authentic messages and messengers;
- ◆ Defining the key stakeholder audiences and their primary interests;
- ◆ Identifying, recruiting, and mobilizing credible third-party allies;
- ◆ Aligning the most effective tactics, both traditional and digital, that successfully implement the strategy and get the client's side of the story told; and,
- ◆ Providing public affairs support that complements and strengthens advocacy efforts.

We believe in what we do, so we're willing to fight the tough fights and bring the absolute best minds, creativity, strategy and tactical execution to every aspect of our work. It's why we win, and why we're proud to be the firm so many clients have trusted.

## **Our Experience**

We have a long history of working hand in hand with local government agencies seeking to pass funding measures. Experienced both with public outreach efforts, and managing the private campaign, we know the fine line between education and advocacy. We know exactly what a local government agency can do and say before and after a measure is placed on the ballot. We know that a government agency can educate residents around the need and a potential solution, but we also understand that it cannot advocate for any such Measure.

Our experience allows us to develop dynamic public outreach efforts built upon innovative campaign strategies that utilize the most appropriate communication channels. Residents are voters, and one can argue voters are the most engaged residents. Our public education programs are renowned for examining all populations within a specific jurisdiction – male, female, ethnicity, age – and communicating with them on THEIR terms, using THEIR preferred channels of communication and messengers. It would be a mistake to assume all residents respond to direct mail, or digital advertising, or a Facebook post, or streaming platform advertising, or even communicate in the same language. We analyze available data to ensure the agency's messages are delivered using a medium that will be received.

## **Case Studies**

### **Measure B (City of Roseville)**

FSBPA was retained by a private campaign to manage the Measure B campaign in Roseville. The City of Roseville had already invested a serious amount of time and resources to conduct public outreach around the need for a half-cent general sales tax measure otherwise additional budget cuts loomed.



Roseville Testimony to Protect Public Safety,  
Health and Our Quality of Life  
PO Box 802  
Roseville, CA 95678

## KEEP ROSEVILLE SAFE Vote YES on Measure B



A YES vote on Measure B will ensure that Roseville can:

- ✓ Maintain rapid emergency fire, police and medical 9-1-1 response times.
- ✓ Continue our first-rate fire protection and police patrols that keep our neighborhoods safe.

*"Measure B is needed to maintain the first-rate service Roseville residents have come to expect from our first responders."*  
Roseville Firefighters Local 1592

*"A vote for Measure B is a vote for your safety."*  
Roseville Police Officers Association

Join Roseville Firefighters, Police Officers, the Roseville Chamber of Commerce and city, neighborhood, and business leaders — **Vote YES ON MEASURE B**

Measure B's small increase only translates to an estimated \$5 per month, per household!

Prior to our involvement, nearly two years of public outreach had been completed that included surveys, a direct mail program, and a digital advertising program to educate residents around essential services budget reductions and pension obligations the City was facing, as well as other needs and the various solutions to meet them – which included additional cuts and/or a sales tax measure.

Once the Measure was placed on the Ballot as Measure B, FSBPA was hired to take over the effort to advocate for the Measure's passage. This included campaign-funded research. We managed the research team, worked extensively on the survey design and data analysis once the survey returned from the field. It became apparent that residents most cared about public safety programs, building new stations and protecting and preserving response times. These findings advised the campaign's

path forward, which culminated in a victory in the November 2018 election with nearly 63 percent of the vote. The measure was known as Measure B – Roseville's Essential Services Measure.

### Placer County Transportation Planning Agency

In late 2013, FSBPA was retained by the Placer County Transportation Planning Agency (PCTPA) to establish foundational groundwork for a potential transportation sales tax measure in 2016. Like many other counties across the state, Placer was not immune to a crippling shortage in transportation funding. It is no longer fiscally practical to rely on federal and state monies to fund local transportation projects. California counties need to self-fund transportation projects in order to accommodate and properly plan for growth.



FSBPA worked in lockstep with PCTPA leadership developing and implementing a multi-phase communications, outreach and education program aimed at key county elected officials and business leaders that discussed local transportation infrastructure accomplishments, projected county population growth, developed and presented an expenditure plan to meet future transportation needs, and made the case for local funding and management. The program was based in proprietary research that was conducted to take voters' temperatures as it relates to a potential self-funding ballot measure.

FSBPA not only developed and managed the communication and education phases of the program, but intimately managed the research phase as well. Working with the California Alliance for Jobs and the North State Building Industry Association, FSBPA also developed the funding mechanism for the effort once it transitioned to a privately funded advocacy campaign.



FSBPA and PCTPA created a “Roadshow” presentation that leadership made throughout the County at key chambers of commerce and other business groups, community clubs like the Kiwanis, Rotary and Lions, and to local elected officials. The outreach effort went directly to potential sources of opposition on both ends of the political spectrum, including the Republican Party of Placer County, the Nor Cal Tea Party, and the Placer County Chapter of the Sierra Club. By the end of the public outreach program, PCTPA had delivered the presentation to hundreds of Placer County groups reaching thousands of residents.

In the time FSBPA was on retainer with PCTPA, support grew to 63 percent. In 2016, PCTPA decided to place a measure on the ballot as Measure M. FSBPA also had the privilege of managing the Measure M campaign. While failing to reach the

needed 2/3 threshold, it did manage to get nearly 64 percent of the vote in uber conservative Placer County in an election that was dominated by Republican wins, including the shocking Presidential race. It should also be noted that Measure M garnered 69 percent of the vote in south Placer County precincts in Lincoln, Rocklin, Roseville, and West Roseville.

In 2018, FSBPA was again retained by the agency to develop a public outreach program around a legislative solution which entailed forming a special district centered around the greatest need. Sales tax revenues would be generated and locally managed within this district of Roseville, Rocklin, and Lincoln. The legislative advocacy program, which included organizing hearing testimony and obtaining support letters from a diverse group of stakeholders representing labor, tourism, business, education, health care and elected officials, proved successful, and Governor Gavin Newsom signed the Legislation, AB 1413, into law in October 2019.

We continued our work assisting the agency with research coordination as well as managing the public outreach effort, working toward a November 2020 Election. The 2018- 2020 public education program included traditional and non-traditional methods of outreach such as movie theater advertising, electronic billboard advertising, streaming platform advertising, as well as hyper-local, geo-targeted digital advertising.

In light of COVID-19, polling became critical. We conducted a poll in March 2020 and garnered roughly 63 percent support. While a strong number to move forward, we found ourselves living in unprecedented times and advised the agency to conduct another poll in June 2020. Despite experiencing extreme economic volatility because of Shelter in Place orders, 62 percent of south Placer County voters still supported the sales tax measure. Due to a rigid elections calendar and continued uncertain times, we advised the agency not to move forward with a 2020 election and instead look to 2022 or 2024. The Board voted unanimously to do so at its June 2020 meeting.

## **Renew Measure M Public Education Effort**



By 2005, Orange County's Measure M, a local ½ cent sales tax to fund transportation projects, was nearing the end of its authorized 20-year life. It was FSB Public Affairs' responsibility to help develop the Measure M Renewal Plan and design and manage a public education campaign that ultimately resulted in the plan being placed on the ballot. The project entailed public opinion research including surveys and focus groups, earned media, coalition development, paid media, and grassroots components on behalf of the Orange County Transportation Authority (OCTA). [www.octa.net](http://www.octa.net)

Working with OCTA, FSBPA needed to design a renewal plan that would have broad public support. The Measure M Renewal Plan represented nearly two years of collaborative efforts by the OCTA Board, the 20/20 and Citizen's Oversight Committees, the private sector, and the Orange County community at large. The Plan emerged as balanced, inclusive, effective in delivering traffic relief and devoid of controversial projects that could have caused contention among voters.

During the Plan development phase, FSBPA conducted public opinion research to identify potential assets and liabilities. Research showed voters overwhelmingly approved of the way OCTA managed funds generated as a result of the original Measure M. Research also showed that voters, especially conservative voters, were not opposed to a tax extension. Because the Measure M Renewal Plan was not seeking a sales tax increase, but merely an extension, voters were incredibly supportive. In fact, focus groups continually revealed voters did not see the ½ cent sales tax as prohibitively expensive when compared to the tangible benefits derived from traffic improvements found throughout the county.

Once the Plan was developed, FSBPA moved into Phase II of the project which entailed a comprehensive and aggressive public education component. For the Measure M Renewal Plan to go before voters, a majority of Orange County's individual city councils needed to vote to place it on the ballot. FSBPA had to communicate with both opinion leaders and the public at large about the contents of the Plan and the need for funding. This phase was extremely critical as FSBPA could not appear to be advocating for the renewal of Measure M but needed to advocate for the placement of the Plan on the ballot.

The public education phase included meetings with elected officials from every city in the county, town hall meetings, presentations to community leaders, environmental groups, and labor unions as well as earned and paid media activities. FSBPA educated the public about nearly 50 transportation improvement projects that resulted from the original Measure M funding, as well as educated them about the projects included in the renewal Plan.

At the conclusion of this phase FSBPA garnered a list of over 200 groups, companies, associations, unions, elected officials, environmental groups, and community leaders that pledged their support for the Plan to go before voters. All 34 cities voted to place the Measure M Renewal Plan on the November 2006 ballot.

And while not directly relevant to the FSBPA public contract with OCTA, it should be noted that after the Measure M Renewal Plan was on the ballot, FSBPA was retained by the private



committee overseeing the advocacy campaign for the ballot measure itself. FSBPA served as the lead campaign strategist and manager. Measure M was renewed by nearly 70 percent of Orange County voters.

The Agency is anticipating a renewal in November 2022 and is in talks with FSBPA to develop a public outreach effort around the renewal beginning Q3.

## Orange County Transportation Authority Diverse Communities Outreach Program Strategy & Work Plan



Orange County's demographics have changed. A third of the county's overall population is Latino, and it now boasts the third largest Asian American population in the nation, behind only Los Angeles and Santa Clara counties. Nearly 50 percent of Orange County residents speak a language other than English at home. The Orange County Transportation Authority (OCTA) has a duty to serve all constituents and residents and "keep Orange County moving." Additionally, OCTA needed to be compliant with federal Title VI and Environmental Justice statutes by ensuring diverse communities have the chance to take full advantage of services and include them in the planning, designing and decision-making processes. To achieve these goals, it was crucial the agency develop a diverse communities outreach program strategy and work plan.

FSBPA was retained to conduct research by way of formal focus groups and stakeholder interviews, analyze findings, and develop a strategic two-year communications and outreach plan to engage ethnically and socio-economically diverse communities in Orange County. The plan consisted of various objectives derived from research findings. Objectives supported overarching goals and included the following:



- Initiate contact with new diverse organizations every quarter
- Increase awareness of OCTA as a responsible leader as it relates to the county's transportation and funding
- Convene an external committee comprised of community leaders to strategically develop outreach plans, future plans and more to engage diverse communities in Orange County
- Recruit OCTA employees to join a diversity ambassador group after two years, then double the number the following year (to represent communities speaking Spanish, Vietnamese, Korean and Mandarin, as well as African American and American Indian communities)
- Add to the diversity outreach team with external resources focused on diverse media and community outreach and business community outreach

Guiding strategies were developed to ensure objectives would be met within a two-year period. Messages, tactics, and metrics were developed for each objective specific to Asian, Latino, Senior and LGBTQ communities as well as people with disabilities. The plan was internally adopted by OCTA leadership in early 2015. In addition to serving as a strategic communications and outreach roadmap, the plan has been widely accepted as a diverse communities' guide for best practices.

In 2015, FSBPA was honored with an Orange County Public Relations Society of America Protos Award for the Strategy & Work Plan.

## Proposed Team



**Cherri Spriggs**  
**Principal & Chief Client Service Officer**  
**FSB Public Affairs**

Just named #1 public relations firms by fee income on the Sacramento Business Journal's Top Public Relations List, Cherri Spriggs is one of FSB Public Affairs original owners. She has managed day-to-day efforts and multi-million-dollar budgets on behalf of several statewide and local initiative and

referendum campaigns, Fortune 500 companies, local government agencies, non-profit organizations, and associations.

Since 2012, she has led the firm's Latino Outreach and Spanish-Language team. Assimilating to the language and culture through study and living abroad, Cherri has spent much of her career developing and implementing culturally appropriate strategies for her clients. Her extensive experience and sage counsel make her the go-to choice for clients seeking to deliver their messages to the Latino community.

Her record of success, coupled with her unique collaborative approach to ballot initiative campaigns, public outreach efforts and traditional corporate public affairs programs, has earned her a national reputation for being an intentional, strategic leader and a masterful tactical implementor. Cherri's passion, dedication and vivacious spirit makes her a client favorite.

### Experience

- Eight years with FSB Public Affairs (2012 – Present)
- 20 years in public relations, public affairs, multicultural communications and ballot initiative campaigns with Porter Novelli (2001-2003), Edelman (2003), Schubert Public Affairs (2004 – 2008; 2009 – 2012); VSP (2008) and California State University, Chico (2001)
- Experienced in health care, education, transportation, insurance, tort reform, land use and patient advocacy issues

- Served as Campaign Manager or Deputy Campaign Manager for 15 Statewide, Regional, and Local Ballot Initiatives in Transportation, Education, Land Use, Public Safety, Health Care and Tort Reform

## Community Involvement

- Commissioner, Economic Development Commission, City of Lincoln (2015-Present)
- Past President, Lincoln Chamber of Commerce (2018-2020)
- Board Member, Lincoln Chamber of Commerce (2017 – Present)
- Board Member, Visit Placer (2019 – Present)
- Board Member, Lighthouse Counseling & Family Resource Center (2017 – Present)
- Director at Large, CSU Chico Department of Public Relations & Journalism Advisory Board (2012 – Present)
- Sustaining Member, Junior League of Sacramento (2008 – Present)

## Education

- Bachelor of Arts, Journalism, California State University, Chico
  - Minor, Spanish



**Nancy Eldred**  
**Account Executive**  
**FSB Public Affairs**

Nancy Eldred has been with FSB Public Affairs since 2017. An integral part of the funding strategy public education and campaign team, she is skilled in social media strategy and coordination, earned media, paid streaming advertising, stakeholder engagement, community event coordination, political research and more.

## Experience

- Served on Local, Regional and Statewide Ballot Measure Teams
- Specializes in PAC Administration for Local and National Nonprofit Organizations, Trade Associations and Public Societies
- Experienced in Education, Land Use, Transportation and Tourism

## Education

- Bachelor of Arts, Communication Studies with an emphasis in Public Relations  
California State University, Sacramento
  - Minor in Marketing



## **Proposed Timeline of Activities and Budget**

Please find a tentative Timeline of Activities and budget for a fiscal year 2020-2021 public outreach effort to coincide with your General Plan update. A few items to consider:

**Research** - It is imperative the District conduct additional research in the spring of 2021 consisting of both qualitative and quantitative research in the form of focus groups and a survey. While the survey conducted in September 2019 provided a benchmark and yielded useful information about community priorities, it did not include any opposition arguments to a potential measure nor did the survey yield information regarding how people talk about the District, its programs and its facilities. Only focus groups can reveal such qualitative data. Additionally, we will want to ensure the quantitative research (survey) is conducted 'Multi-modal – via phone and email from a cross-section of likely voters within the district.

**Tiered Outreach Model** – For a program like this, we recommend a Tiered Outreach model that prioritizes various stakeholders. Stakeholders for the purpose of this proposed program include current and past program and facility users, relevant business organizations, youth sports organizations, faith-based organizations, major employers, various homeowners' associations, school boards and parent teacher organizations and the general public.

**Phased Program** – The Timeline of Activities is organized by phases. A Developmental Phase to finalize the program, budget and timeline and prepare basic materials and messages, a Foundational Phase which focuses on the beginning stages of the most critical outreach, a Tactical Phase which focuses on paid advertising development and implementation and a Research Phase which centers around qualitative and quantitative research as discussed earlier.

The timeline outlined on the following pages combines earned media activities, digital advertising, organic social media, a digital landing page, direct mail, community meetings, and paid streaming advertising, community events and more to reach all residents. It is important to note that this approach is open to adjustment given the current circumstances and environment around the COVID-19 (Coronavirus) pandemic.

Again, while the District is prohibited from advocating for any potential measure, it is free to educate residents about the need and potential solutions. Our program seeks to reach residents a number of times through multiple channels to ensure they're informed about the District's success, the current financial situation, unmet facility needs, new facility construction costs as an economic stimulus in the community and lastly, how state of the art facilities translate to increased property values and an unmatched quality of life.

Tentative Timeline of Activities - Fiscal Year 2020-21	
August 2020 Phase One	<ul style="list-style-type: none"> <li>• Board Vote to Commence Program</li> <li>• Conduct In-Depth Communications and Social Media Platform Audit</li> <li>• Integrate into General Plan Update Process</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings Established</li> <li>• Monthly Progress Report Delivered</li> </ul>
September 2020 Phase One	<ul style="list-style-type: none"> <li>• Develop Public Outreach Plan</li> <li>• Create Outreach and Stakeholder Database</li> <li>• Create Advisory Committee Comprised of Selected Stakeholders</li> <li>• Define Messaging</li> <li>• Prepare Preliminary Needs Assessment &amp; Education Materials (Infographics, Sandwich Boards, Digital Elements, Posters, Bill Inserts, Etc.)</li> <li>• Update Website/Build Landing Page</li> <li>• Identify Advisory Committee</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Q3 Report Delivered</li> </ul>
October 2020 Phase Two	<ul style="list-style-type: none"> <li>• Begin to Identify Opposition</li> <li>• Begin Tier One Stakeholder Outreach</li> <li>• Hold Advisory Committee Meeting</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
November 2020 Phase Two	<ul style="list-style-type: none"> <li>• Continue Tier One Stakeholder Outreach</li> <li>• Continue to Engage Opposition</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
December 2020 Phase Two	<ul style="list-style-type: none"> <li>• Begin Tier Two Stakeholder Outreach</li> <li>• Integrate Education into Relevant Community Holiday Events</li> <li>• Continue to Engage Opposition</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Q4 Report Delivered</li> <li>• Board Presentation</li> </ul>

January 2021 Phase Three	<ul style="list-style-type: none"> <li>• Continue with Tier One and Tier Two Stakeholder Outreach</li> <li>• Begin Tier Three Stakeholder Outreach</li> <li>• Hold Advisory Committee Meeting</li> <li>• Direct Mail</li> <li>• Create Spots for Paid Streaming and Digital Advertising</li> <li>• Hold Community Open House</li> <li>• Begin Earned Media Activities</li> <li>• Begin Securing Video Testimonials for Social Media</li> <li>• Continue to Engage Opposition</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
February 2021 Phase Three	<ul style="list-style-type: none"> <li>• Continue with Tier One, Tier Two and Tier Three Outreach</li> <li>• Begin Digital Advertising</li> <li>• Continue Earned Media Activities</li> <li>• Continue Securing Video Testimonials for Social Media</li> <li>• Hold Community Open House</li> <li>• Continue to Engage Opposition</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
March 2021 Phase Three	<ul style="list-style-type: none"> <li>• Continue with Tier One, Tier Two and Tier Three Outreach</li> <li>• Begin Paid Streaming Advertising</li> <li>• Continue Earned Media Activities</li> <li>• Continue Digital Advertising</li> <li>• Continue Securing Video Testimonials for Social Media</li> <li>• Hold Community Open House</li> <li>• Continue to Engage Opposition</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Q1 Report Delivered</li> <li>• Board Presentation</li> </ul>
April 2021 Phase Four	<ul style="list-style-type: none"> <li>• Continue with Tier One, Tier Two and Tier Three Outreach</li> <li>• Hold Advisory Committee Meeting</li> <li>• Continue Paid Streaming Advertising</li> <li>• Continue with Digital Advertising</li> <li>• Direct Mail Piece</li> <li>• Continue Earned Media Activities</li> </ul>

	<ul style="list-style-type: none"> <li>• Continue Securing Video Testimonials for Social Media</li> <li>• Continue to Engage Opposition</li> <li>• Qualitative Research: Focus Groups</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
May 2021 Phase Four	<ul style="list-style-type: none"> <li>• Continue with Tier One, Tier Two and Tier Three Outreach</li> <li>• Continue Paid Streaming Advertising</li> <li>• Continue with Digital Advertising</li> <li>• Continue Earned Media Activities</li> <li>• Continue Securing Video Testimonials for Social Media</li> <li>• Continue to Engage Opposition</li> <li>• Quantitative Research: Survey</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
June 2021 Phase Four	<ul style="list-style-type: none"> <li>• Hold Advisory Committee Meeting</li> <li>• Survey Results Board Presentation</li> <li>• Determine Next Steps and Plan for Next Phase of Program Depending on Research and Election Date</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• FY 20-21 Report Delivered</li> </ul>

On the following page is a tentative budget that is both comprehensive and conservative. This budget is inclusive of fees, hard costs and both qualitative and quantitative research. While we believe the budget is appropriate for the magnitude of the program, we are always happy to engage in discussions around funding as needed.

It is intended that the management fee would be billed monthly as a retainer, while other items would be billed as one-time expenditures. A best estimate of which quarter the expenditure can be anticipated appears in parenthesis.

Public Outreach Program & Budget – August 2020 – June 30, 2021		
Outreach Team Management Fees* <i>*Fees include plan strategy, oversight and implementation, FSB Public Affairs (Earned Media, Stakeholder Outreach, Coordination, etc.)</i>	\$5,000 x 10 months	\$50,000
Graphic Design (Infographics, Printing, Digital Advertising Production, General Design)	\$15,000 (Q3 2020, Q1 2021)	\$15,000
Landing Page & Organic Social Media Strategy	\$5,000	\$5,000
Direct Mail Program	\$20,000 (Q1, Q2 2021)	\$20,000
Paid Digital Advertising Program (Facebook, Instagram, Snapchat, Relevant News Sites, Streaming Platforms, etc.)	\$15,000 (Q1, Q2 2021)	\$15,000
Community Meetings (Dinner/Lunch, Materials, Rentals)	\$3,000 (Q1 2021)	\$3,000
Research (3 Focus Groups & Survey)	\$55,000 (Q2 2021)	\$55,000
<b>Total</b>	<b>10-month Program</b>	<b>\$163,000</b>

*\*The above represents a comprehensive budget for a public outreach effort for Fiscal Year 2020-21. A new FY 2021-22 program and budget will be developed once the Board determines the viable election cycle. Pending that outcome, either a privately-funded group to manage and pass the measure will be responsible for the campaign program and securing financing, or there could be additional public outreach that takes place prior to the transition to a privately-funded effort.*

## Our Approach to Client Service

Client Service is what distinguishes one communications firm from another. All firms can conduct perform tasks – we do it better than the rest because of our approach to client service. We take it so seriously we have a Chief Client Service Officer that oversees client service across all Core Strategic Group Companies.

Ensuring our team delivers what we promise while exceeding expectations, the Chief Client Service Officer is a company principal whose sole responsibility is to inspire, motivate and hold our team members accountable when it comes to every decision and every deliverable.

What exactly does that mean?

- Building the right team to meet your needs and structuring that team so you have a designated project manager who serves as your day-to-day point of contact. This will be a senior executive who regularly interacts with the CEO and the Chief Client Service Officer. In this instance, the District's program will be overseen by our Chief Client Service Officer, Cherri Spriggs.
- 24/7 accessibility
- A program schedule that is guided by the approved plan and timeline - from which we develop monthly work plans.
- Weekly internal team meetings to track progress, adherence with deadlines and what needs to be completed in the coming week.
- Regular, consistent communication between the project manager and the client that could include but is not limited to:
  - Weekly or bi-weekly calls with you to report on progress, provide updates and ensure you are informed on the status of all program activities
  - Regular written status reports that track back to the original scope of work
  - Board presentations
  - Annual strategic planning and visioning session in Q4
  - Annual report that details all activities for the current project year

We are only as good as the last client we served. We never rest on our laurels. We bring the words "client service" and "client retention" to life. Anyone can be hired to run a program - we want to be hired as a partner to help the District achieve its goals. Exceptional client service delivered via a sound, innovative, culturally relevant strategy that employs the most trailblazing tactics is how we get there. It's our promise.

## **Conclusion**

Thank you for the opportunity to present our initial thoughts on strategy and a comprehensive public outreach effort that sets the foundation for a future ballot measure. A public outreach effort with a funding strategy emphasis is the type of program that genuinely excites our team. No two are alike - the proposed funding mechanism, communities and the agencies are always different – but that's what inspires us to use our experience to design and deliver a completely unique program that gets the community talking and mobilizes them to take action. We look forward to further discussions with the District. Thank you.

## References

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Measure E – Sierra College  
Measure B – Roseville Essential Services

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Measure M – Transportation  
Measure E – Sierra College  
Measure B – Roseville Essential Services



August 17, 2021

TO: Kevin Loewen, General Manager, El Dorado Hills Community Services District

FROM: Cherri Spriggs, Principal, FSB Public Affairs

RE: Phase Two (Research and Public Outreach) for Proposed Essential Facility Construction and Improvement Measure

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Thank you for the opportunity to present continued strategy, tactics, timeline and budget for a potential facility construction and improvement measure. Since 2020, the FSB Public Affairs team has worked in lockstep with El Dorado Hills Community Services District Leadership, Staff and Board. Many accomplishments and milestones were achieved over the last year including:

- Completing the Master Plan Update and Communicating Outcomes
- Establishing the Stakeholder Advisory Committee
- Garnering News Media Coverage for Events and Announcements
- Producing Digital and Streaming Advertising
- Conducting Numerous Virtual Workshops and Town Hall Meetings
- Producing Direct Mail
- Implementing Grassroots Activities such as Securing Testimonials
- Assisting with Collateral Development
- Producing Video Assets
- Conducting Qualitative Research in the Form of Two Focus Groups
- Conducting Quantitative Research in the Form of One Community-wide Survey

The first phase of the public education effort touted the findings from the Master Plan Update process. The research phase of the program revealed warm support for a potential funding measure in the future around preservation of open space, trail development, a multi-purpose facility and an aquatic center. While specific expenditures need to be further examined, the following is a summary of Phase One Research:

- Despite uncertainty, El Dorado Hills residents are optimistic about the future.
- Most are satisfied with the quality of current programs and services in El Dorado Hills.
- In the abstract, residents are highly favorable to a bond measure with limited opposition.
- Preserving and acquiring open space is the most compelling component.
- Though support declines when aided with cost details, residents still favor a potential bond measure with additional information around need, benefits, how funds are collected, and accountability.
- Continued, informative and compelling communication are likely to increase awareness.



This memo outlines Phase Two of the public education program. Phase Two doubles down on public education -focusing on funding and community needs - and research to further understand sentiment and home in on community pride points to determine potential success and most viable election. Furthermore, it will be during this phase the District will need to engage legal and bond counsel to prepare a measure and expenditure plan for testing and potential placement on the ballot.

## **Proposed Timeline of Activities and Budget**

Please find a tentative Timeline of Activities and Budget for October 2021-June 2022:

Board votes to approve Phase Two of the program in October 2021.

**Research (November - December 2021, January 2022 & April - June 2022)** – The next phase of research would include a longer, more in-depth survey (18 – 20 minutes) (n=300 interviews). Longer surveys cost more due to the fact it takes more time to conduct the interview as well as draft and analyze, however, longer surveys also yield more concentrated, rich data. We recommend conducting this longer survey in December 2021. It is valuable to conduct this research sooner rather than later to gain solid footing on how to communicate with residents about the need for the measure.

After analyzing data, refining key points, and implementing an additional 8-week public education effort, we recommend a shorter, tracking survey (10-12 minutes) (n=300 interviews) to garner support for a potential funding measure on the November 2022 ballot, or a future ballot measure.

### **Public Outreach Effort (February – May 2022)**

The tentative timeline that follows combines earned media activities, digital advertising, direct mail, community meetings, paid streaming advertising, community events and more to reach all residents. The program remains nimble as we continue to navigate through COVID-19 and the Delta Variant.

Again, while the District is prohibited from advocating for any potential measure, it is free to educate residents about the need and potential solutions. Our program seeks to reach residents a number of times through multiple channels to ensure they're informed about the District's success, the current financial situation, the outcome of the Master Plan Update process, unmet facility needs, and lastly, how state of the art facilities translate to increased property values and an unmatched quality of life.

Tentative Timeline of Activities – October 2021 – June 2022	
October 2021	<ul style="list-style-type: none"> <li>• Board Vote to Commence Program</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings Established</li> </ul>
November 2021	<ul style="list-style-type: none"> <li>• Contract Commences</li> <li>• Draft Survey</li> <li>• Engage Advisory Committee</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
December 2021	<ul style="list-style-type: none"> <li>• Conduct Survey</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
January 2022	<ul style="list-style-type: none"> <li>• Analyze Survey Results</li> <li>• Survey Presentation to District Leadership</li> <li>• Refine Messaging</li> <li>• Develop Public Outreach Plan</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Engage Bond and Legal Counsel for Potential Measure</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
February 2022	<ul style="list-style-type: none"> <li>• Present Public Outreach Plan at Board Meeting</li> <li>• Implement Public Outreach Plan</li> <li>• Produce necessary creative (digital advertisements, infographics, videos)</li> <li>• Engage Stakeholder Advisory Committee</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Engage Bond and Legal Counsel for Potential Measure</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Implement Public Outreach Plan</li> </ul>

# FSB

PUBLIC AFFAIRS

	<ul style="list-style-type: none"> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
April 2022	<ul style="list-style-type: none"> <li>• Implement Public Outreach Plan</li> <li>• Draft Tracking Survey</li> <li>• Engage Stakeholder Advisory Committee</li> <li>• Engage Bond and Legal Counsel for Potential Measure</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
May 2022	<ul style="list-style-type: none"> <li>• Implement Public Outreach Plan</li> <li>• Conduct Tracking Survey</li> <li>• Analyze Data</li> <li>• Engage Bond and Legal Counsel for Potential Measure</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>• Survey Results Presentation to the District Leadership Team</li> <li>• Formulate Recommendation for Moving Forward</li> <li>• Survey Results/Recommendation for Moving Forward Presentation to the Board</li> <li>• Engage Stakeholder Advisory Committee</li> <li>• Engage Bond and Legal Counsel for Potential Measure</li> <li>• Assist with District Communications Activities as Needed</li> <li>• Bi-Weekly Zoom or In-Person Team Meetings</li> <li>• Monthly Progress Report Delivered</li> </ul>

Below represents a tentative budget that is both comprehensive and conservative. This budget is inclusive of fees, hard costs, quantitative research, and sets aside funds for bond and legal counsel.

Management fees are billed monthly as a retainer, while other items are billed as one-time expenditure. A best estimate of which quarter the expenditure can be anticipated appears in parenthesis.

Public Outreach Program & Budget – November 1, 2022 – June 30, 2022		
Outreach Team	\$5,000 x 8 months	\$40,000
Management Fees*		
<i>*Fees include plan strategy, oversight and implementation, FSB Public Affairs (Earned Media, Stakeholder Outreach, Coordination, etc.)</i>		
Graphic Design (Infographics, Video, Printing, Digital Advertising Production, General Design)	\$15,000 (Q1 2022)	\$15,000
Bond and Legal Counsel	\$20,000 (Q1, Q2 2022)	\$20,000
Direct Mail Program	\$15,000 (Q1, Q2 2022)	\$15,000
Paid Digital Advertising Program (Facebook, Instagram, Snapchat, Relevant News Sites, Streaming Platforms, etc.)	\$10,000 (Q1,Q2 2022)	\$10,000
Community Meetings (Dinner/Lunch, Materials, Rentals)	\$3,000 (Q1, Q2 2022)	\$3,000
Research (In-Depth Survey and Tracking Survey)	\$70,000 (Q4 2021, Q1 & Q2 2022)	\$70,000
<b>Total</b>	<b>8-month Program</b>	<b>\$173,000</b>

*\*The above represents a comprehensive budget for Phase Two (November 2021 – June 2022).*

## Conclusion

Thank you for the opportunity to present our thoughts on strategy and tactics for the next phase of this program. The continued work sets the foundation for a future ballot measure whether it be in 2022 or 2024. A public outreach effort with a funding strategy emphasis is the type of program that genuinely excites our team. We look forward to further discussions with the District. Thank you.

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Brittany DiTonno, Executive Assistant/Clerk of the Board

**Meeting Date:** November 10, 2021

**Report Date:** October 29, 2021

**Subject:** **El Dorado County LAFCO Special District Runoff Election - Seat 2**

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**Recommended Action:**

Provide preferred election ranking for El Dorado Local Agency Formation Commission (LAFCO) Special District Runoff Election - Seat 2.

**Background:**

As taken from the LAFCO website ([www.edlafco.us/commissioners](http://www.edlafco.us/commissioners)) *“El Dorado LAFCO is composed of seven regular Commissioners: two members from the Board of Supervisors; two members who represent cities; two members who represent special districts; and one public member who represents the public as a whole... Special district representatives (regular and alternate) to LAFCO are nominated and elected by the special districts in the County of El Dorado...”*

**Discussion:**

LAFCO has notified the District an Instant Runoff Election for Special District Representatives is occurring to fill a recent vacancy for Seat 2. The candidate who receives the highest number of votes will serve the remainder of the vacated four-year term, from May 2019 to May 2023. The deadline to submit the ballot is November 30, 2021 at 5:00 p.m. The Board may choose their election ranking and direct staff to file the ballot.

**Attachment:**

- A. El Dorado County LAFCO Instant Runoff Election Memo & Election Process
- B. Candidate Statements (3)
- C. Election Ballot



## M E M O

DATE: October 5, 2021

TO: Special District Selection Committee

FROM: Erica Sanchez, Interim Executive Officer

SUBJECT: **Instant Runoff Election of Regular Special District Representative to El Dorado LAFCO**

### Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representative election.

At the time a minimum number of ballots are received to establish a quorum, in order to be selected as a LAFCO Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. If none of the candidates receive the necessary majority of votes, LAFCO will conduct an “instant runoff election” in the interest of avoiding the additional costs of a runoff election. An informational explanation describing this election process is included for your convenience.

Also enclosed with this memo you will find a ballot and a copy of each candidate’s Statement of Qualifications received as of the date of this memo.

Please note that there is one regular (voting) seat up for election. Whomever receives the highest number of votes in this election will serve the remainder of the vacated four-year term, from May 2019 to May 2023. Should Michael Saunders, who currently serves as the Alternate Special District Representative, be elected to the open regular seat, then the second highest vote getter becomes the new alternate special district member to LAFCO, to serve the remainder of the Alternate term through May 2023.

Please take the opportunity to fill out the ballot, ranking each nominee in the order of preference using “1” for your first preference, “2” for second, and so on. It is okay to vote for only one person; however, ranking additional candidates *will not* help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

S:\Elections\2021 Special District Election #2\SDE Ballots\2021 Special District Election #2 Memo.docx

#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnboo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### STAFF

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant  
Malathy Subramanian, Commission Counsel

The nominees are:

- 1) Michael Saunders
- 2) Monique Scobey
- 3) Tim White

**Election Deadline**

The voting period will be 56 days from October 5, 2021; all votes are due in writing on or before **5:00 pm on November 30, 2021**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the presiding officer (Board President or Chair) of the board meeting in which you made your selection sign the returned ballot.

**Signature on Returned Ballot**

If the presiding officer is unable to vote, the legislative body of the district may designate another board member to cast the ballot in place of the presiding officer. Board members designated by their district board to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members **may not** substitute their signature for the presiding officer's signature.

Additionally, if the presiding officer has changed since the last Special District Representative Election, please provide supporting documentation to LAFCO about the change so that LAFCO staff can update its records.

**If any of these requirements are not met, the ballot will be considered invalid.**

Thank you for your time and please feel free to contact me or any member of my staff at (530) 295-2707, if you have any questions.





## **INSTANT RUNOFF ELECTION PROCESS**

### **Introduction**

The following procedure implements the instant runoff voting method for determining the winner in a fictional “Central Division Director” election. A process, similar to the one explained below, will be utilized in determining the LAFCO Special District representative.

### **Ballot Specifications and Directions to Voters**

A voting ballot shall allow a voter to rank candidates for the Central Division Director in order of choice. All candidates are listed on the ballot with one additional slot for a write-in candidate. The voter may include no more than one write-in candidate among his/her ranked choices. Directions provided to voters shall conform substantially to the following specifications:

Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number “1” beside a candidate’s name, your second choice by marking the number “2” by that candidate’s name, your third choice by marking the number “3,” and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates cannot help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

### **Ballot Counting**

The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review by the Central Division Election Review Committee using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the

#### **COMMISSIONERS**

Public Member: Michael Powell • Alternate Public Member: Vacant

City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli

County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo

Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### **STAFF**

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant

Malathy Subramanian, Commission Counsel



continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

**Example:**

There are three candidates: Smith, Jones and Marks. 60 ballots are submitted with the following results:

- Smith is ranked 1 by 25 voters
- Jones is ranked 1 by 20 voters
- Marks is ranked 1 by 15 voters.

In the first round no one receives a majority (31 votes). Thus, Marks is eliminated and those ballots that had Marks ranked 1 are reviewed for their second choice.

- Smith is ranked 2 on 10 of the of the 15 ballots
- Jones is ranked 2 on 3 of the 15 ballots.

Thus, Smith wins with 35 votes and Jones is second with 23 votes. (Note: In this example, only 13 votes were counted in round two because two of the Marks ballots only voted for first choices.)



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## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
Special District Member	Michael Saunders	Georgetown Divide Public Utility District

SIGNATURE OF PRESIDING OFFICER: Michael Saunders  
(Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Michael Saunders  
(Required)

NAME OF NOMINATING DISTRICT: Georgetown Divide Public Utility District

MINUTES ATTACHED (Optional): Yes ☒ No ☐  
Resolution

**Nominations must be received by LAFCO before**  
**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO**  
**550 Main Street, Suite E**  
**Placerville, CA 95667**

**lafco@edlafco.us**

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#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borell  
County Members: John Hildahl, Wendy Thomas • Alternate County Member: George Turnbo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### STAFF

Erica Sanchez, Interim Executive Officer  
Malathy Subramanian, Commission Counsel

My educational background includes a Bachelor of Science from Cornell University and a Doctor of Medicine from Howard University. I am the President of the Board of Directors for the Georgetown Divide Public Utility District (GDPUD) and currently serve as the Alternate Special District Representative on the El Dorado LAFCO.

My experience in governance and working on commissions also includes being Chair of various County Organizational groups, State committees, and being a member and active participant in State workgroups tasked with providing a framework, guidelines, and recommendations for the legislative changes to enact the Water Conservation Bill. I continue to be an advocate for our Rural and Mountain Counties to the State. I bring my skills in the interaction needed between governance, local agencies, and the public.

I have served on the El Dorado LAFCO Commission since 2019. My committee work includes Ad hoc Budget Committee, Small Water District MSR Review Committee, Executive Officer Recruitment Committee. If elected, I look forward to continuing to serve the County by evaluating and promoting the efficient provision of services within the County and to help protect and maintain agricultural and open space lands.

I bring my commitment to share my experiences of Special Districts and governance and will remain to be a resource to our Special District members, the community, and the public if chosen to be a Special District Commissioner.

Thank you,

Michael Saunders, MD  
President, Board of Directors  
Georgetown Divide Public Utility District

Alternate Commissioner, Special District Member  
El Dorado LAFCO



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Attachment 12A

## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
member Board of Directors	Monique Scobey	Cameron Park Community Services District

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

  
(Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: ERIC ASTON, President  
(Required)

NAME OF NOMINATING DISTRICT: Cameron Park CSD

MINUTES ATTACHED (Optional): Yes ☐ No ☒

*approved minutes available October 20, 2021*

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

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Placerville, CA 95667**

**lafco@edlafco.us**

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#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### STAFF

Erica Sanchez, Interim Executive Officer  
Malathy Subramanian, Commission Counsel

Statement of Qualifications  
**MONIQUE SCOBAY**  
El Dorado LAFCO  
March 2021

My name is Monique Scobey and I am currently serving on the Board of Directors for the Cameron Park Community Services District. Our District provides several public services: fire and emergency response, parks, recreation, CC&R compliance, waste collection/recycling, and lighting/landscape districts. Overseeing these services has provided me with an understanding of the variety of requirements and responsibilities of our communities, as well as how Special Districts and local government function. I have served on all four of the District's Standing Committees and have completed my 18 month term for President of the Board in Dec 2020. The Board of Supervisors recently appointed me as an Alternate to the County El Dorado Solid Waste Advisory Committee.

In 2019, with the support of the Board of Directors, the District achieved our Transparency Certificate. In 2020, I completed the Special District Leadership Foundation – Leadership Academy that provides the knowledge base to perform essential governance responsibilities. This mixture of experiences will assist me in serving as knowledgeable LAFCO member.

I have lived in El Dorado County for over 25 years, raising our three children in Cameron Park and operating a small software consulting business. I served on sport club boards and as an ambassador at the Shingle Springs/Cameron Park Chamber of Commerce. I currently work part-time in real estate and am recently retired, and my husband and I plan on remaining here, in our community, so I am personally invested in how our County evolves.

I enjoy engaging with others, hearing and incorporating others views, finding common ground and collaborating on a clear path forward. Agencies work better when all stakeholders are involved to help define solutions. I look forward to working on this committee and keeping our county and communities a desirable place to live, work and visit.

My education includes a Master's Degree in Aerospace Engineering from USC and a Bachelor of Science Degree in Mechanical and Aeronautical Engineering from UC Davis.



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## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
EDHFD BOARD PRESIDENT	Timothy White	El Dorado Hills County Water District

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

*(Original Signature Required)*

**Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.**

PRINTED NAME OF PRESIDING OFFICER: \_\_\_\_\_

Timothy White  
*(Required)*

NAME OF NOMINATING DISTRICT: El Dorado Hills County Water District

MINUTES ATTACHED (Optional):

Yes ☒

No ☐

*Draft Minutes*

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

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Placerville, CA 95667**

**[lafco@edlafco.us](mailto:lafco@edlafco.us)**

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#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
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## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
EDHFD Board President	Tim White	El Dorado Hills Fire Department

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

(Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: MATTHEW B. Kohl  
(Required)

NAME OF NOMINATING DISTRICT: Rescue Fire Protection District

MINUTES ATTACHED (Optional): Yes ☒ No ☐  
Draft Minutes

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

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**[lafco@edlafco.us](mailto:lafco@edlafco.us)**

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#### COMMISSIONERS

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#### STAFF

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Malathy Subramanian, Commission Counsel



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## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District
Seat 2	Tim White	EDH Fire

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

(Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Noelle Mattock, Board President  
(Required)

NAME OF NOMINATING DISTRICT: El Dorado Hills CSD

MINUTES ATTACHED (Optional):

Yes ☒

No ☐

**Nominations must be received by LAFCO before**

**5:00 p.m. on October 1, 2021**

**Return to:**

**El Dorado LAFCO  
550 Main Street, Suite E  
Placerville, CA 95667**

**[lafco@edlafco.us](mailto:lafco@edlafco.us)**

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**COMMISSIONERS**

Public Member: Michael Powell • Alternate Public Member: Holly Morrison  
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Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

**STAFF**

Erica Sanchez, Interim Executive Officer  
Malathy Subramanian, Commission Counsel



## **Timothy J. White**

**Nominee, El Dorado County Special District Representative**

**El Dorado County LAFCO**

### **Statement of Qualifications**

I am currently the Board President of the El Dorado Hills County Water District, commonly known as the El Dorado Hills Fire Department (EDHFD), and have been nominated by my fellow directors at EDHFD, as well as the Board of Directors of the Rescue Fire Protection District and the El Dorado Hills Community Services District, to run for the open Special District seat on LAFCO.

My qualifications and background information are as follows:

- EDHFD Board of Directors- December 2018-present. President 2021, Vice-president 2020. Have served, or are serving on, the following Board Committees - Finance, Strategic Planning, and Joint Powers Authority. In addition, I am one of the Fire Board directors on the El Dorado Hills Incorporation Executive Working Group organized by the El Dorado Hills Community Services District.
- El Dorado Hills Area Planning Advisory Committee ("APAC") - voting member- 2015-present. Vice Chair-2018-present. Chair-2016 and 2017. APAC is a volunteer group of residents that review proposed residential and commercial developments in the El Dorado Hills area, and provides comments and written reports addressing resident concerns on the proposed projects to the El Dorado County Planning Commission and the El Dorado County Board of Supervisors.
- El Dorado County Master Gardener since 2016.
- I am a native Californian, a graduate of the University of San Francisco and of the University of Los Angeles School of Law, and practiced law for 30 years concentrating in business-financial law, with an emphasis in international transactions.

I have the time, interest, and ability to serve as an effective LAFCO Commissioner. I listen to others, respect differing opinions and will work collaboratively with everyone to ensure our common goal of El Dorado County being a desirable place to live.

I will represent the Special Districts in El Dorado County by making sure that they have a voice in the LAFCO process- that their various unique and specific interests are heard.



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## ***ELECTION BALLOT***

EL Dorado Hills CSD

### ***Special District Representative to LAFCO Regular Seats***

***The election ends on November 30, 2021 at 5:00 p.m. or until a quorum of  
Special District ballots is received, whichever occurs later.***

*Rank the nominees in preferential order, "1" being the first preference, "2" being the second, and so on.*

Name, District	Ranking
Michael Saunders, Georgetown Divide Public Utility District	1 2 3 4 5
Monique Scobey, Cameron Park Community Services District	1 2 3 4 5
Tim White, El Dorado Hills County Water District (EDH Fire)	1 2 3 4 5
District has decided not to vote in this election (please circle →)	<b>N O V O T E</b>

***SIGNATURE OF PRESIDING OFFICER (Original Signature Required):***

***Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.***

***PRINTED NAME OF PRESIDING OFFICER (Required):***

***Email to: [lafrco@edlafco.us](mailto:lafrco@edlafco.us)***

***OR***

***Mail to: El Dorado LAFCO  
550 Main Street, Suite E  
Placerville, CA 95667***

***AGENDA ATTACHED (Optional): Yes \_\_\_\_\_ No \_\_\_\_\_***

## **IMPORTANT**

**Please return this ballot with or without a vote.  
If you choose not to vote, the presiding officer's signature is still required.**

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#### COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

#### STAFF

Erica Sanchez, Assistant Executive Officer • Malathy Subramanian, Commission Counsel

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Tauni Fessler, Principal Planner/Jeff Kernan, Staff Services Analyst

**Meeting Date:** November 10, 2021

**Report Date:** November 03, 2021

**Subject:** **Old Executive Golf Course / Central EDH Housing Project – Development Agreement Terms**

---

**Recommended Action:**

Review proposed development agreement terms and provide direction on modifications to those terms

**Background:**

Staff brought a discussion item before the Board of Directors in October '21 to establish Open Session terms desired by the El Dorado Hills Community and Community Services District, in respect to the Parker Development Central El Dorado Hills Specific Plan Project (a.k.a. Old Executive Golf Course). Readers should refer to that report for background, which is attached here. It should be noted that those interested in the particulars of the proposed project, including its proposed alternative uses of the property, are available by accessing the Developer's website for the project; the EDH Area Planning Action Committee website, and; the El Dorado County Planning webpage. Links to two of those resources are/were provided in the staff report provided in October.

Since then, several members of the community have submitted their interests for the Old Executive Golf Course. The following quotes are directly from emails submitted to the CSD community members, with names and addresses reserved at this time out of courtesy to those residents. As you read through those messages, please keep in mind that the nature and scope of this item of business is for requests to the County for Development Agreement terms.

**COMMENT 1**

*"We have lived here for 10 years and we're so disappointed when the nine hole golf course closed. We definitely vote to have a nine hole course where everybody pays to use it. Please take this into consideration it is very important. Thank you for listening and I hope you can*

*help us out. It's a disgrace to put up huge buildings like Town Center did. Do not take away the beauty of our area."*

COMMENT 2

*"I want to see another public golf course in that location or park or some recreational facility."*

COMMENT 3

*"Dear CSD, Open space in El Dorado Hills is disappearing at a dizzying rate. Now is the time to acquire the Executive Golf Course to help safeguard our community from Roseville-style gridlock & sprawl. The Golf Course was never zoned for paving over, and no developer is entitled to special dispensation to repurpose this land to do so.*

*Strategically planting the old golf course with ample trees to provide shade for both paved and unpaved paths would provide a much-needed expansion of the officially-sanctioned local trail network for running, walking, and cycling. Adding further grass playing fields would also help lessen the shortage of practice space we experienced when our children participated in the CSD soccer league. Other field-sports like lacrosse, football, field-hockey, ultimate frisbee, and rugby would also benefit. A water- play area like the one at Promontory Park would provide easy-access, welcome relief from the heat throughout the day for families with small children in the summer months. An additional swimming pool would help the CSD better balance needs of TAZ and Oak Ridge meets and practices with the general community's need for family free-swim, & fitness-oriented lap swim access.*

*We are excited for this opportunity to preserve and enhance local quality of life in El Dorado Hills, and will be voting for local supervisors and board members based on the strength of their support for the CSD bid to acquire the Executive Golf Course."*

COMMENT 4

*"EDHCSD already has too many park specific LLADs. We can't afford to pay for the costs for acquisition or to maintain this large property."*

COMMENT 5

*"I moved here in 1993 in part because of the rural atmosphere and the little golf course. dont make this little community into an elk grove suburb of sacramento.. keep it small .. keep it controlled growth keep parker out of our back pockets... we need a city to control developers like parker. whose only interest is his back pocket. we dont need hidahl and parker to control the growth of our community. we dont need a board of directors with no teeth. we need to control how much money goes up the hill. we need to control our future.. and slow growth is the answer. we need to do what sonoma, napa, Petaluma has d o n e t o o k control from the big bay area developers and managed internally. we need a council that is fiscally responsible and held accountable. we need a city.*

COMMENT 6

*"I am very concerned about the possibility of more houses and loosing our Green space at*

*the old Golf Course. This Green space has been critical to the beauty, rural atmosphere, and community health and well being.*

*Additionally, I have heard the possible expansion of Green Valley Road as a current topic. Adding another lane, or two will only increase the Noise pollution and reduce the value of our homes. Please see the article discussing Induced Demand. It has been proven that increased Road Capacity only increases the traffic. (<https://www.linkedin.com/pulse/does-building-more-roads-reduce-traffic-congestion-james-brownlie>) Transportation for America concluded widening roadways only leads to a short term solution and the noise pollution will be increased , hence reducing the value of real estate. (<https://www.guideautoweb.com/en/articles/54474/study-expanding-highways-doesn-t-fix-traffic-congestion/>). The amount of cars, noise, and traffic will become unbearable for local home owners.*

*Green Valley Road is already coined the “Raceway”. While the speed limit is set at 50, most cars travel the road at an excess of 60 mph. The road is seldom monitored by law enforcement, with the exception of Folsom PD further down the road Adding more lanes will lead to more lives lost (Travis Fischer and Nicholas Stevenson to name two traffic fatalities), despite the traffic lights which too many cars pass through.”*

#### COMMENT 7

*“To whom it may concern, I have lived in Folsom and EDH my whole life and love that this is a beautiful sprawling recreational town (not a city packed with buildings). In fact that is the reason I am still living here and raising my family here. I ask that you please consider what makes this town charming and what the current residents would want. My family and I live in Blackstone (moved over here after living near the purple place), and what we feel is needed here is more recreational areas (not homes). Please keep this town great and add to the charm and enjoyment of the residents. I learned to golf at the old executive course and it would mean a lot to me to see the community do something recreational with that land instead of sell it off for profits. My family and I really hope you will consider the moderate intensity concept or the higher intensity concept that has been proposed. I hope this email will help as you take the resident’s opinions and views into consideration.”*

#### COMMENT 8

*“I’ve been an El Dorado County resident since 1978 and have seen many changes over the years. I was disappointed when the EDH Exec. Golf Course closed in 2007, but pleased that County Plans called to keep it as open space for posterity. To my dismay, the potential for development has repeatedly been raised since that time.*

*As County Clerk, I would like to ask that you remind the Board of Supervisors of the very loud message continuously conveyed by their constituents: to keep the current designation as it stands!*

*I recall that over 90 percent of Measure E votes were AGAINST development. While demographics may have changed a bit, I believe the sentiment largely remains the same.*

*I am not against growth - it is inevitable as a population increases; however, there are other areas which could be developed with less impact (traffic congestion, water scarcity, etc.) on the community. Moreover, this was a promise made long ago by the Board and which should be honored."*

**COMMENT 9**

*"I would like to see a three hole short golf course on the south western tip of the part of the property north of Serrano Parkway. A three hole course with holes 100-135 yards long with a practice bunker and a putting green would set off the community as a golfing community. No driving range because there will not be balls available.*

*Please note this would NOT include a clubhouse, or golf carts, or mowing equipment. Maintenance would be done by the CSD. The players would include those grandparents who would just like to practice their game, then adults who want to bring their children to learn how to play the game and learn a little about the rules that mom or dad could teach. Also note that it will be played at NO Cost to the players. Just come on down, grab a couple of clubs and your putter and go have fun.*

*The look of the holes and flag poles (welded into the cups) would enhance the entire property making any new project more beautiful and amenable to the public while being strategic in the placement of a few parking places. Also, the cost would be minimal and maybe you could get Parker Development to design and build it for you."*

**Discussion:**

Staff are presenting proposed terms to be made to the County on behalf of the Community and Community Services District. The reader should refer to the attachment(s) for additional background on previous development agreement terms demanded by the District.

- All processes conditioned upon the Developer which result in EDHCSD staff resources to be rendered will be the cost burden of the Developer, to be billed at the EDHCSD-approved cost allocation plan rates, and to include a deposit based upon 1% of the anticipated costs for such services.
- Parkland Dedication Agreement (PDA) between Developer and EDHCSD completed prior to Project Tentative Map Approval. PDA will include: Amount of parkland to be dedicated or amount of Quimby In-Lieu of dedication; Timing of dedication/accepted; Environmental Clearances; Encumbrances; Property Rights; Utility Services; Timing of and Nature of Park Design(ing); Construction of Park Improvements, including the timing of construction; Park Impact Fees and Fee Credit(s). (reference to District Policy 6110; 6200; 3240)
- Parkland Dedication per the California Quimby Act and El Dorado County Subdivision Ordinance 120.12.090.

- Parkland Dedication above-and-beyond that which is required by the County Subdivision Ordinance, Quimby Act, and EDHCSD Policies, in an amount to effectuate a contiguous park and recreation facility within the Project totaling thirty (35) or more acres. Such park and recreation facility land will be inclusive of required land to be dedicated for the same purposes, and will be receive all the benefits of other terms within the Development Agreement, as more clearly outlined herein.
- Utility infrastructure to service the public facilities of the Project to become owned and/or maintained by EDHCSD, inclusive of electricity, water, wastewater, telecommunications, shall be conditioned upon and the cost burden of the Developer. Infrastructure shall meet the demands of conceptual public facilities, as approved by the EDHCSD Board of Directors.
- All property dedicated to the EDHCSD shall conform to the zoning and use(s) agreed to by the EDHCSD, and to be defined in the PDA, prior to acceptance of dedication and to be the cost borne of the Developer.
- All property dedicated to the EDHCSD shall be free of reversionary clauses or use restrictions or use determinations by any other party than the EDHCSD.
- Park Development Impact Fees are Applicable to the Project. (*reference District Policy 3240*)
- Project is conditioned to be annexed into District's Master CFD 2019-01 to for the ongoing maintenance of parks, trails and pathways, open space, landscaping, lighting and other common or public areas to be maintained by the EDHCSD prior to approval of the final map. (*reference to District Policy 6110.120; 6120.1*)
- Project Conditioned to form a backup/shell maintenance CFD for ongoing maintenance of parks, trails and pathways, open space, landscaping, lighting and other common or public areas to be maintained by the HOA or Developer prior to approval of the final map.
- The Developer shall cooperate with the EDHCSD to develop and record a set of CC&R's, with the authority of CC&R enforcement assigned to the EDHCSD should the Homeowners Association fail. (*CA Govt. Code 61601.10; Policy 7000*)
- Project is required to adhere to all refuse collection service authority(ies), with such authority retained by the EDHCSD. (*Policy 3240.20*)
- Project is required to adhere to all cable television service authority(ies), with such authority retained by the EDHCSD. (*Policy 3240.20*)
- Park Lighting, Noise, and Other Park Activity(ies) Disclosure. A park activity disclosure statement, including disclosure concerning noise, lighting and traffic must be included with all sales and lease agreements for all project residential and commercial properties located within the subject Project boundary. Project shall conceptualize and anticipate stadium-type lighting, and maximum noise and traffic for a Community Park, Golf Course or Golf

Recreation Facility, Aquatic Facility, or other recreation facilities brought to bear as part of the review and approval processes.

- Trail Plans and Connections, both public and private or public-to-private, shall be reviewed and approved by the EDHCSD Board of Directors. Trails and pathways shall be open to public use at all times.
- Should the Developer provide land and/or other facilities and appurtenances for or related to any senior services, regardless of EDHCSD's planned or agreed to provision of such services, those facilities shall be conditioned to be part of the aforementioned maintenance CFD and/or backup/shell CFD and/or conditioned to annex into the maintenance CFD if it/they are to become EDHCSD facilities or service provisions, and shall pay a community benefit fee of \$2,000 per unit to be applied only toward construction project development and construction of such senior services facility, however, in the event that a senior services facility is not constructed within 10 years of Project approval, then those funds will be redirected to other EDHCSD park and recreation facilities within the Project boundaries. Should there be no EDHCSD facilities within the Project boundaries, then the funds will be applied toward EDHCSD construction-related capital projects in the closest proximity to the Project boundaries.
- Community Benefit Fee for Parks and Recreation Trails & Pathways Endowment. Developer shall pay \$1,000 per unit, to be deposited into an endowment fund account for the ongoing maintenance and operations, and construction, of trails and pathways in the jurisdiction of the EDHCSD. The account will be owned, or maintained, and/or accessible only to the EDHCSD, and the principal will not be utilized for any of the aforementioned uses. Trails to be maintained may include EDHCSD facilities and those facilities currently owned by EDC or other private entities such as HOAs within the EDHCSD jurisdiction, with the anticipation that EDC trail/pathway maintenance will transfer to the EDHCSD through a separate agreement. Fee to escalate with the same CPI as Park Development Fee(s) of the EDHCSD.
- Community Benefit Fee for Parks and Recreation Uses by EDHCSD in the amount of \$3,000 per unit. Fee to escalate with the same CPI as Park Development Fee(s) of the EDHCSD. Fee to be utilized for facilities such as a short course golf facility(ies), community center(s), aquatic facility(ies).
- All oak tree or other tree mitigation of the Project to be made within the EDHCSD boundaries. Oak tree mitigation shall be a minimum of 1:1 Diameter at Breast Height (DBH).

**Attachments:**

- A. October 14, 2021 - Staff Report on Central EDH Development Agreement
- B. Referenced Policies (*District Policy 3240; 6110.120; 6120.1; 7000*)



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manager

**Meeting Date:** October 14, 2021

**Report Date:** October 07, 2021

**Subject:** **Old Executive Golf Course / Central EDH Housing Project –  
County Request for Development Agreement Terms**

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**Recommended Action:**

Discuss and provide direction to staff on requests to make to the County/Developer regarding the Old Executive Golf Course / Central EDH Housing Project.

**Background and Discussion:**

The Old Executive Golf Course has a rich history in El Dorado Hills. Without delving into the full history here, there are many resources in the community which exhibit that golf course, even portraying it as part of a sales commercial for homes in the new community of El Dorado Hills (EDH) (circa. 1960's, as seen here on YouTube - [This Is...El Dorado Hills - Television Advertisements - 1960s](#)). The property has changed hands over the years, and in the more recent era is under the ownership of Parker Development. In the late 2000's the golf course was mothballed, and thereafter a proposal was made by Parker Development to utilize that land – and surrounding lands – as part of 1,000 new homes in the backbone section of EDH. A link to Parker Development's webpage for this project is provided here: [Central El Dorado Hills Specific Plan - Parker Development Company \(parkerdevco.com\)](#). A link to the EDH Area Planning Advisory Committee's information on the project can be found here: [Central El Dorado Hills Specific Plan - El Dorado Hills Area Planning Advisory Committee \(edhapac.org\)](#). To be as clear as possible, the golf course property is one part of a larger new home proposal that includes parts of a separate specific plan. the current zoning for the golf course property is for high-use recreational facilities; not homes.

The County is the land use authority for El Dorado Hills because EDH is not its own incorporated area; i.e., city. This means the County Board of Supervisors will determine whether or not homes are approved to be placed on this currently-zoned recreational facilities open space land. Further, five elected officials which represent the whole county will decide the future balance of homes, commercial lands, large commercial businesses, and any other land use authority matters for El Dorado Hills.

When projects such as these come forward (discretionary projects and specific plans to be more precise), the land use authority; i.e., County or City; has the capability to enter into negotiations to specify how the development will be approved, along with exactions. Those exactions are not entirely pre-defined, nor is there a requirement that the exactions, or “gives” from a development(er), go back to the community from which the impacts are to be placed upon. That is, unless a designation is made in the approved development agreement. For instance, the County Board of Supervisors recently (8/10/21), in a 3/2 vote (with Turnbo and Parlin in opposition) approved several hundred new age-restricted homes near the existing age-restricted villages of Heritage and Four Seasons in El Dorado Hills. In that approval there was also nearly \$4,000 in per-home monetary (fee) exactions that were agreed to, with those funds going into the County General Fund; not dedicated nor designated to El Dorado Hills in any way.

The District has an opportunity to request additional exactions on the Central EDH/Parker Development project, as it also had an opportunity in 2017-18. The process in 2017-18 included several meeting and communications in which the District was required to submit its community-benefit requests, and to modify its requests several times in an attempt to obtain as much value-add for EDH in the event that the housing project is approved. To be crystal clear, the District has opposed any housing on the Old Executive Golf Course, and wishes to see that property remain as open space/recreation facilities. However, in the event that the County Board of Supervisors approves the Parker Development housing project, then a request for as much EDH community-benefitting exactions as possible is sought.

Here is a snapshot of some requests that were communicated by the CSD during the 2017-18 Development Agreement process:

- *The Developer/Applicant has offered the Civic Limited-Commercial (C-LC) site as dedication for a senior center (i.e., Center for the Ages), and has offered funding (e.g., seed money) toward construction of the same. The C-LC acreage will be relocated to provide continuous parkland dedication at the southern portion of the project. The C-LC site will be situated with the 15-acre proposed parkland.*
- *Funds offered toward a senior center at the C-LC will be transferred to District at the time of the first permit of the project being issued. Funds offered by Developer for a “Center for the Ages” shall be utilized for the same purposes (e.g., multi-generational community center) at a community park.*
  - *As an alternative, Developer may provide equivalent to, and adequate 45 contiguous parkland acres in the proposed Plan, as mutually approved of by the District, and dedicate the C-LC “Center for Ages” funds toward a District community center.*
- *Front-load build the park, turnkey. Design provided and approved by District. A park impact fee credit system will be provided as an option for the Developer. Sports field lighting is mandatory.*
- *LLAD to be activated from the onset of the first permit issued. Developer may opt to include remaining lots within EDH Specific Plan into that LLAD. LLAD will include one community park of the District.*
- *Restricting public park parking lot for District-permitted uses only. Proposed park and ride at the public park parking lot will not be permitted.*

- *District will consider use restrictions and reduction in parkland dedication credit should the park and ride be agreed to be a joint use facility by all parties.*
- *Public access to Plan trail network.*
- *Any public trail landing, such as the Highway 50 foot bridge and any of its setbacks or easements, shall not be dually applicable for satisfying parkland dedication.*
- *Any street landscaping, median, entry monuments, and open space areas to be the responsibility of HOA/CFD.*
- *All oak tree (or other tree) mitigation to be performed in District boundaries.*

In a follow-up request, there were two new items to address and one previous item:

1. *\$3,000/unit community enhancement fee. Developer requests to direct those funds to the County for holding and disbursement to the District. Developer has requested that funds be applied toward parks in the Bass Lake area.*
2. *1/4% (0.25%) secondary and perpetual property transfer fee to be assigned to the District for park operation uses.*
3. *11 acres of C/LC near the fire station.*

*The following comments and requests for the aforementioned community enhancements do not replace the original desire for the terms previously conveyed, however, the District understands that the land use power and authority to enter into a development agreement rests with El Dorado County.*

1. *Given that development projects such as the proposed Central EDH Plan occur across many years, the value of the \$3,000/unit fee, as permits are pulled, will lose its community enhancement ability over time through inflation. The District requests that the fully entitled project be funded at the outset of any such entitlement so that those funds may be applied directly to projects and programs within the District's Park & Recreation Facility Master Plan. That Master Plan currently has in excess of \$140M in capital needs. The community enhancement fee will have no relationship tied to park development impact fees, and the funds must be directed to the District. Should this not be an option, then the per unit fee should be escalated annually in the amount equal to the annual change of the construction cost index, as indicated in the engineering news record.*

*Enhancement fee funds should be provided to the agency for which they are specifically designated for use by in the Development Agreement because, to have those funds directed to the County, as requested by the Developer, will inherently result in additional administrative processes, such as financial tracking, and present the potential for redirection of the funds toward other uses.*

2. *A 1/2% (0.5%), instead of 1/4%, secondary and perpetual property transfer fee shall be agreed to be assigned to the District for projects and programs within its Park & Recreation Facility Master Plan. A portion of that transfer fee in the amount of equal to 20%, or 1/10 of the original 1/2%, will be dedicated and assigned for community enhancement uses by the EDH Promise Foundation. In the event that the EDH Promise Foundation dissolves, then the funds will be distributed to its successor non-profit organization.*

3. *The District will accept the 11 acres of C/LC property near the fire station, with no parkland dedication credit toward the project being applicable to this IOD, as the property has severe park and recreation use limitations due to the excess of 20% slope.*
4. *All community enhancement benefits obtained and received through this Development Agreement will be managed by the District without assignment by the Developer or others.*

*As previously stated, the items aforementioned are above and beyond standard development requirements. The District maintains that standard Development Agreement requirements be made.*

1. *Quimby parkland requirements. Per El Dorado County Subdivision Ordinance (SO) 120.12.090 B and per District Policy 6110 – Parkland Dedication and Development Standards.*
  - a. *Parkland shall not be determined by the Development Agreement until such time as District staff has been presented with sufficient information to evaluate the property and to ensure that it is acceptable. Sufficient information includes topographic, cultural, and wetland maps; Phase I environmental assessment; and preliminary assessment engineer analyses. All other requirements within Policy 6110 must also be met (see attached).*
  - b. *Credit for parkland will be reduced for all non-usable land, such as for utility, road or pathway easements and, wetlands.*
2. *A maintenance funding mechanism must be formed, at the expense of the Developer, for continued maintenance of parkland within the project, and must be formed prior to the first permit issuance. Such funding mechanism may be in the form of a lighting and landscaping assessment district, community facilities district, or similar that is approved of by the District (see District Policy 6110.120 and 6120.1).*
3. *Minimum desirable park size is normally three (3) acres for the purposes of economical maintenance and procuring adequate land for the development of multi-purpose fields (Policy 6110.60 A).*
4. *All proposed parkland, or other lands for dedication, shall be grant deeded to the District upon filing of the first phase of the final map regardless of the phase in which the park site(s) are located (Policy 6110.80). In the event that the District approve development of a turnkey park, a park impact fee credit may be utilized, as per Policy 6200 and as defined within a parkland dedication agreement.*
5. *All parkland or other lands to be dedicated to the District shall be free and clear of liens, leases, easements, encumbrances and use restrictions including any unrecorded encumbrances such as per acre assessment fees against the land for the availability of roads, bridges, water and sewer services (Policy 6110.90).*
6. *Delivery to the proposed park site of an adequate supply of potable water and sewer and/or electrical service, where applicable, shall be guaranteed by subdivider/developer and stubbed out. Alternate domestic water sources must be adequate to satisfy supply and demand for the proposed land use (6110.60 I).*

7. *Drainage courses, or dedications near or adjacent to hazardous or noxious material's sites are not acceptable. Flood plains are generally not accepted, unless the site's potential risk's are fully mitigated at the subdivider's risk and expense (611060 J).*

In summary, there have been many requests for a variety of exactions, should the County approve this project. At this time, the CSD is again asked to submit requests for additional exactions – which is an opportunity made available after District Staff had requested to be party to development agreements within the District's boundary and sphere of influence. The District is the legal authority for Parks & Recreation; Solid Waste; Cable Television; and CC&Rs, and as such, the County cannot negotiate in good faith on behalf of the District for those public services without the District's express permission. However, the County is also not obligated to pursue exactions beyond standard requirements placed on new subdivisions/developments.

This, of course, presents a major quandary for the community. Does the District provide requests for exactions, and thereby grant the County permission to negotiate on its behalf? Does the District remain silent, to preserve its public service rights and authorities to be settled otherwise in the event that the County does approve this project without the interests of the community of EDH taken care of? An argument has been presented by some members of the public that the local EDH public entities essentially boycott the submission of requests for exactions; to 'hold the line' for a *No Rezone* of the Old Executive Golf Course.

Staff/Management does not have the *right* answer in terms of a recommendation on this matter. However, a discussion for the terms that the Community deserves on the matter at-hand is in order. Utilization of earlier request terms, as well as new requests based upon changes across the past several years could include items such as an infusion of funds in the form of an exaction to go toward an endowment to fund specific projects, such as for the County trail system that the County would like to transfer over to the CSD. At a minimum, a Parkland Dedication Agreement shall be required prior to the completion of the Development Agreement; otherwise, the deliverables in terms of public recreation facilities may not ever be realized.

### **Fiscal Impact:**

None for the discussion and term-setting requests, however, there may be fiscal impacts related to the requests, should they become a reality.

## Policy Series 3000 – Operations

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**POLICY TITLE: COST RECOVERY**

**POLICY NUMBER: 3240**

**3240.10**      **Purpose**

To reflect the District-wide philosophy in regards to fees, and to set standards by which the District can measure its services for cost-effectiveness and future viability.

**3240.20**      **Goals**

**1.      Park Construction**

The District will assess Park Impact Fees on new construction. The fee will be set by Nexus Study, and will be collected at the time each building permit is pulled. These funds will constitute the pool of funds used to reimburse developers after each park has been constructed to the District's standards, and to build new parks and facilities with District-wide benefit. Time spent in planning meetings will be calculated based on the current overhead rate of staff in attendance, and will be billed to developers quarterly. This fee will be in addition to fees stipulated in the Developer Agreement unless specifically described therein.

**2.      Park Maintenance**

The District will recover its maintenance costs through establishment of Landscaping and Lighting Assessment Districts (LLAD). A consulting assessment engineer will establish the assessments, and percentages of cost recovery to find the appropriate benefit level for each area, which shall be assessed annually on the property tax rolls. District Parks and landscape and lighting areas that are maintained through an LLAD are subsidized by the General Fund based on the General Benefit determined by the assessment engineer. Currently LLAD maintained parks are subsidized by the following percentages: Community Parks - 75%; Village and Neighborhood Parks - 10% to 13%. LLAD maintained landscape and lighting areas are subsidized by 1.5%. The General Benefit shall be reviewed by the assessment engineer on a case by case basis as new parks are developed. The District will not build parks that are not covered by maintenance LLADs (see District Policy 6610.120). (See District Policy 6110.120). (Revised August 12, 2010; April 14, 2011; Revised June 13, 2013)

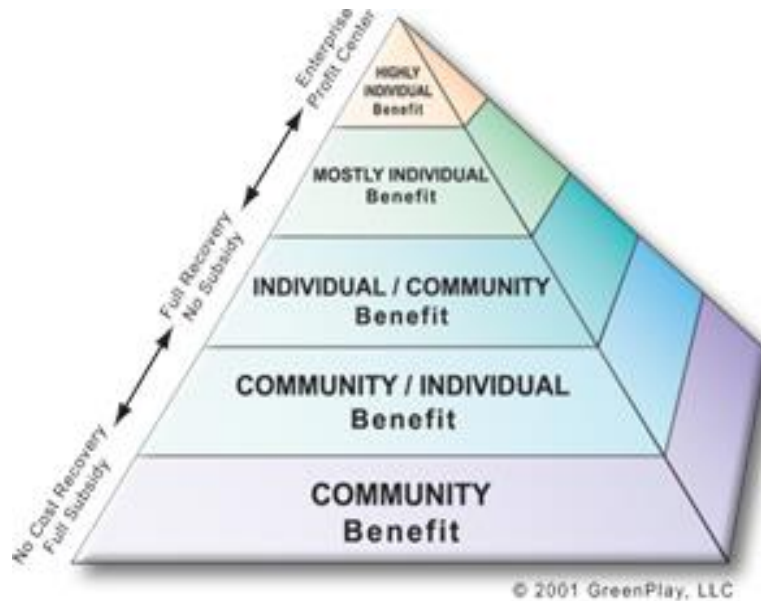
**3.      Garbage Collection and Cable Television**

Currently the District outsources these operations and collects a franchise fee. If in the future, the District operates these services internally, they will be set up as enterprise funds, and the user fees will be set to recover 100% of the costs incurred.

## Policy Series 3000 – Operations

### 4. Recreation Programs

User fees will be based on the value of services to the community. The Director of Recreation will assign programs to the appropriate class:



*(Used with Permission)*

- A.** Community Benefit - Benefits the community at-large. No fees are assessed to the public for these District amenities and programs.

Examples include:

- Parkland, Open Space, and Trails
- Special Events
  - Concerts
  - Easter Egg Hunt
  - Trunk or Treat and Scarecrow Contest
- Awareness and Outreach Events
  - Park Party's
  - April Pool's Day
  - Community Clean-Up Day
- Skate Park

- B.** Community/Individual Benefit (1% to 29%): Due to the high level of community benefit, these costs will be subsidized by the general fund at a high level.

## Policy Series 3000 – Operations

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### Examples include:

- Teen Center Membership (School Year Program)
- Senior Center Programming
- Swim Lessons
- Fee Based Special Events
  - Parent and Me Series
    - Daddy & Me Valentine Dance
    - Girl's Night Pajama Party
  - Aquatic Events
    - Pumpkin Splash Patch
    - Aqua Egg Hunt
    - Flick -n- Float
  - Holiday Events
    - Breakfast with Santa
    - Cookies with Santa

- C. Individual/Community Benefit (30% to 59%). Primarily benefits individuals but community receives some benefits.

### Examples include:

- Junior Lifeguard Program
- Recreation Swim
- Teen Lead Program

- D. Mostly INDIVIDUAL Benefit (60% to 99%): Benefits individuals significantly more than community. Fees for these programs will be based on the laws of economics – what the market will bear.

### Examples include:

- Contracted Programs
  - Youth, Adult, and Senior Special Interest Classes
  - Aquatic Clinics (Taz and water polo)
  - Sports Camps (volleyball, soccer, basketball, etc)
- KydZonE eXtreme Summer Day Camp
- KydZone Afterschool Program
- KydZonE Sleepovers
- Teen eXtreme Summer Day Camp
- Teen Center Late Nights
- Lap Swim



## Policy Series 3000 – Operations

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- Adult Sport Leagues (basketball, softball, soccer, and flag football)
- Youth Sport Leagues (basketball, flag football, and volleyball)
- Outdoor Facility and Field Rentals (EDHSC, EDHLL, etc.)

E. Highly INDIVIDUAL Benefit (100%+): Solely benefits individuals with no general fund support.

Examples include:

- Field trips and Excursions
- Private Indoor Facility Rentals
- Private Pool Rentals

### **3240.30**      **Methodology**

Cost-recovery goal percentages are computed on revenue received divided by the total cost of delivering the service (including both direct costs and overhead). The overhead rate may be calculated in a formal study and will be updated every three (3) years.

Programs will be evaluated by the appropriate recreation supervisor at each program's conclusion. If a program does not meet its cost-recovery goal after the fourth offering, it will be reviewed for appropriate classification, and either moved into the appropriate recovery goal class or discontinued.

### **3240.40**      **Adjustments to Fees**

**3240.41**      The General Manager is authorized to reduce or eliminate the differential in rates between residents and non-residents when it can be determined that:

- The fee is reducing attendance to below what would be necessary to support the program for residents, and
- There are no appreciable expenditure savings from the reduced attendance

**3240.42**      The General Manager is authorized to charge fees for facilities that are closer to full cost recovery if those facilities are heavily used at peak times and include a majority of non-residential users.

**3240.43**      The General Manager is authorized to offer reduced fees such as introductory rates, family discounts, and coupon discounts on a pilot basis (not to exceed two fiscal cycles) to promote new recreation programs or resurrect existing ones.

## Policy Series 3000 – Operations

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- 3240.44** As a means to include needy families in District programs, scholarships will be available through application. Funding is limited to the amount budgeted and is awarded on a first-come, first-served basis.

*Approved: July 15, 2008*

*Updated: December 13, 2018*

## Policy Series 6000 – Facility Development

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**POLICY TITLE: PARKLAND DEDICATION AND DEVELOPMENT STANDARDS**

**POLICY NUMBER: 6110**

- 6110.10** All subdividers of land within the District's jurisdiction shall dedicate park land suitable for active recreation use, or pay fees in-lieu thereof, or by EDHCSD Board authorization, follow a combination of these alternatives. Dedication amounts shall be determined as a result of calculation based on the legislated rate of 5 acres per 1000 population project yield. Population is calculated at the rate of 3.3 persons for single family subdivisions and 2.8 for multi-family subdivisions on a per parcel basis.
- 6110.20** Where fees are paid in-lieu of land dedication, the sum owed shall be determined by District staff by consulting with the County Assessors' Office, County Planning Department and/or an approved private appraiser, as authorized by ordinance.
- 6110.30** The amount of park land to be dedicated shall be calculated on the basis of the subdivision's dwelling unit yield as determined from the approved tentative map or the final map should the yield increase.
- 6110.40** Staff shall inspect and evaluate all proposed park land dedications to determine suitability of the subdivider's offering. The District will confer jointly with the County to determine the amount of park land to be dedicated within the subdivision and its most suitable location.
- 6110.50** Park land dedication is generally intended for active recreation development, except in special cases where conditions warrant passive recreation development.
- 6110.60** Land suitable for dedication as an active recreation site (park land) shall provide the following:
- A.** Minimum desirable park site size is normally three (3) acres for purposes of economical maintenance and procuring adequate land for the development of multi-purpose fields.
  - B.** Sites are preferably consolidated parcels that are independently developable. In unusual circumstances, linear configurations or oddly shaped parcels are allowed to accommodate trail connections or provide uniquely valuable wooded open space additions and/or views.
  - C.** Active recreational pursuits, such as team field sports, game courts, and activity buildings require predominantly level land, 2% slope. Land with a greater slope, up to 20% of the site, may be acceptable where it has utility for picnicking or

## Policy Series 6000 – Facility Development

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other passive recreation activities and when it complements usable park area (2% slope) or when it appears consistent with uses proposed for a special purpose park site. All parks improved for active recreation purposes (i.e., ball fields, hard courts, etc.) shall be graded to a maximum 2% slope within areas proposed for such uses.

- D.** Site shall be free and clear of surface and overhead utility line easements which contain design, maintenance or operation constraints or place the public at unreasonable risk. Where easements unavoidably occur, only those compatible to the intended active recreation development, will be allowed for consideration as an acceptable dedication.
- E.** In exceptional cases, land containing outstanding natural resources or scenic features with obvious potential for enjoyment by local residents or for recreation pursuits appropriate thereto are allowable.
- F.** The presence of trees shall be evaluated on a case-by-case basis. However, field sport play areas must be clear or cleared of trees by the subdivider, according to District specification, in advance of dedication.
- G.** A neighborhood park, to the extent practicable, shall be centrally located within its residential service area and easily accessed by pedestrian or light vehicular traffic. Typical amenities include children's play apparatus, hard court, a multi-purpose turfed area and suitable landscaping.
- H.** Village/area parks shall generally provide recreation facilities needful by a larger community segment. These may be located on more significant transportation routes and shall furnish adequate parking. Ample hard courts, including tennis, larger field areas, group picnic facilities and a larger, more complex play apparatus for children, is customary.
- I.** Delivery to the proposed park site of an adequate supply of potable water and sewer and/or electrical service, where applicable, shall be guaranteed by subdivider/developer and stubbed out. Alternate domestic water sources must be adequate to satisfy supply and demand for the proposed land use.
- J.** Drainage courses, or dedications near or adjacent to hazardous or noxious material's sites are not acceptable. Flood plains are generally not accepted, unless the site's potential risks are fully mitigated at the subdivider's risk and expense.
- K.** A "Phase I Environmental Clearance" will be performed at property owner or developer's expense prior to the acceptance of a park or recreation facility, park site or land by the El Dorado Hills Community Services District Board of Directors.

A "Phase I Environmental Clearance" means an environmental audit or assessment of the subject land, area, or property which disclosed no presence

## Policy Series 6000 – Facility Development

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or likely presence of a release or a threat of release of a hazardous substance has occurred or may occur at, on, to, from or beneath the subject property. The property owner will agree to warrant the findings of the "Phase I Environmental Clearance."

- 6110.70** The District requires a conceptual, park site capability design, demonstrative of the improvements proposed and their footprint within the proposed park site. Trail sites or other public ROW connections to the park site shall be shown and coordinated between existing and other proposed park sites both internal and external to the subdivision. A proposed site not contiguous to a public street must be accessible through appropriate easements.
- 6110.80** Proposed land dedications for park site(s) shall be grant deeded to the District upon filing of the first phase of the final map regardless of the phase in which the park site(s) are located. Where payment of in-lieu fees is approved, they shall be due, in full, upon filing of the first phase final map for the subdivision.
- 6110.90** Fee title to the property shall be free and clear of liens, leases, easements, encumbrances and use restrictions including any unrecorded encumbrances such as per acre assessment fees against the land for the availability of roads, bridges, water and sewer services. Said offer shall be in a form that can be accepted for transfer of fee title at any time by the District.
- 6110.100** Archeological, geological, and historical features may be included within a park site when provision is made for their preservation by the subdivider.
- 6110.110** Credit may be given for private park land development as provided for by County Ordinance. Credit is calculated on an acre-by-acre basis, not on its financial worth/value or number of improvements.
- 6110.120** Prior to the acquisition or acceptance of new recreation facilities, park sites, or land, the District requires the property owner or developer to provide a funding mechanism, such as the formation of a Landscaping and Lighting Assessment District, to cover the cost of development, maintenance, and operation of said park site, facility or land.

*Source: Parkland Dedication Policy*

*Adopted: June 13, 1996*

*Amended: September 12, 2019*

## Policy Series 6000 – Facility Development

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**POLICY TITLE:** LOCAL GOALS AND POLICIES CONCERNING FORMATION OF COMMUNITY FACILITIES DISTRICT AND USE OF COMMUNITY FACILITIES ACT

**POLICY NUMBER:** 6120.1

The Board of Directors (the “Board”) of the El Dorado Hills Community Services District (The “District”) hereby adopts the following in compliance with Government Code Section 53312.7 and 53345.8 of the Community Facilities District Act (CFD) of 1982 (Government Code Section 53311 et. seq.).

**A.** General Policies Respecting Use of the Act

As a matter of general policy, the District will utilize the Act for purposes of:

1. Acquiring and constructing and providing financing for all or a prescribed portion of the cost and expense of public capital improvements (“facilities”) to be owned by the District and which serve a public purpose to the District and its inhabitants and,
2. Financing all or a prescribed portion of the estimated cost and expense of maintaining and operating such facilities. In general, it will be the policy of the District not to provide for facilities which are to be owned by another public agency or shareholder-owned utility entity, it being the policy of the District that provision of such facilities should be left to the county of El Dorado or such other public agency.

**B.** Priorities of Use of Act

Reserving the right to make exceptions when circumstances warrant, the District establishes the following priorities in order of preference for use of the Act:

1. Size and Use of the Project

- a) Facilities which support and provide active recreation with community-wide benefit to all inhabitants of the District shall have priority over;
- b) Facilities which provide for passive recreation with community-benefit to all inhabitants of the District shall have priority over;
- c) Facilities which provide for active recreation for a specific area of benefit shall have priority over;
- d) Facilities which provide for passive recreation for a specific area shall have priority over;
- e) The cost and expense of maintaining and operating any of the foregoing facilities shall have priority over;
- f) Other facilities permitted by the Act.

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2. Capital Facilities Plan (CFP)
  - a) Projects included in the CFP shall have priority over projects not included in CFP.
3. Community Support
  - a) Active support for the project as demonstrated by signatures, willingness to fiscally support the proposed project, and/or volunteer time, shall have priority over projects for which active support is not indicated.
4. Lien Limitations

For a lien to be considered, projects must comply with the following lien limitations:

  - a) Passive specific areas shall be less than .1%;
  - b) Active specific area shall be less than .2%; and
  - c) Community-wide projects, whether active, supportive or passive shall be less than .7%.

### Required Credit Quality

The Board adopts the requirements of Section 53345.8 of the Act as sufficient minimum standards for the credit quality of any bonds issued pursuant of the Act.

### Disclosure to Property Purchasers

The Board finds that the statutory requirements of disclosure to property purchasers contained in the ACT, most notably, but not limited to, Sections 53348.3, 53328.5 (including the reference sections of the California Streets and Highways Code), 53340.2 and 53341.5 adequately address this need, and no additional procedures need be imposed by the district. The Board reserves the right to require additional disclosure procedures in any particular case.

### Requirements for special Tax Formulas

The proposed amount and apportionment of the special tax for each CFD shall comply with the following criteria:

1. The special tax formula shall be structured to produce sufficient annual special tax revenue to pay:
  - a) annual debt service on special tax bonds which have been issued, if any;
  - b) reasonable annual administrative expenses of the District in the administration of the special taxes and the bonds of the CFD; and
  - c) the cost of any services and “pay as you go” programs funded by the CFD special tax.
2. A backup special tax to protect against unforeseen contingencies, including but not limited to unusual levels of delinquency in the payment of the special tax.

## Policy Series 6000 – Facility Development

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3. The rate and method of apportionment may provide for an annual increase in the maximum special tax for residential properties not to exceed two percent (2%) annually and shall provide for prepayment and discharge of that portion of the special tax obligation on any residential properties pertaining to debt service on special tax bonds, if any, as distinguished from that portion of the special tax obligation on such residential properties pertaining to services.
4. The total projected annual special tax revenues, less estimated annual administrative expenses, shall exceed the projected annual gross debt service on outstanding special tax bonds, if any, by ten percent (10%).
5. All property within the CFD not otherwise statutorily exempted or owned (or to be owned) by a public entity and to be benefitted shall bear its appropriate share of the special tax liability.
6. The special tax shall be allocated and apportioned on the basis of reasonableness to all categories and classes of property within the CFD.
7. The total amount of projected ad valorem property tax and other direct and overlapping debt for the proposed CFD (including estimated CFD charges, projected benefit assessments, levies for authorized but unissued debt and any other anticipated municipal charges which may be included on a property owner=s annual property tax bill), including the proposed maximum special tax, shall not exceed two percent (2%) of the estimated market value for any single family home, condominium or town home. Any deviations from the foregoing must be specifically approved by the Board.

### Appraisal Standards

The Appraisal Standards for Land Secured Financings (the “Standards”) published by the California Debt and Investment Advisory Commission and dated May 1994 are adopted as the appraisal standards for the District with the following modifications:

1. The independent review appraiser is an option and not a requirement.
2. The Comparable Sales method may be used whenever there is sufficient data available.
3. The appraiser should assume the presence of the facilities to be financed with the proposed special tax bonds.
4. The special tax lien need not be computed as the present value of the future tax payments if there is a pre-payment mechanism or other more appropriate measure.
5. Except where necessary to make a meaningful comparable sale comparison, the appraiser is not to discount the value of property for the amount of the special tax or assessment liens. This also means that the special tax should be ignored in the discounted Cash Flow Analysis (“DCFA”).



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6. Page 29 of the Standards, in the definition of “Bulk Sale Value”, states the requirement that all parcels within a tract or development be included. Instead, it may be any defined parcel of property.

Adopted: August 27, 1998

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**POLICY TITLE: PARK IMPACT FEE CREDIT POLICY**

**POLICY NUMBER: 6200**

- 6210.10** The purpose of the park impact fee is to develop park and recreational facilities to meet the needs of the new residential population in the El Dorado Hills Community Services District. For each thousand additional residents, the fee will be used to improve 5.0 acres of park land to include turf, landscape, administrative and recreational amenities. Park land will be acquired through land dedications and Quimby in Lieu Fees.
- 6210.20** The “El Dorado Hills Community Services District Park and Recreation Facilities Plan and Nexus Study” provides for Fee Reimbursements and Fee Credits for projects that meet specific criteria.
- 6210.21** The CSD and developers may agree to have certain developers build certain facilities contained in the fee program. Upon approval by the CSD and the execution of a written agreement between the parties the developer may receive a fee credit based upon the portion of their fee obligation which is met through the direct construction of facilities. Upon execution of the agreement, the District will notify the El Dorado County Building Department of the specific fee to be charged for the subject project.
- 6210.22** Requests for credit against the district park impact fee shall meet the following criteria:
- A.** The credit must be for a facility included in the District’s Park and Recreation Facilities Plan and Nexus Study.
  - B.** The credit is provided pursuant to a written agreement between the District and the Developer which contains a specific cost estimate based on the approved design standards for the facilities proposed to be constructed by the developer.
  - C.** The credit is not for a facility constructed as a part of a park in-lieu fee or park dedication reduction or requirement.
  - D.** The facility must be built pursuant to District standards and the plans and cost estimate must be approved by the District Manager or his designee prior to construction.
  - E.** The credit will be based on “as built” plans and documented “actual costs” as approved by the District.
- 6210.30** Whenever a Developer is required, as a condition of approval of a development project, to construct a capital facility described in the adopted Plan; and such facility is determined by the District to be required as a result of New Development in advance of Districts planned installation; and such construction is necessary to ensure efficient and

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timely construction of the facilities network; a credit against the Park Impact Fee shall be offered to a developer. Such fee credit will be subject to the execution of an agreement between the parties. The fee credit will be based upon the portion of the fee obligation which is met through the direct construction of facilities. Facility plans and costs must be approved by the District prior to construction.

- 6210.40** Developers may or may not receive fee credits or reimbursement for constructing improvements that are beyond the required standards. Requests for credit for such facilities will be subject to review and approval by the District on a case-by-case basis prior to construction of the facility.

## Policy Series 7000 – CC&Rs

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**POLICY TITLE:               PRINCIPLES FOR THE INTERPRETATION OF DEED RESTRICTIONS  
AND FOR APPLICATION OF DESIGN REVIEW POLICIES,  
PROCEDURES, AND GUIDELINES**

**POLICY NUMBER:       7000**

### **Background**

Under §61601.10 of the California Government Code, the El Dorado Hills Community Services District is empowered to "...enforce the covenants, conditions, and restrictions adopted for each tract within the boundaries of the district, and assume the duties of the architectural control committee for each tract within the boundaries of the district and for other tracts as may be annexed from time to time, for the purpose of maintaining uniform standards of development within the district as adopted in the covenants, conditions, and restrictions. However, the district shall exercise the duties of an architectural control committee for any tract only to the extent authorized by the covenants, conditions, and restrictions applicable to the tract."

The El Dorado Hills electorate approved Measure B in 1983 authorizing this authority. In 1993, the District accepted the authority of the El Dorado Hills Architectural Control Committee ("ACC") and the District Board of Directors appointed the El Dorado Hills Design Review Committee ("DRC") as an advisory body to the Board to conduct the duties of the ACC with all actions appeal able to the Board of Directors. Of the over one hundred individual covenants, conditions and restrictions ("CC&R's") in El Dorado Hills, the District has design authority over approximately two thirds.

### **Purpose**

In order to ensure consistent and fair application of the CC&R's for design review purposes, the Board establishes the following principles to guide future boards, advisory committees, and staff. All Guidelines present and future will adhere to the letter and spirit of this policy.

#### **7000.10               General Guideline**

For purposes of design review, decisions will be based on the plain language set forth in the CC&R's applicable to the subject property. The Board shall establish and maintain the Design Review Policy and the El Dorado Hills Design Review Guidelines to provide a basis for protocol and consistent application of the existing CC&R's. The Design Review Policy and Guideline Manual shall in no manner establish new CC&R language, which has not been approved by the property owners as required by the relevant CC&R's. Nor will it establish rules, which may create health and safety issues or violate the provisions of the El Dorado County zoning ordinance.

#### **7000.11               Amendments to the CC&R's**

## Policy Series 7000 – CC&Rs

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It is the right and responsibility of the property owners of a particular unit to vote to change items in the CC&R's, applicable only to that unit, that they feel are not in the best interest of the respective unit as a whole. Changes or amendments shall be carried out in accordance to the voting requirements of the unit's CC&R's.

### **7000.12**

#### **Interpretation**

- A.** The DRC will promote harmonious development and maintain property values within a village by making its decisions based on the specific language set forth in the CC&R's.
- B.** The DRC will be required to approve any property improvement application that on its own merit is in accordance with the applicable CC&R's.
- C.** No authority exists to impose restrictions or conditions from one set of CC&R's to another. Therefore, under no circumstances will the DRC transfer any portion from one CC&R to another for the purposes of design review.
- D.** When the CC&R's do not give specific guidelines for a particular improvement, or are vague or silent on the matter at hand the following criteria shall be used.
  - 1.** When the CC&R's do not provide exact and specific guidance but do require DRC review of a particular property improvement, the DRC will use guidelines provided in the Guideline Manual, previously approved by the CSD Board and set forth in writing, to provide an objective analysis of the improvement.
  - 2.** Unless specifically prohibited by the CC&R's, the DRC will consider, not prohibit new standards of color, materials, or increased durability.
  - 3.** When the DRC is unable to provide a fact based, reason for denial the DRC will decide in favor of the property owner and approve the application.
- E.** The DRC will use an objective decision making process to review applications for property improvement and in absence of approval will document, and provide to the applicant, a clear basis for their decision.
- F.** Upon DRC review if the CC&R's do not specifically require DRC approval, the property improvement will not be subjected to the review process. The application and any fees will be returned, in full, to the applicant. At the property owners request, the DRC may review applications for improvements not required by the applicable CC&R's but submitted by the property owner and

## Policy Series 7000 – CC&Rs

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provide recommendations based on experience and provisions of the Guideline Manual, but may not approve or deny the non-required application.

- G.** Decisions of the DRC may be appealed to the CSD Board of Directors. The appeals process shall be given, in writing, to all applicants denied under the DRC review process.
- H.** Deliberation by DRC's, current and future, will be made within the strict constraints of the provisions of this policy.

### **7000.13      Amendments to the DRC Policy and Guideline Manual**

All proposed amendments to the DRC Policy and Guideline Manual must be submitted in writing to the CSD Board. Amendments under consideration by the Board will be made available to the public at least thirty (30) days prior to the agenda date for final approval. The method of public notification will include but is not limited to, posting on the CSD website, publishing in local newspapers with general circulation, and posting at regular public viewing sites. If the Board formally adopts the proposed amendment, they will provide the specific language to be used to the CSD staff. The CSD staff will revise, encode with current revision number and Board adoption date, and publish the revised Policy and Guidelines Manual. CSD staff will maintain an archive of the previous revisions. Amendments that are rejected or have not been formally adopted by the Board and implemented by CSD staff will not be published in the Guideline Manual nor be used in the review of a submitted application.

*Adopted: December 09, 2004*