

CONTRACT ROUTING SHEET

Date Prepared: 3/5/07

Need Date: _____

PROCESSING DEPARTMENT:

Department: CAO/Proc. & Contracts
Dept. Contact: Dustin Bailey
Phone #: 5833
Department
Head Signature: Bonnie H. Rich
Bonnie H. Rich

CONTRACTOR:

Name: Cameron Park Fire Safe Project
Address: 3200 Country Club Drive
Cameron Park, CA 95682
Phone: (530) 672-7358

PRADO COUNTY COUNSEL
2007 MAR 15 AM 9:00
David Robinson

CONTRACTING DEPARTMENT: CAO

Service Requested: Title III Fire Prevention, Education & Planning
Contract Term: 1 year Contract Value: \$30,000.00
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: _____ Disapproved: _____ Date: 3/26/07 By: ABP
Approved: _____ Disapproved: _____ Date: _____ By: _____

Note: Termination clause provides for termination only upon failure to perform by contractor. No provision for termination without cause. Presumably because this is a grant program.

Termination without cause provision added

ASSIGNMENT
DATE 03/15/2007
ATTORNEY Low Cole
DEPT./INDEX NO. 026600
BY: _____

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: _____ Date: 3/28/07 By: J. Steltz
Approved: _____ Disapproved: _____ Date: _____ By: _____

2007 MAR 27 AM 11:23

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

ORIGINAL

FUNDING AGREEMENT FOR
TITLE III COMMUNITY PROJECTS
#641-S0711

This Agreement known as FUNDING AGREEMENT FOR TITLE III COMMUNITY PROJECTS, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Cameron Park Community Services District, a community based organization; (hereinafter referred to as "Recipient");

RECITALS

WHEREAS, County and Recipient have each recognized a compelling need to mitigate the effects of a catastrophic wildfire within communities of Cameron Park in El Dorado County, and to that end, Recipient has agreed to cooperate with County to form a partnership to undertake education, planning, and mitigation activities designed to increase the protection of people and property from wildfires.

WHEREAS, County is a participating county under Public Law 106-393, the Secure Rural Schools and Community Self-Determination Act of 2000 (HR 2389), and pursuant to County Resolution No. 244-2003 has elected to set aside funds received under the program for special projects specifically authorized under Title III of HR 2389 (hereinafter referred to as "Federal Forest Reserve Funds").

WHEREAS, Recipient has applied for, and County has approved, funding to undertake one or more projects which are designed to meet the criteria for Title III County Projects for Fire Education and Planning as adopted by El Dorado County pursuant to the requirements and conditions for use of Federal Forest Reserve Funds.

NOW, THEREFORE, County, and Recipient mutually agree as follows:



ARTICLE I

Designation of Project and Use of Funds: County will contribute the sum of \$30,000 of Title III Federal Forest Reserve Funds to Recipient for use solely to undertake and complete designated County Projects as approved by County. Such projects shall be identified on Exhibit "A", which is affixed to and by this reference made a part of this Agreement. In no event shall County be financially obligated for amounts greater than the total amount specified on Exhibit "A" and this Article. Reimbursement for travel shall be in accordance with Exhibit "C", marked "Board of Supervisors Policy D-1", incorporated herein and made by reference a part hereof.

ARTICLE II

Payment of Funds:

1. Commencing on the 10th day of the next full month immediately following execution of this Agreement, and each 10th of the month thereafter, Recipient shall submit to County a statement of expenditures against the project(s), noting the actual costs incurred and the percentage completion of the Project. Such statement shall be accompanied by detailed records of expenditures, including but not limited to receipts, invoices, purchase orders, or other documentation as appropriate, and shall be substantially in form as displayed in Exhibit "B" to this Agreement, and shall be signed under penalty of perjury by an authorized official of Recipient.
2. Each project budget is an estimate, and Recipient has discretion to move funds between line items within each project budget.

ARTICLE III

Term: This Agreement shall become effective when fully executed by both parties hereto and shall cover the period of July 1, 2007 through June 30, 2008, or when all funds are expended by County, whichever comes first.

ARTICLE IV

Audit: Recipient will keep and maintain an accurate financial account, in accordance with generally accepted accounting principals, and meeting the requirements of the Federal Forest Reserve Fund program, of all funds expended for each project. Recipient shall maintain records, books, documents, and other evidence, accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including matching costs and expenses, all of which will be deemed to constitute "records" for purposes of this section. Such accounting records shall be available for inspection by the County's designee, during normal business hours at the offices of Recipient, or offices of its financial consultant.

Recipient shall preserve and make available its records for a period of five (5) years from the date of final payment under this Agreement, and for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by either of the following:



1. If this Agreement is terminated or partially terminated, all of the records relating to work terminated shall:
 - (a) be preserved and made available for a period of five (5) years from the date of any resulting final settlement; or
 - (b) at the sole option of the County, immediately become the property of the County and shall be delivered by Recipient to County.
2. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later.

ARTICLE V

Compliance With Applicable Law: Recipient will comply with all Federal, State, and local laws and ordinances which are applicable to the Project, including but not limited to: prevailing wage and competitive bidding requirements, license requirements, equal opportunity and non-discrimination laws, building codes, and CEQA, NEPA, land use, planning, and zoning regulations.

ARTICLE VI

Independent Liability: Recipient is, and shall be at all times, deemed independent and shall be wholly responsible for the acts of Recipient's employees, associates, and contractors in connection with respect to the Project(s) covered by this Agreement.

ARTICLE VII

No Third Party Beneficiary: Nothing in this Agreement shall be construed to create any rights of any kind or nature in any party not a named party to this Agreement.

ARTICLE VIII

Termination: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. In the event of early termination of the Agreement, access by Recipient to any and all funds not previously disbursed shall cease effective upon the termination date.

ARTICLE IX

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:



COUNTY OF EL DORADO
330 FAIR LANE
PLACERVILLE, CA 95667
ATTN: CHIEF ADMINISTRATIVE OFFICER

Or to such other location as County directs.

Notices to Recipient shall be addressed as follows:

CAMERON PARK COMMUNITY SERVICES DISTRICT
CAMERON PARK FIRE SAFE BUREAU
3200 COUNTRY CLUB DRIVE
CAMERON PARK, CA 95682
ATTN: TAMMY MEFFORD, GENERAL MANAGER and
LORI TUTHILL, CONTRACT ADMINISTRATOR

Or to such other location as Recipient directs.

ARTICLE X

Indemnity: Recipient shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind, and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including, but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with each Project covered by this Agreement. This duty of Recipient to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778, and survives the expiration of the term of this Agreement.

ARTICLE XI

Insurance: Recipient shall provide proof of a policy of insurance or self insured program satisfactory to the El Dorado County Risk Manager and documentation evidencing that Recipient maintains insurance or self-insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Recipient as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.
- C. Automobile liability insurance of not less than the minimum required by the State of California in the event motor vehicles are used by Recipient in performance of the Agreement.
- D. Recipient shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.



1. County, its officers, officials, employees and volunteers shall be included as additional insured, but only insofar as the operations under this agreement are concerned. This provision shall apply to the general liability policy.
2. Recipient shall ensure that its subcontractors maintain a policy(s) of insurance that meets above insurance requirements, including El Dorado County as additional insured.
3. The insurance shall be issued by an insurance company acceptable to the Risk Management Division of County, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division of County. Recipient agrees that the insurance required above shall be in effect at all times during the term of this Agreement.

ARTICLE XII

Change to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XIII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Laura S. Gill, Chief Administrative Officer, or successor.

ARTICLE XIV

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XV

Partial Invalidity: If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XVI

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Recipient waives any removal rights it might have under Code of Civil Procedure Section 394.

ARTICLE XVII

Time is of the Essence: The parties hereto acknowledge and agree that time is of the essence.

ARTICLE XVIII

Taxpayer Identification: Recipient's tax identification number is 94-1682291.

ARTICLE XIX

The Buy American Act: This Act encourages recipients of federal grant funds to purchase American-made equipment and products. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this act, it is the sense of Congress that entities receiving the assistance should in expending the assistance, purchase only American-made equipment and products.

ARTICLE XX

Nondiscrimination: Recipient shall not unlawfully discriminate on the basis of race, sex, religious beliefs, creed, national origin, marital status, sexual orientation, or disability for any service related to this specific grant or any other service funded by or provided by Recipient.

ARTICLE XXI

Drug-free Workplace: Recipient agrees to start or will continue to provide a drug-free workplace by publishing a statement notifying employees about the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the grantee's workplace and specifying actions that will be taken against employees for violation of such prohibition; establishing an on-going drug-free awareness program to inform employees; and notifying the employee that as a condition of employment under the grant the employee will abide by the terms of the drug-free workplace.

ARTICLE XXII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understanding

REQUESTING DEPARTMENT CONCURRENCE:

By: Laura S. Gill Dated: 3/30/07
Laura S. Gill
Chief Administrative Officer

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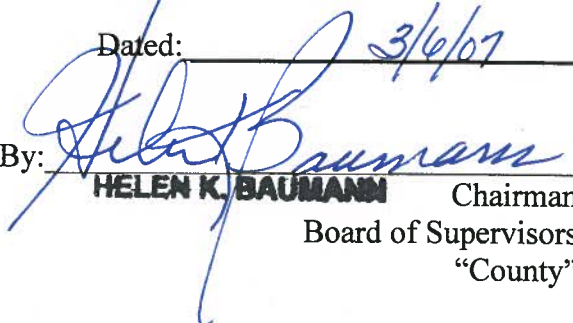
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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

-- COUNTY OF EL DORADO --

Dated: 3/6/07
By: 
HELEN K. BAUMANN Chairman
Board of Supervisors
"County"

ATTEST:
Cindy Keck
Clerk of the Board of Supervisors

By:  Dated: 3/6/07
Deputy Clerk

--- RECIPIENT ---

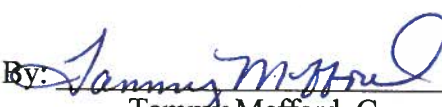
Dated: 4-19-07
By: 
Tammy Mefford, General Manager
Cameron Park Community Services District
"Recipient"





EXHIBIT "A"

GRANT PROPOSAL

for

CAMERON PARK FIRE SAFE PROJECT

Submitted to:

The El Dorado County Board of Supervisors
December 15, 2006

Submitted by:

Lori Tuthill

Cameron Park Fire Safe Bureau
3200 Country Club Drive
Cameron Park, CA 95682
530-672-7358
lori.tuthill@fire.ca.gov





CAMERON PARK FIRE SAFE BUREAU
3200 Country Club Drive
Cameron Park, CA 95682
Ph: (530) 672-7358 Fax: (530) 672-2248



December 12, 2006

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, CA 95667

Attention: Bonnie Rich
Purchasing Agent

Re: Request for Proposal #07-918-066

Dear Ms. Rich,

We are submitting this request for Title III funds in response to Request for Proposal #07-918-066 for the Cameron Park Fire Safe Project. Our current budget and contract with the County will be depleted and will expire in June of 2007.

This money will be used for Fire Prevention Education and Planning as authorized by Title III, Section 302 (a) (5). It will be used to continue implementing our Community Fire Safe Project. As you will see in the following pages, we have been very successful in achieving many of the elements of our project but there is still a lot that we would like to do to make Cameron Park a fire safe community.

Much of our focus this past year has been on educating the residents of Cameron Park about the new 100 foot Defensible Space State Law that went into affect last year. We have targeted every vacant lot and the owners of each have been sent materials about how to properly clean and maintain their properties. We perform inspections on these lots annually. We were able to achieve about 90% compliance this past fire season. We have been able to use the results of our Hazard & Risk Assessment to prioritize the district and have sent information packets to all the properties that rated in the extreme category of our assessment. We have begun the time consuming job of performing home visits/inspections on these properties as well.

Additional funding will allow us to continue administrative support for the Fire Safe Council and the Cameron Park Fire Department, to expand our defensible space/home inspection program, and to continue to implement and complete our Fire Safe Project.

We would appreciate your consideration in awarding us a portion of the Title III funds for El Dorado County. If you have any questions please call me or send me an email.

Sincerely,


Lori Tuthill

Contract Administrator

(530) 677-4906
lori.tuthill@fire.ca.gov



**CAMERON PARK FIRE SAFE PROJECT
REQUEST FOR TITLE III FUNDS
RFP #07-918-066**

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- C. Organization Information**
- D. Executive Summary**
- E. Project Purpose**
- F. Performance Measures**
- G. Budget Narrative/Justification**
- H. Additional Data**

December 15, 2006



C. Organization Information

Mission Statement: The mission of the Cameron Park Fire Safe Council is to promote fire safe practices through education, beautification and community involvement making Cameron Park a fire safe community.

Summary of Firm: The Cameron Park Fire Safe Bureau has been operating under the umbrella of the Community Service District since October of 2002. We currently employ two part time seasonal employees who are actually employees of the Community Service District. They share a 1000 hour position with the district and work a total of 20 to 25 hours per week.

The Cameron Park Fire Safe Project was started to address the growing concerns of the potential fire hazards and the unique wildland urban interface problem that exists in the Cameron Park Community Service District. The project is an on-going project. The Fire Safe Bureau owes a lot of its success to the partnerships of the Cameron Park Fire Department and the California Department of Forestry. With the support of these important partners, the Cameron Park Fire Safe Bureau has been able to accomplish many of the goals and objectives of the Cameron Park Community Fire Safe Project. Below are just a few of these accomplishments.

- Staff and run the Cameron Park Fire Safe Bureau located at Station 89. Maintain employment of two part time temporary employees to coordinate the efforts of the Fire Safe Bureau. They are supported by fire station personnel and the battalion chief.
- Formed the Cameron Park Fire Safe Council which is made of public and private stakeholders including community leaders, residents, business persons, the fire department and other groups committed to developing a "Fire Safe" community in Cameron Park. The council holds monthly meetings.
- The Fire Safe Bureau employees are responsible for enforcing the district's weed abatement ordinance, performing home inspections for education and citation purposes and educating the community about these programs and providing support to the Fire Department and the departments Fire Prevention Bureau. These programs are on-going.
- The Bureau provides support to the County Fire Safe Council by participating in county wide fire prevention events as well as holding a seat on the County Fire Safe Councils Board of Directors.
- Designed and produced three informational brochures for distribution at community and county events that are specific to the Cameron Park area for education purposes. Currently working on another brochure about smoke detectors and home safety.
- Produced a fifteen minute informational video called "It Could Happen Here" to be used at community events and to be mailed to residents who live in areas with high fire risk as part of our residential inspection program. To date the video has been sent as part of a mass mailer to 400 local home owners.
- Performed a Hazard & Risk Assessment for the entire district. The Assessment, done by Barry Callenburger from Wildland RX, has provided the Fire Safe Bureau a tool to prioritize future efforts in the community and the results will be incorporated into our Community Wildfire Protection Plan.
- Developed a Fire Safe Landscape plan to build a demonstration garden around Station 89. It will include ornamental nursery plants and signage to encourage fire safe landscaping throughout the community. Educational materials will be created and available to visitors of the garden.
- Identify and maintain Fire Safe Demonstration Areas throughout district.



D. Executive Summary

High density development in an area consisting of mature stands of brush such as manzanita and chamise and dense oak woodland forests have resulted in a wildland-urban interface in the community of Cameron Park. The greatest threat to the community of Cameron Park is and will continue to be, the threat from a destructive wildfire which is why our project qualifies for Title III funding. Cameron Park which is listed as a Community at Risk on the National Register has been identified by The California Department of Forestry and Fire Protection as a high priority for fire safe planning and fuels reduction in the Amador-El Dorado Unit.

The Cameron Park Fire Safe Project was implemented with a long term goal of establishing a "Fire Safe" community. The project elements include planning, fuel reduction and public education. A copy of the Project can be found at the end of this proposal.

We started this fiscal year with a balance of \$34,000. Our current budget and contract with the county will be depleted and will expire on June 30, 2007. Our balance as of December 15, 2006 is \$23,000. We are submitting this grant request so that we may continue the important work we have started in making Cameron Park a "Fire Safe" community.

Request for Funding

We are requesting a total of **\$30,000** to keep our Fire Safe Project running for another year. The project includes: Enforcement of the District's Weed Abatement Ordinance and Burn Ordinance, Coordination and performance of the District's Home Inspection Program, Public Education, providing support to the Fire Department & the Fire Departments Fire Prevention Bureau, and Coordinating all efforts of the Cameron Park Fire Safe Council. We are also requesting additional funding to expand the web page created using the results of our Hazard & Risk Assessment and to continue the firesafe landscaping / demonstration garden project that we started at Station 89. Below is a breakdown of our costs.

▪ Salaries –	\$16,400.00
(Includes base pay and taxes to fund one 1000 hour seasonal position to coordinate the elements of the project. Position could be shared by one or more person).	
▪ Office Supplies -	1,400.00
▪ Postage-	1,000.00
▪ Printing/Duplicating	1,000.00
▪ Uniforms	400.00
▪ Subscriptions CD Data / Hazard Webpage	1,800.00
▪ Public Education Materials	1,000.00
▪ Maintenance & Hosting of Hazard Web Page	2,000.00
▪ Phase II – Firesafe Demo Landscape at Station 89	<u>5,000.00</u>
Total Amount Requested	\$30,000.00



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▪ Salaries –	\$17,000.00
(Includes base pay and taxes to employ one 20 hour person to coordinate the elements of the project).	
▪ Office Supplies -	1,000.00
▪ Postage-	800.00
▪ Printing/Duplicating	1,000.00
▪ Uniforms	400.00
▪ Subscription to Parcel Quest - CD Data	600.00
▪ Public Education Materials	1,000.00
▪ Maintenance & Hosting of Hazard Web Page	3,200.00
▪ Phase II – Firesafe Demo Landscape at Station 89	<u>5,000.00</u>
Total Amount Requested	\$30,000.00



E. Project Purpose

Many of the required responses for this section can be found in the *Cameron Park Community Fire Safe* Project booklet attached.

We have also included a copy of our Goals & Objectives (It can be found in the Performance Measures Section of this proposal) which is a document we use as an organization to help prioritize the elements of the project. This document is updated quarterly by the members of the Fire Safe Council at one of our monthly meetings. It provides us a way to keep track of our accomplishments and plan for future projects. For purposes of this proposal it will provide you with a description of the projects goals and measurable objectives. It will also provide a timetable for implementation and will let you know if it is an on-going or new element of our Community Fire Safe Project.

Our partners and their roles have already been listed in our organization information in the first section of this proposal.

CDF and the Cameron Park Fire Department continue to provide support to our program. We continue to work together to maintain fire safe practices throughout the community.

CDF has been the only monetary contributor to the project. Chris Waters was able to secure \$20,000 to hire Wildland Rx to perform the Hazard & Risk Assessment of our entire district that was completed in October of 2005. We have also been able to use CDF crews to perform the work on our demonstration lots.

The Cameron Park Fire Safe Project has and will continue to be successful as long as we can continue to find funding sources to carry out the elements of the project. With the support of our partners, the Cameron Park Community Service District, The Cameron Park Fire Department and the California Department of Forestry and Fire Protection, we have more than enough experience and expertise to continue our efforts. We are always looking for other funding sources to keep us running. It is our hope that the Cameron Park Community Service District and the Cameron Park Fire Department will be able to maintain this project and will budget the cost to maintain it when Title III funds are no longer available.

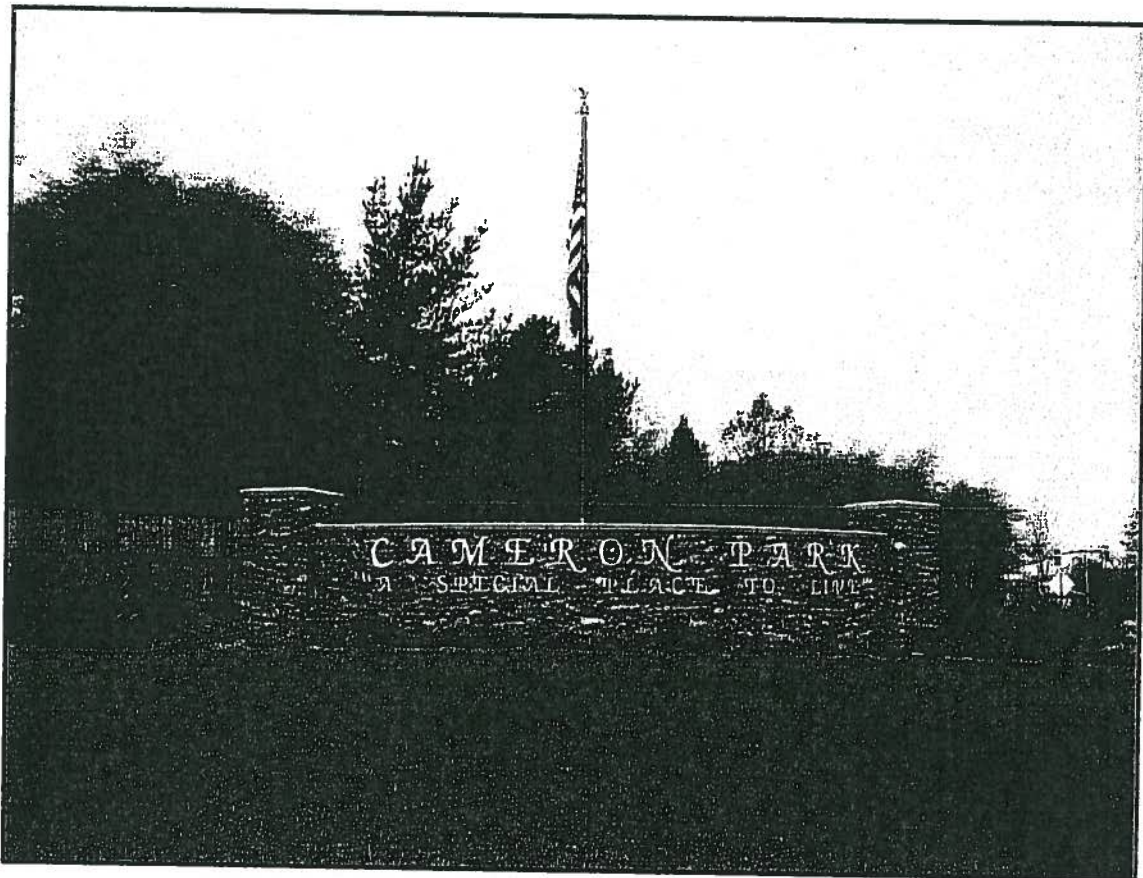
Our project supports the County Wildfire Protection Plan and incorporates Fire Safe Planning in and around our district.





Cameron Park Fire Department
in cooperation with the
California Department of Forestry and Fire Protection
presents a

CAMERON PARK Community Fire Safe Project



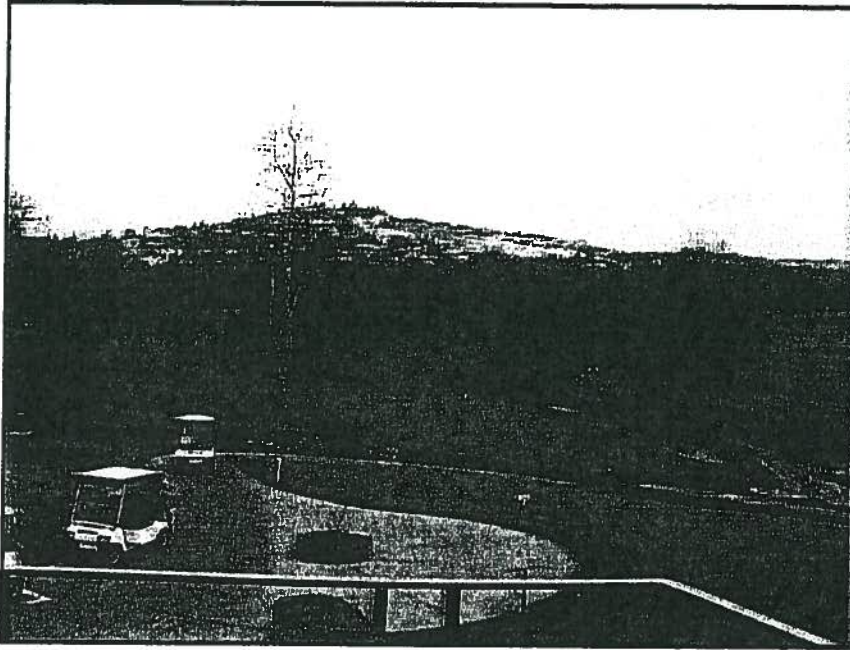
February 2003

Endorsed by the
Cameron Park Fire Safe Council



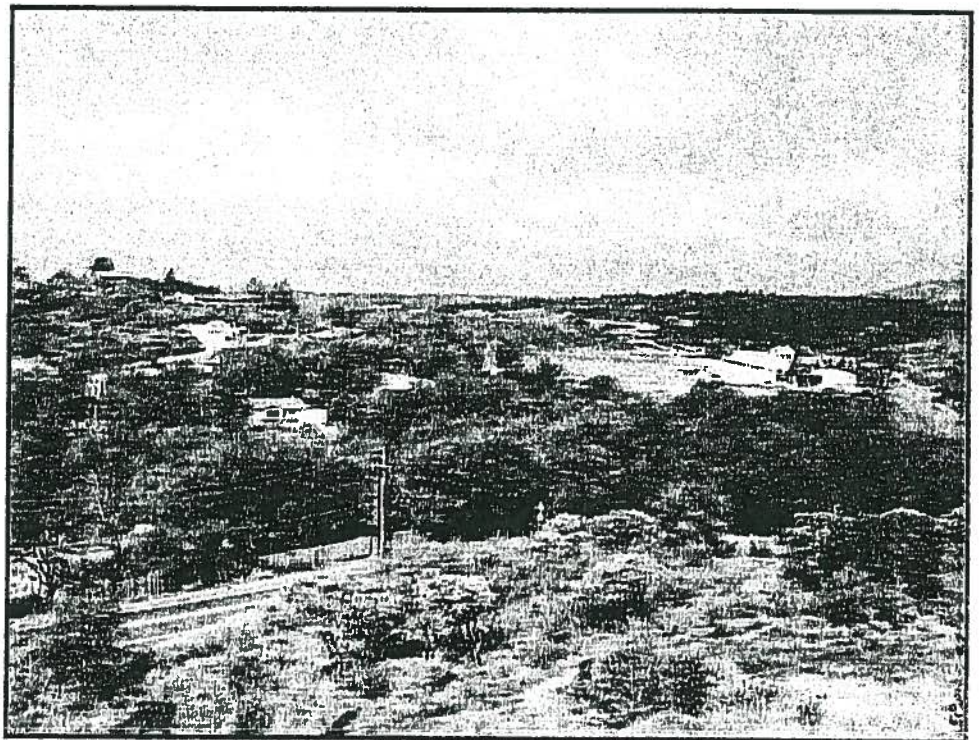
Community History

Cameron Park is a foothill community on the western slope of the Sierra Nevada mountain range in El Dorado County. Formally established as a community services district in the 1960's, the community initially consisted of several hundred residents living around a championship golf course and a small commuter airport along the Highway 50 corridor.



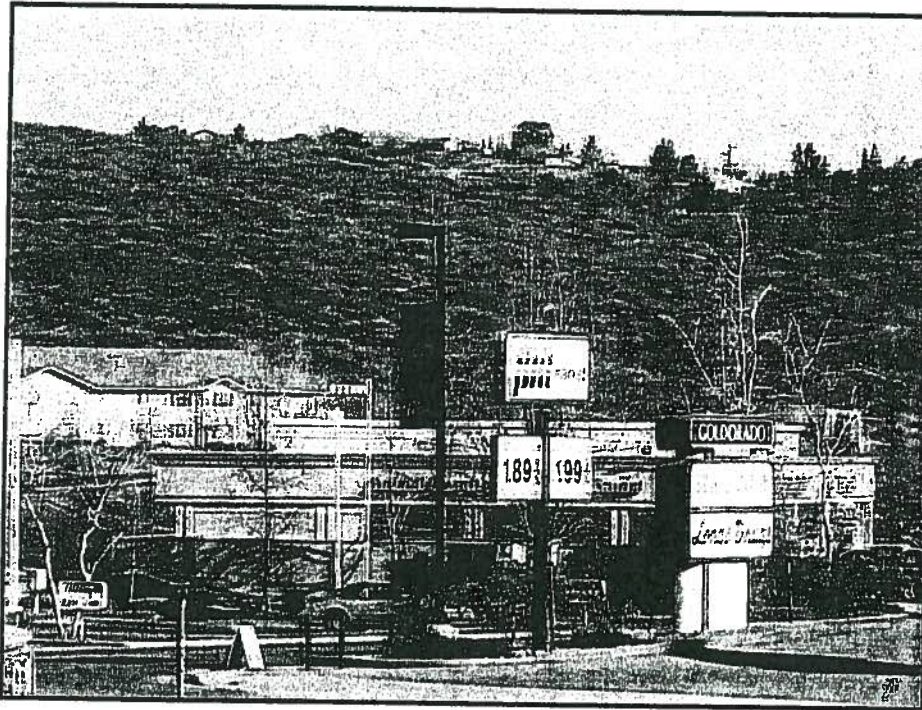
The Cameron Park Country Club is located in the central valley at the south end of the community. In this view from the clubhouse (facing northwest) a ridge top in the background rises approximately 300 feet above the fairway. Many homes are nestled into dense concentrations of highly flammable, mature, brush along Woodleigh Lane and the adjoining streets located on the top of this ridge.

The Cameron Park Airport sits in the central part of the valley just north of the golf course. In this view of the runway (facing northwest) surrounding homes can barely be seen through the dense stands of oak woodland and brush.



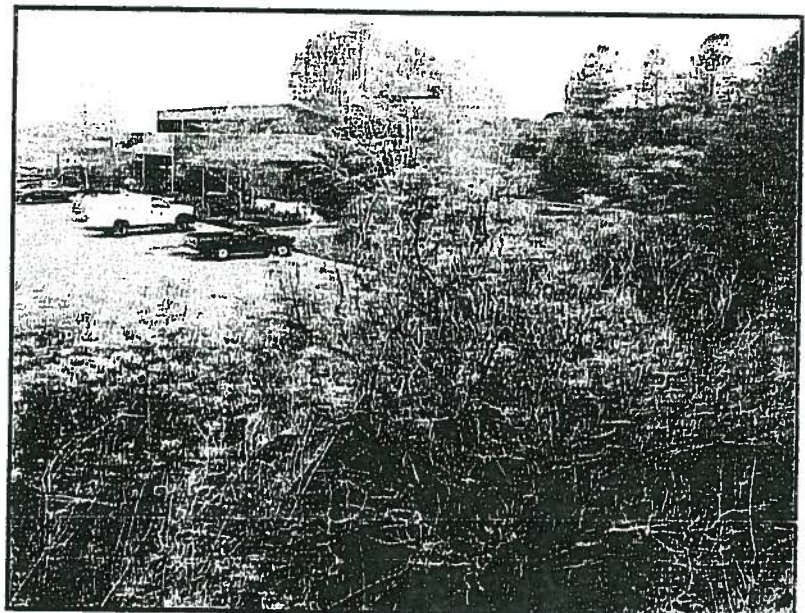
Community Development

In the 40 years since the Cameron Park Community Services District was formed more than 5,000 single family homes, 1000 dwelling units (multi-family complexes), commercial buildings, retail centers, industrial plants, and schools have developed in a nine square mile area. High density growth has spread from the central valley to the surrounding hillsides and ridge tops. Approximately 80% of the community development is in areas where buildings and combustible vegetation are collocated in an environment referred to as a **wildland-urban interface**. The population has grown from an estimated 400 residents in 1960, to 18,000 residents in 2002.



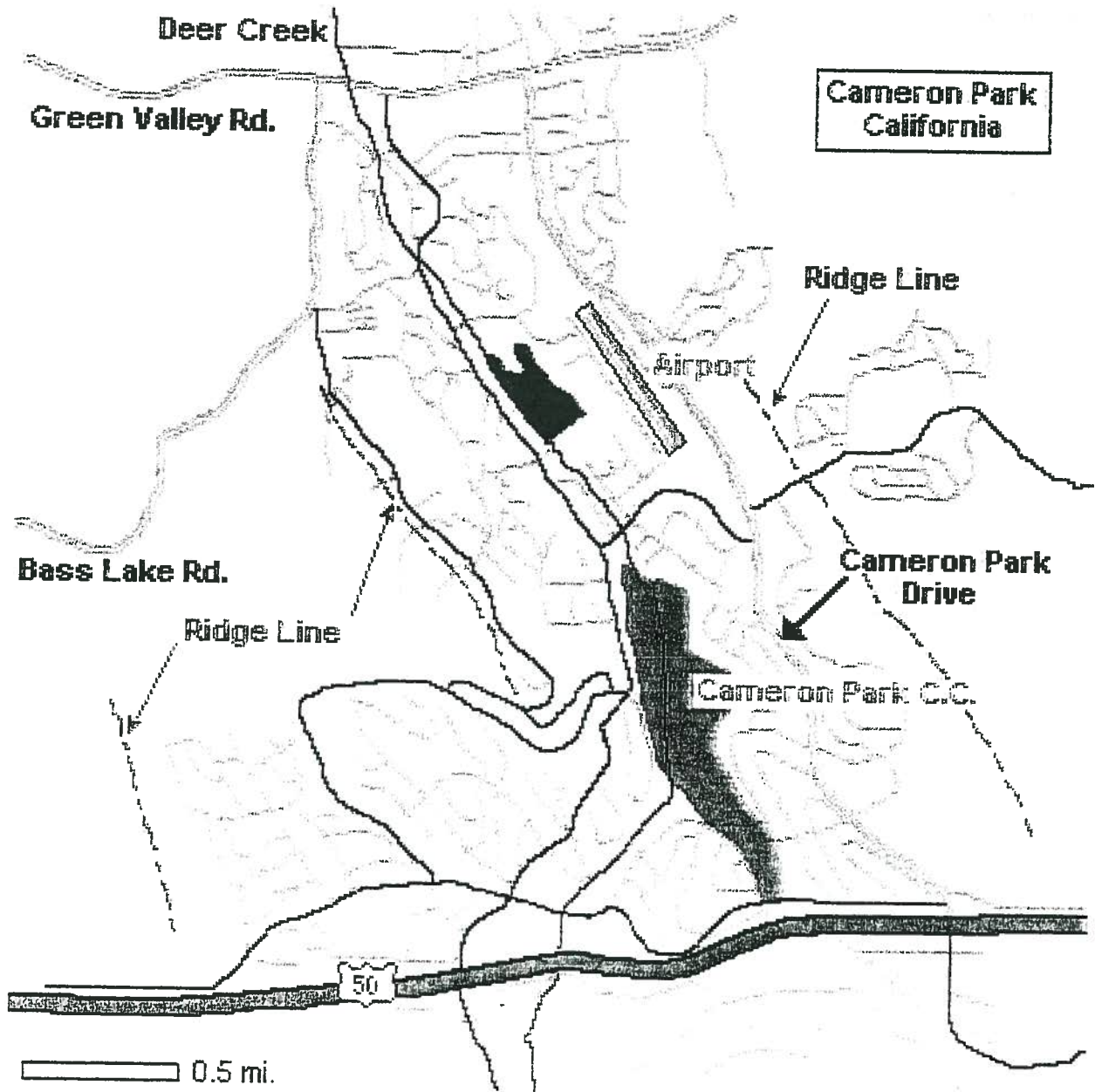
A view (facing northeast) of commercial buildings in the Bel Air shopping center, located on Cameron Park Drive. In the background is a dense stand of brush which is now part of the Pine Hill Preserve. The Federal Bureau of Land Management has purchased this land to protect rare plants which grow in soils unique to this area. Approximately 500 of the Pine Hill Preserve's 3500 acres are located along the east side of Cameron Park. Some private homes are located along the ridge top just outside the preserve boundaries.

A view of the Cameron Park Municipal Court located on Cameron Park Drive across from the airport. Like much of the commercial and residential development in the district, the court building is surrounded by a dense stand of native flammable vegetation. In this case manzanita, chamise, and digger pines are in close proximity to the building. This property also borders the Pine Hill Preserve.



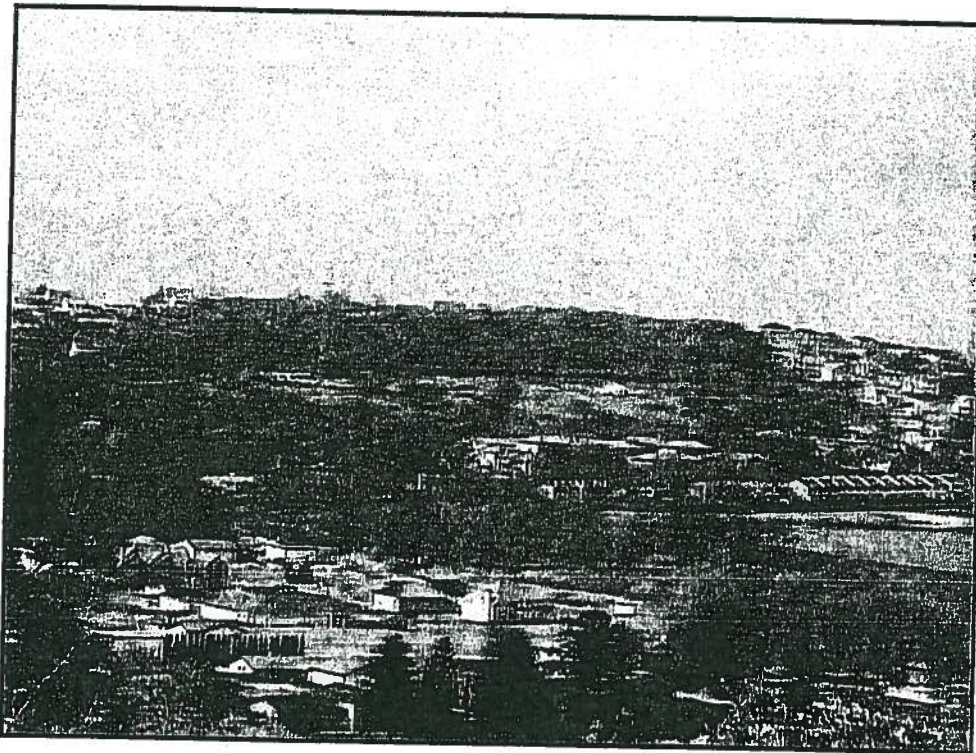
Geography

The general topography of the area consists of a central valley along the Deer Creek drainage, approximately 1/2 mile wide with a northwest/southeast orientation. The golf course, airpark, a 40 acre lake, and surrounding residences are the primary features in the valley. The elevation at the valley floor is in the range of the 1200 to 1300 feet above sea level. Much of the valley is enclosed between ridges on the east and west sides. The ridge tops rise 300 to 400 feet above the valley floor. Slopes leading up to the ridge tops range from approximately 15% to 35%.



Wildland-Urban Interface Problem

Development in Cameron Park has resulted in a wildland-urban interface with high density development in an area predominately consisting of mature stands of brush, and dense oak woodland forests. Manzanita and chamise are the most common brush species growing in thick stands and reaching heights greater than 10 feet. There is a large amount of dead material in the brush. Oak species include large varieties such as Blue Oak and Valley Oak however most of the trees are of the smaller brushy varieties such as Live Oak and Holly Oak. Some areas of the community, mostly the lower elevation and gentler slopes, include seasonal dry grasses. There are several areas of open space in the community ranging from 5 acres to 300 acres. Some of the open, space such as the golf course, airport, and Cameron Park Lake, have been cleared of flammable vegetation. Much of the open space such, as undeveloped lots and preserve lands (Pine Hill Preserve), are covered with mature stands of flammable vegetation providing areas in and around the community where a large wildfire could become established.

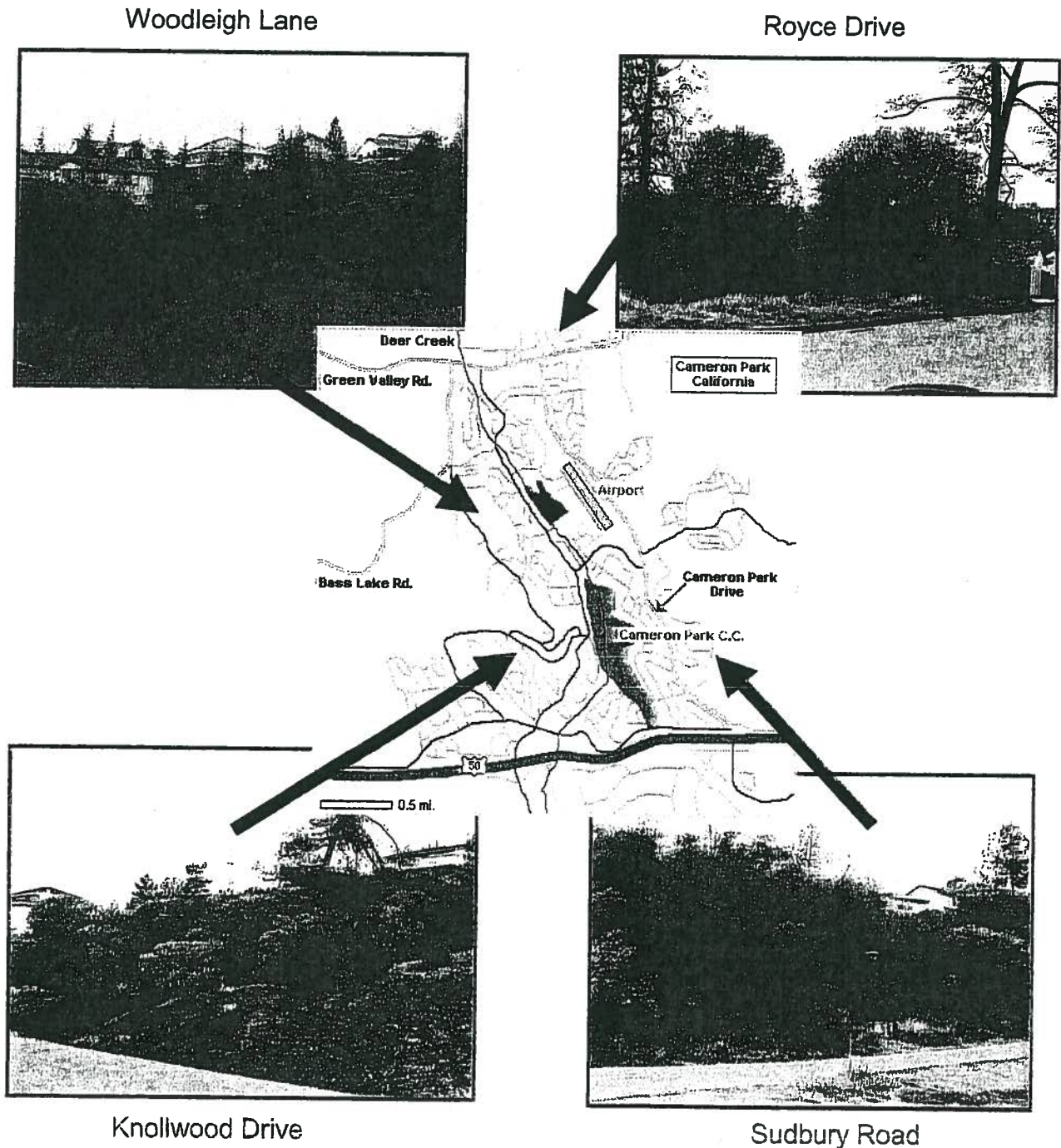


A large patch of brush located on the east side of the ridge, below Woodleigh Lane. To the right a subdivision of new homes has been carved into the hillside. At the bottom of the hill is the deer creek drainage which passes through Cameron Park Lake (right side of photo).

There is residential development throughout the district including the valley floor, ridge tops, and the slopes leading up to the ridge tops. Many of the residences in the district were built in the 1970's and 1980's before the county adopted standards for roof construction. Homes with wood siding, wood decks, and shake roofs, nestled into heavy fuels on steep slopes are not uncommon. Currently, the average density of homes in the community is approximately 1 home per acre (5,180 residences in 9 square miles). However, residential lot sizes typically range in the ¼ to ½ acre size providing for densities in some areas of more than four times the average. Many of the residential roads in the community are narrow, winding, and do not support 2-way traffic when cars are parked on the road sides complicating fire suppression and evacuation procedures.

Typical Wildland-Urban Interface Conditions

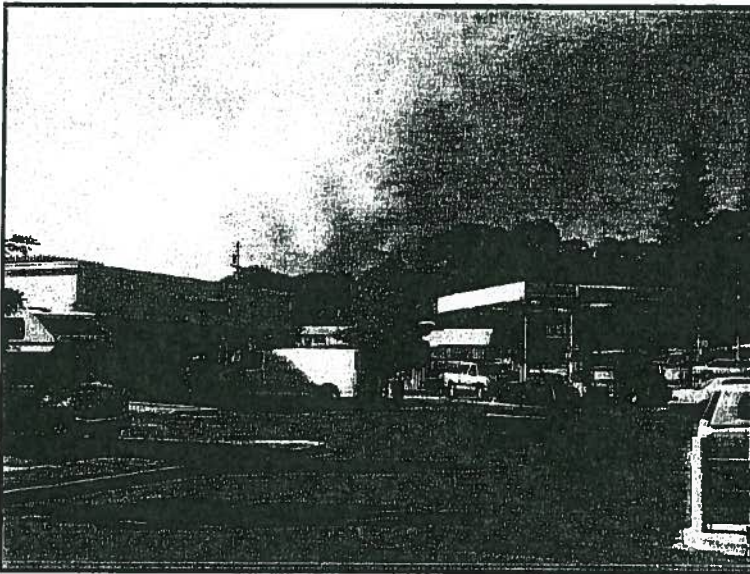
Although the most recent subdivisions have required fire safe plans, the wildland-urban interface problem remains a hazard throughout the community. Development between 1950 and 1990 typically did not remove or modify combustible vegetation sufficiently to eliminate the fire risk. Newer subdivisions since 1990 have created a fire safe environment within the subdivision, however flammable vegetation often remains around the perimeter. Below are some typical examples of wildland-urban interface conditions in the community.



Fire History

The community of Cameron Park is situated next to Highway 50 which is heavily commuted by local, state, and interstate travelers. The Highway 50 corridor is also the most densely populated area of El Dorado County. Wildfire history is much higher along the Highway 50 corridor than surrounding areas of El Dorado County in terms of numbers of fires started. Over the 40 year history of the community, numerous large vegetation fires have occurred in the immediate surrounding areas.

Given the fuels, topography, weather, development and fire history in the area, the community is vulnerable to a catastrophic wildfire. The California Department of Forestry and Fire Protection (CDF) in cooperation with the Cameron Park Fire Department (CPFD) desires to implement a comprehensive "Fire Safe" project for the community of Cameron Park to minimize the potential for costs and losses associated with a catastrophic wildfire.

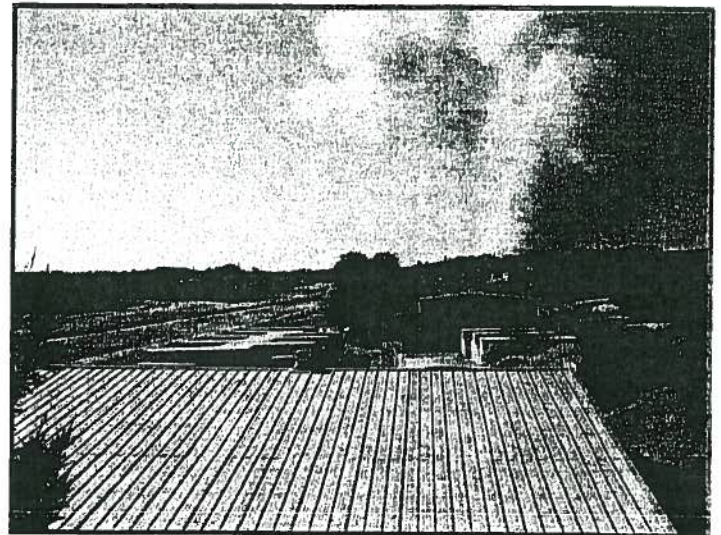


View from Green Valley Road and Cameron Park Drive

Hickok Fire September 2002

The most recent large fire in the Cameron Park area occurred 3 miles north of the community in 2002. The Hickok Fire burned approximately 700 acres of vegetation and threatened dozens of homes in the community of Rescue before it was stopped by firefighters at Deer Valley Road.

View from Cameron Park Airport



Fortunately the Hickok fire occurred on a day when winds were light (less than 5 mph). Had this fire occurred on a day when winds were blowing from the northwest at 25 mph it most certainly would have burned into, and probably through, the community of Cameron Park.

Cameron Park Fire Safe Project

The most common complaint received by the Cameron Park Fire Department from the public is about their concern for protection from a wildfire emergency. An analysis of emergency incidents in the local area supports the public perception that the greatest threat to the community may be from a destructive wildfire similar in nature to the fire that occurred in the Oakland Hills in 1990. The Oakland Hills fire burned less than 3 square miles (1600 acres) and destroyed 2,900 homes in one day.

The Cameron Park Fire Department in Cooperation with the California Department of Forestry therefore proposes to implement a project in the Community of Cameron Park with a long term goal of establishing a "Fire Safe" community. The enormous scope of the problem necessitates that it be approached by a coalition of public and private stakeholders including but not limited to: 1) Fire Department officials, 2) El Dorado County government and agency officials, 3) Community Services District officials, 4) utility company representatives, 4) environmental groups, 5) insurance industry representatives, 6) real estate industry representatives, 7) homeowners associations, 8) large land owners, and 9) general public.

The project must be comprehensive enough to address the entire wildland-urban interface problem in the district from small strips of flammable vegetation along roadside easements, to large tracts of undeveloped brush covered lands. No timeframes have yet been established for the completion of this project. Progress will be dependant upon the cooperation and initiative of the stakeholders, and the success in securing project funding through grants or other sources. Three critical element areas have been identified for the project.

Project Elements

- | | |
|---------------------------------|---|
| <u>Planning:</u> | Cameron Park Fire Safe Bureau
Cameron Park Fire Safe Council
Fire Safe Development Plans – PRC 4290
Community Wildfire Preparedness Plan
Community Hazard and Risk Assessment |
| <u>Fuel Reduction:</u> | Residential Lot Clearing Requirements – PRC 4291
Vacant Lot Clearing Requirements – H&S 14875 - 14922
Chipper Program
Vegetation Management Program
Fire Resistive Planting Program
Curbside Landscaping |
| <u>Public Education:</u> | Volunteers in Prevention
Public Displays
Demonstration Lots
Web Page
Public Recognition
Hazard Awareness |



Planning Element Description

Cameron Park Fire Safe Bureau – The Cameron Park Fire Department will establish a Fire Safe Bureau to coordinate the districts' efforts towards minimizing costs and losses associated with wildfire emergencies. The Fire Safe Bureau will be located at Cameron Park Fire Station 88. All of the personnel permanently assigned to Station 88 will be members of the Fire Safe Bureau. The Fire Safe Bureau will work with the Cameron Park Fire Safe Council to implement the Cameron Park Fire Safe Project. Establishing a Fire Safe Bureau will re-focus the efforts and priorities of 25% of the fire department personnel and resources directly on the wildland-urban interface problem.

Cameron Park Fire Safe Council – A fire safe council will be established in the community to build a partnership between the fire department and the community for addressing the local wildfire hazard. The fire safe council will be a coalition of public and private sector stakeholders including community leaders, residents, business persons, government agencies, the fire department, and other groups and associations committed to developing a "Fire Safe" community in Cameron Park. The Fire Safe Council will meet monthly. One member of the Cameron Park Fire Safe Council will represent the community at the El Dorado County Fire Safe Council. An active Fire Safe council will be one of the critical elements for project success.

Fire Safe Development Plans (PRC 4290) – A Fire Safe Plan will be prepared and submitted with project applications for new construction and development in the community. The Fire Safe Plan will provide for emergency vehicle access and perimeter wildfire protection measures. Elements of the fire safe plan include standards for road and street networks, water supply standards, building construction, and fuel modification and defensible space.

Cameron Park Wildfire Preplan – A preplan for managing wildfire emergencies in and around the community will be developed. The preplan will incorporate information developed in the Fire Safe Plan to improve chances for initial attack success in the event of a wildfire emergency. Fuel breaks, water supplies, evacuation routes, staging areas, resource needs, strategies and tactics, etc. will be developed for a variety of wildfire scenarios. The pre-plan will be distributed to local firefighters for training and made available to the public for educational purposes.

Community Hazard and Risk Assessment – A hazard and risk assessment will be done for the entire community. The hazard and risk assessment will quantify the threat to persons and property in the community from a wildfire emergency. Factors such as fuel, topography, land use and types of building construction will be considered. The hazard and risk assessment will be a critical planning tool for directing the efforts of the Fire Safe Bureau.



Fuel Reduction Element Description

Residential Lot Clearing Requirements (PRC 4291) – Based on the community hazard and risk assessment, residents will be required to establish defensible space around the structures on their lots, under the authority of Public Resource Code § 4291. PRC 4291 requires removal of flammable vegetation for a minimum of 30 feet, and up to 100, feet around structures. Fire department personnel and volunteers will make initial inspections. Failure to comply may result in a misdemeanor citation.

Vacant Lot Clearing Requirements (H&S 14875 – 14922) – Based on the community hazard and risk assessment, vacant lots will be required to remove flammable vegetation under the authority of the fire district's weed abatement ordinance. The weed abatement ordinance was established in 1999, by the Board of Directors, under the authority of Health and Safety Code § 14875. Fire department personnel and volunteers will make initial inspections. Failure to comply may result in the fire department contracting for the abatement work and a lien on the property.

Chipper Program – The district will seek funds to establish a chipper program to support the residential and vacant lot clearing efforts. A chipper program will provide a cost effective alternative and incentive for property owners to cooperate with the district's fuel reduction efforts. A commercial chipper and tow vehicle will be required. Chips can be scattered in place on the property owner's lot, stored in a central location for redistribution, or used as a groundcover in road easements or other areas.

Vegetation Management Program (VMP) – Large lots and open tracts of land threatening many structures may qualify for the Vegetation Management Program administered by CDF. A contract between the property owners and CDF authorizes the State to perform fuel reduction work through a cost sharing agreement. Qualification and priorities for utilizing a VMP program will be based on the community hazard and risk assessment.

Fire Resistive Plants – Ornamental trees, shrubs, and groundcovers that are fire resistive and perform well in the local soil and weather conditions will be identified. Property owners will be encouraged to replace native flammable vegetation with fire resistive ornamental plants. Sponsoring nurseries will be sought to offer discounted plants for this program. Cost matching grant funds will be sought to further reduce the costs to the property owner.

Curbside Landscaping – The district will work with the County Department of Transportation to identify guidelines for property owners desiring to landscape road easements fronting their properties.



Public Education Element Description

Volunteers in Prevention (VIP) – The district will establish a Volunteers in Prevention program to assist with administration of the Cameron Park Fire Safe Project and with public education. The VIP program is administered by CDF. VIP's may be utilized for a variety of fire prevention activities including office support, inspections, and public education programs.

Demonstration Lots – “Demonstration Lots” will be established around the district featuring two types of fire safe landscaping. One type will demonstrate how to thin and prune native vegetation (primarily oak woodland) to reduce its fire danger potential. The other type will include fire resistive ornamental plants that can be used to replace or enhance native plant species.

Public Displays – Public education materials will be displayed at community events attended by the fire department and/or the Fire Safe Council.

Web Page – The district's web page will be updated to provide a complete overview of the Cameron Park Fire Safe Project.

Public Recognition – Streets and neighborhoods in the district will be recognized for achieving “Fire Safe” status. “Fire Safe” status will be granted when the street or neighborhood meets guidelines for fire safety established by the Cameron Park Fire Safe Bureau. Recognition may be in the form of local press releases, listing on the district's web page, and/or neighborhood or street signs.

Hazard Awareness and Prevention – Public education materials will be developed to heighten the awareness of the community towards the dangers of a wildfire emergency, and to educate the public on the efforts to reduce the hazard. Materials may include maps and information of the fire history in the local area; history of catastrophic wildfires in the state; methods for fuel reduction and fire resistive landscaping; methods for creating defensible space around structures; methods for preventing the ignition of a wildland fire; and/or a mock newscast of a catastrophic wildfire in the community to present the reality of the danger.

Conclusion

The community of Cameron Park is in an area where high fire danger exists. This Community Fire Safe Project is proposed by the Cameron Park Fire Department, in cooperation with the California Department of Forestry and Fire Protection, to address the public concern for the fire danger. It has been endorsed by the Cameron Park Fire Safe Council. If embraced by all of the stakeholders in the wildland-urban interface problem, it provides an initial plan for developing a “Fire Safe” community in Cameron Park. This document is subject to review and revision in the future.

F. Performance Measures

Attached is a copy of our Work Planning Goals & Objectives. This is a tool that we update quarterly to monitor the progress of our project. It gives us a way to prioritize project elements and to assign target dates and responsible persons. For the purpose of this proposal it will describe how the project will be evaluated and will provide details of work to be performed, results to be achieved and will give a timeframe for when projects elements will be complete.

CAMERON PARK FIRE SAFE COUNCIL

Work Planning Goals & Objectives



The mission of the Cameron Park Fire Safe Council is to promote fire safe practices through education, beautification and community involvement making Cameron Park a fire safe community.

Key Result Areas of Mission Statement:

1. Education
2. Planning
3. Fuels Management
4. Wildfire Prevention
5. Financial



EDUCATION – Key Result Area

- Goal 1 - Educate the community on the extreme wildfire situation in Cameron Park and provide fire safe information.
- Goal 2 - Involve all community stakeholders in making Cameron Park Fire Safe.
- Goal 3 - Have a presence at community events.

OBJECTIVES

Objective	Work Description	Target Date	Completion Date	Person (s) Responsible	Remarks
1 (a)	Create CPFSC Web Page	Feb. 1, 2004	On-Going Updated monthly	Lori Tuthill	Web page on-line. Submit changes to CSD Web Master monthly
1 (b)	Have a presence at 4 community events per year.	On-Going		Lori, Audrey & Volunteers	Summer Spectacular, Easter Egg Hunt, Car Show, Time Lesley Power Point Presentation, Santa Parade, Clean-Up Day
1 (c)	Create literature/brochures for all programs that identify goals, guidelines and prohibited activities	March 1, 2004	Three completed June 2005	Lori & Audrey	(1) Community Fire Safe Project; (2) Hazard Reduction Clearance Stan. (3) Disposing of Flammable Vegetation; (4) Safe Operation of power equipment
1 (d)	Send out a minimum of 4 press releases per year.	Ongoing		Lori	Chipper Program, Burning Window Safe burning conditions
1 (f)	Create Fire Safe Informational Video	December 2005	Done March 2006	Fire Safe Bureau	Fire Safe Bureau working with Peppers & Associates produced "It Could Happen Here"
2 (a)	Hold monthly Fire Safe Council Meetings.	On-Going	On-going	Fire Safe Council	
2 (b)	Work with local businesses to get literature handed to appropriate people.	On-Going			Planning/Permit Dept., Chamber of Commerce, County (General Plan), Real Estate Agents, Insurance Companies
2 (c)	Recruit Volunteers in Prevention				
1 (g)	Create hand-outs for fire safe landscaping and material for demo garden.	December 2006		Lori & Audrey	Unfunded – Apply for new grant.



PLANNING - Key Result Area

Goal 1 - Ensure necessary planning is done to make Cameron Park Fire Safe.

OBJECTIVES

Objective	Work Description	Target Date	Completion Date	Person (s) Responsible	Remarks
1 (a)	Prepare & Issue Request for Proposal for Hazard & Risk Assessment	Feb 15, 2004	August 2005	Brent	
1 (b)	Conduct Hazard & Risk Assessment	December 2005		Contractor under direction of Chris Waters	Contract awarded to Wildland Rx.
1 (c)	Prepare Community Wildfire Protection Plan	March 2007		FSC	Being done in-house.
1 (d)	Prepare Wildfire Emergency Plan (Pre-Plan)	December 2006		CP Fire Safe Bureau	Unfunded - Apply for new grant.
1 (e)	Community Evacuation Plan	December 2006		CP Fire Safe Bureau	Unfunded --Apply for new grant EDSO has primary evacuation responsibility. Ensure that EDSO is involved in evacuation planning effort.
1 (f)	Develop and implement a "Community Recognition Program"	December 2006		CP Fire Safe	Unfunded -- Apply for new grant



FUELS MANAGEMENT – Key Result Area

- Goal 1 - Reduce the size and intensity of wildfires by modifying the dangerous fuel loads on lots, along roads, open space areas and on the Pine Hill Reserve.
- Goal 2 - Ensure defensive space is provided around all structures.
- Goal 3 - Ensure fuel treatment areas are maintained.
- Goal 4 - Promote land management practices that will maintain healthy vegetation, protect soils & water resources, and consider both wildlife and the visual effects.
- Goal 5 -- Help minimize cost to homeowners/businesses through programs such as curbside chipping.

OBJECTIVES

Objective	Work Description	Target Date	Completion Date	Person (s) Responsible	Remarks
1 (a)	Prepare comprehensive Fuel Management Plan for Cameron Park	December 2006	December 2007	CP Fire Safe Bureau	Being done in-house with Gene Murphy using data from Hazard & Risk Assessment
2 (a)	Develop inspection and enforcement procedures for defensible space.	Done	Done	CP Fire Safe Bureau	Written standards procedures. Use PRC for standards on improved lots. Use CDF policies and procedures for LE-38 inspections. Cross reference PRC 4291.
2 (b)	Establish fuel reduction standards for vacant lots.	Done	Done	CP Fire Safe Bureau	Use District Weed Abatement Ordinance for unimproved lots. Establish written guidelines and standards for dissemination to public.
3 (a)	Maintain logs/records of fuel reduction work by parcel (files).	April 2003	On-Going	CP Fire Safe Bureau	Separate files for each parcel (Weed Abatement and LE-38's). Keep a log showing current status of compliance for follow-up action.
4 (a)	Incorporate Goal 4 into public education programs and materials (i.e. brochures)	April 2004		CP Fire Safe Bureau	
5 (a)	Continue to support County chipper program by promoting program in Cameron Park.	Ongoing		CP Fire Safe Bureau	Assist El Dorado County Fire Safe Program with coordination of Chipper program in the Cameron Park area.



WILDFIRE PREVENTION – Key Result Area

Goal 1 - Reduce the number of wildfire ignitions in and adjacent to Cameron Park

OBJECTIVES

Objective	Work Description	Target Date	Completion Date	Person (s) Responsible	Remarks
1 (a)	Prepare a Wildfire Prevention Plan for Cameron Park	June 2006		CP Fire Safe Bureau	Incorporate Hazard Assessment results
1 (b)	Send Mass Mailer about Defensible Space to all lots that received an EXTREME hazard rating.	June 2006	Complete	Audrey and Lori	
1 (c)	Perform Education Inspections on all EXTREME lots that were sent mass mailers.	June 2006		Audrey & Lori	
1 (d)	Send Mass Mailer about Defensible Space to all lots that received a HIGH hazard rating.	June 2007		Audrey & Lori	
1 (e)	Perform Education Inspections on all HIGH lots that were sent mass mailers.	September 2007		Audrey & Lori	
1 (f)	Enforce the District's fuel reduction standards.	Annual	On-going		All vacant lot owners have been notified of the clearance requirements.



FINANCIAL – Key Result Area

- Goal 1 - Ensure grants are pursued to make Cameron Park fire safe.
- Goal 2 - Establish annual budget.
- Goal 3 - Audit financial records.

OBJECTIVES

Objective	Work Description	Target Date	Completion Date	Person (s) Responsible	Remarks
1 (a)	Submit Grant Proposal to continue project.	FY 2007/2008	Due Dec 15th	Lori, Audrey & Brent	Title III Grants - FSC WUI Grants - (?) BLM Grants - (October) FEMA Grants - (?)
2 (a)	Set-up budget in Quicken Track expenditures by project categories Track personnel expenses by project	Jan. 1, 2004	Jan 1, 2004	CP Fire Safe Bureau	Bring printout of YTD expenditures to each CP FSC meeting
2 (b)	Bill to El Dorado County for Title III funds	Monthly		CP Fire Safe Bureau	Monthly – Send bill to the County by the 5 th of each month for expenses incurred in the previous month.
3 (a)	Prepare financial documents for CSD auditor (John Warden)	Annually in August		CP Fire Safe Bureau	FY audits begin in August for the previous FY
4 (a)	Work with CSD on budget approval & new number for firesafe	October 2006	Done	Lori	

G. Budget Narrative/Justification

Attached please find the budgets and expenses for this project.

- 1.) The top budget is our proposed budget for the money we are requesting.
- 2.) Behind that is our current operating budget for fiscal year July 1, 2006 through June 30, 2007 which includes all monies budgeted and expensed to date.

Proposed Budget for Title III			
2007/2008 FISCAL YEAR			
800116 - DEPARTMENT -Title III			BUDGET
SALARIES AND EMPLOYEE BENEFITS			
3000	Salaries - Regular		15,000
	Base Pay - \$15.00 per hour		
3021	Payroll Tax -		1,200
	SDI @ .0765%		
3022	Payroll Tax -		200
	FICA/Medicare @ 1.45%		
	Total Salaries and Benefits		16,400
DEPARTMENT - Title III			BUDGET
SERVICES AND SUPPLIES			
4020	Clothing		400
4260	Office Supplies		1,400
4261	Postage		1,000
4263	Subscriptions/Newspaper/Journal		1,800
	CD Data	600	
	Hazard Webpage Maintenance	1,200	
4266	Printing/Duplicating services		1,000
4300	Professional & Specialized Services		2,000
	Hazard Web Page Extras	2,000	
4501	Special Projects		5,000
	Landscaping/Demo Garden	5,000	
	CWPP		
4502	Educational Materials		1,000
	Total Salaries and Benefits		16,400
	Total Services and Supplies		13,600
	TOTAL EXPENSES		30,000



Proposed Budget for Title III			
2007/2008 FISCAL YEAR			
800116 - DEPARTMENT -Title III			BUDGET
SALARIES AND EMPLOYEE BENEFITS			
3000	Salaries - Regular		15,000
	Base Pay - \$15.00 per hour		
3021	Payroll Tax -		1,200
	SDI @ .0765%		
3022	Payroll Tax -		200
	FICA/Medicare @ 1.45%		
	Total Salaries and Benefits		16,400
DEPARTMENT - Title III			BUDGET
SERVICES AND SUPPLIES			
4020	Clothing		400
4260	Office Supplies		1,000
4261	Postage		800
4263	Subscriptions/Newspaper/Journal		1,800
	CD Data	600	
	Hazard Webpage Maintenance	1,200	
4266	Printing/Duplicating services		1,000
4300	Professional & Specialized Services		2,000
	Hazard Web Page Extras	2,000	
4501	Special Projects		5,000
	Landscaping/Demo Garden	5,000	
4502	Educational Materials		1,000
	Total Salaries and Benefits		17,000
	Total Services and Supplies		13,000
	TOTAL EXPENSES		30,000



CAMERON PARK COMMUNITY SERVICES DISTRICT

2006/2007 FISCAL YEAR BUDGET

DEPARTMENTAL BUDGETS

800116 - DEPARTMENT - Title III

Balance Forward from 05/06

SALARIES AND EMPLOYEE BENEFITS

	Date:	9/30/06	Budget	Actual	Balance
			9,553		\$ 9,553.00
3001	Salaries - Regular		15,000		15,000.00
	Base Pay - \$15.00 per hour				
	AM Shift - 600 hours	9,000		2,486.25	12,513.75
	PM Shift - 400 hours	6,000		1,432.50	11,081.25
3004	Other Compensation		0		
3020	Retirement		0		
3021	Payroll Tax - SDI @ .0765		1,148		1,147.50
	AM Shift	689		190.20	957.30
	PM Shift	459		109.59	847.71
3022	Payroll Tax - FICA/Medicare @ 1.45%		200		200.00
	AM Shift	131		36.05	163.95
	PM Shift	87		20.77	143.18
3040	Health & Dental Insurance		0		
3041	Unemployment Insurance		0		
3044	Vision Insurance		0		
3060	Worker's Compensation @ 4%		600		600.00



	AM Shift	360		99.45	500.55
	PM Shift	240		57.30	443.25
3081	Flexible Benefits		0		
	<u>Total Salaries and Benefits</u>		16,966	4,432.11	12,533.89
DEPARTMENT - Title III					
SERVICES AND SUPPLIES					
4000	Agriculture		0		0
4020	Clothing		0		0
4040	Telephone		0		0
4042	Radios		0		0
4060	Food		0		0
4080	Household		0		0
4100	Insurance - Premium		0		0
4140	Maintenance - Equipment		0		0
4142	Maintenance - Radio Phones		0		0
4160	Maintenance - Vehicle		0		0
4164	Maintenance - Tires & Tubes		0		0
4180	Maintenance - Buildings & Improvements		0		0
4183	Maintenance - Grounds		0		0
4200	Medical Supplies		0		0
4220	Memberships & Manuals		0		0
4240	Miscellaneous		0		0
	2006/2007 Approved Budget				



4260	Office Supplies	900								
	9/7 PO#15494 - Office Depot	1,000								
	10/26 PO#15565 - Lori (Brochure Holders)									768.38
	11/1 PO#15608 - Audrey (Frames)									725.48
	11/9 PO#15574 - Toner & Paper									695.60
4261	Postage									572.82
	8/10 PO#15474 - Lori Tuthill	800								
	8/29 PO#15492 - Lori Tuthill									
	DEPARTMENT - Title III									
	SERVICES AND SUPPLIES (CONTINUED)									
4263	Subscriptions/Newspaper/Journal	434								
	CD Data			550						434
4266	Printing/Duplicating services	400								
4300	Professional & Specialized Services	0								0
4308	External Data Processing / Website Maint.	0								0
4310	Contractual Services (Instructors/Officials)	0								0
4334	Fire Prevention Inspections	500								500
4335	EDC Department Agency	0								0
4400	Publications & Legal Notices	0								0
4420	Rent & Lease Equipment - carbon copy	0								0
4440	Rent & Lease - Buildings & Improvements	0								0
4460	Equipment - Small Tools	0								0
4461	Minor Equipment	0								0
4501	Special Projects	5,000								5,000
	Landscaping/Demonstration Garden									



	CDF Crew						
4502	Educational Materials		0				0
4503	10/31 PO#15573 - Franklin Products - Ed Mat.	\$		565.94			-566
4507	Staff Development		0				0
4600	Fire & Safety Supplies		0				0
4602	Transportation, & Travel		0				0
4606	Mileage - Private Auto		0				0
	Fuel Purchases		0				0
	DEPARTMENT - Title III						
	<u>SERVICES AND SUPPLIES (CONTINUED)</u>		Budget	Actual		Balance	
4620	Utilities		0				0
6040	Equipment		0				0
	Total Salaries and Benefits	\$	16,966.00	4,432.11	\$	12,533.89	
	Total Services and Supplies	\$	8,034.00	982.52	\$	7,051.48	
	Total Forwarded from 05/06	\$	9,553.00		\$	9,553.00	
	TOTAL EXPENSES	\$	34,553.00	5,414.63	\$	29,138.37	
	REIMBURSEMENTS						
1200	Grant Revenue (Title III) 2006/2007		25,000				25,000
1200	Grant Revenue (Title III) balance of 05/06		9,553.00				9,553
	TOTAL REIMBURSEMENTS		34,553				34,553
	TOTAL EXPENSES		34,553				34,553
	TOTAL PROGRAM/REVENUE		34,553				34,553
Fire Prevention							
2006/2007 Approved Budget							
08/24/2006							

EXHIBIT "B"

Dated:

Ms. Laura S. Gill
Chief Administrative Officer
County of El Dorado
330 Fair Lane
Placerville, California 95667

RE:

Dear Ms. Gill:

This letter will certify that as of the above date _____ has completed _____% of the _____ Project at the approximate cost indicated. Through the last day of the preceding month, _____ has made payments in the total sum of \$_____, of the funds granted to it by the County of El Dorado. (Optional, for matching fund projects, as appropriate:) This will further certify that as of the above date, the _____ has advanced \$_____ in matching funds from the (state grant source) and \$_____ of funds from the _____.

I declare under penalty of perjury under the laws of the State of California that the foregoing certification is true and correct. Executed the date written above in El Dorado County, State of California.

By: _____

(Print Name)

(Print Title)



EXHIBIT C



COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 1 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

BACKGROUND:

This policy applies to County officers and employees as well as members of boards and commissions required to travel in or out of county for the conduct of County business. This policy also provides for expenses of public employees from other jurisdictions when specifically referenced in policy provisions set forth below.

For ease of reference, the Travel Policy is presented in the following sections:

1. General Policy
2. Approvals Required
3. Travel Participants and Number
4. Mode of Transport
5. Reimbursement Rates
 - a. Maximum Rate Policy
 - b. Private Auto
 - c. Meals
 - d. Lodging
 - e. Other
6. Advance Payments
7. Compliance – Responsibility of Claimant
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BOARD OF SUPERVISORS POLICY

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POLICY:

1. General Policy

- a. County officers and employees should not suffer any undue loss when required to travel on official County business, nor should said individuals gain any undue benefit from such travel.
- b. County officers or employees compelled to travel in the performance of their duties and in the service of the County shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the Board of Supervisors for lodging, meals, and private auto use. "Actual and necessary expenses" do not include alcoholic beverages.
- c. Travel arrangements should be as economical as practical considering the travel purpose, traveler, time frame available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
- d. Employees must obtain prior authorization for travel, i.e., obtain approvals before incurring costs and before commencing travel.
- e. Receipts are required for reimbursement of lodging costs, registration fees, public transportation and for other expenses as specified, or as may be required by the County Auditor-Controller.





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- f. Requests for travel authorization and reimbursement shall be processed using forms specified by the County Auditor and Chief Administrative Office.
- g. The Chief Administrative Officer may, at his or her sole discretion, authorize an exception to requirements set forth in this Travel policy, based on extenuating circumstances presented by the appropriate, responsible department head. Any exception granted by the Chief Administrative Office is to be applied on a case-by-case basis and does not set precedent for future policy unless it has been formally adopted by the Board of Supervisors.

2. Approvals Required

- a. Department head approval is required for all travel except by members of the County Board of Supervisors. Department heads may delegate approval authority when such specific delegation is approved by the Chief Administrative Officer. However, it is the expectation of the Chief Administrative Officer that department heads take responsibility for review and approval of travel.
- b. Chief Administrative Office approval is required when travel involves any of the following:
 - (1) Transportation by common carrier (except BART), e.g., air, train, bus.
 - (2) Car rental.
 - (3) Out-of-county overnight travel.
 - (4) Members of boards or commissions, or non-county personnel.





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(5) Any exceptions required for provisions within this policy, e.g., travel requests not processed prior to travel, requests exceeding expense guidelines or maximums.

c. It remains the discretion of the Chief Administrative Officer as to whether or not costs of travel which were not authorized in advance will be reimbursed, and whether or not exceptional costs will be reimbursed.

3. Travel Participants and Number

- a. Department heads and assistants should not attend the same out-of-county conference; however, where mitigating circumstances exist, travel requests should be simultaneously submitted to the Chief Administrative Office with a justification memorandum.
- b. The number of travel participants for each out-of-county event, in most instances, should be limited to one or two staff members, and those individuals should be responsible for sharing information with other interested parties upon return.
- c. If out-of-county travel involves training or meetings of such technical nature that broader representation would be in the best interest of the County, the department head may submit a memo explaining the situation to the Chief Administrative Office, attached to travel requests, requesting authorization for a group of travelers.
- d. Board of Supervisors members shall be governed by the same policies governing County employees except for the following:



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- (1) A member of the Board of Supervisors requires NO specific authorization.
- (2) The following expenses incurred by a member of the Board of Supervisors constitute a County charge:
 - (a) Actual expenses for meetings and personal travel, necessarily incurred in the conduct of County Business. This includes but is not limited to mileage incurred while traveling to and from the Board members' residence and the location of the chambers of the Board of Supervisors while going to or returning from meetings of the Board of Supervisors.
- e. Non-County personnel travel expenses are not normally provided for since only costs incurred by and for county officers and employees on county business are reimbursable. However, reimbursement is allowable for county officers (elected officials and appointed department heads) and employees who have incurred expenses for non-county staff in the following circumstances.
 - (1) Meals for persons participating on a Human Resources interview panel when deemed appropriate by the Director of Human Resources.
 - (2) Conferences between County officials and consultants, experts, and public officials other than officers of El Dorado County, which are for





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the purpose of discussing important issues related to County business and policies.

- (3) Transportation expenses for a group of County officers and employees and their consultants, and experts on a field trip to gain information necessary to the conduct of County business.
- (4) Lodging expenses for non-county personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the Chief Administrative Office. Otherwise, such expenses must be part of a service contract in order to be paid.

4. Mode of Transport

- a. Transportation shall be by the least expensive and/or most reasonable means available.
- b. Private auto reimbursement may be authorized by the department head for county business travel within county and out of county. Reimbursement shall not be authorized for commuting to and from the employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the County and a representing labor organization, or one-time, special circumstances approved by a department head.
- c. Out of county travel by county vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four (4) hour driving distance from the County offices. Any exception to this policy must receive





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prior approval from the Chief Administrative Officer. If air travel would be more economical, but the employee prefers to drive even though travel by car would not be in the County's best interest, the County will reimburse transportation equal to the air travel; transportation costs over and above that amount, as well as any extra days of lodging and meals, etc., will be considered a personal, not reimbursable cost of the traveler.

d. Common carrier travel must be in "Coach" class unless otherwise specifically authorized in advance by the Chief Administrative Officer. Generally, any costs over and above coach class shall be considered a personal, not reimbursable expense of the traveler.

(1) Rental cars may be used as part of a trip using public transportation if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Department Head and Chief Administrative Officer. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions may be granted at the sole discretion of the Chief Administrative Officer or designated CAO staff.

5. Reimbursement Rates

a. Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the department head and approved by the Chief Administrative Officer. The amount of any reimbursement





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above the maximum shall be at the sole discretion of the Chief Administrative Officer.

b. Private Auto

Travel by private auto in the performance of "official County business" shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Cameron Park and drives to a meeting in Sacramento, leaving from the residence will be paid for mileage from the residence to Sacramento and back to the residence.)

The mileage reimbursement rate represents full reimbursement, excluding snow chain installation and removal fee, for expenses incurred by a County officer or employee (e.g., fuel, normal wear and tear, insurance, etc.) during the use of a personal vehicle in the course of service to El Dorado County.

c. Meals

Actual meal expenses, within maximum allowable rates set forth below, may be reimbursed routinely out-of-county travel, and for in-county overnight travel. Meals will not be provided for in-county travel or meetings which do not involve overnight lodging, unless special circumstances are involved such as the following:





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- (1) When meals are approved as part of a program for special training sessions, conferences, and workshops;
- (2) when employees traveling from the western slope of the county to Lake Tahoe and vice-versa are required to spend the entire work day at that location;
- (3) when the Director of Human Resources deems it appropriate to provide meals to a Human Resources interview panel;
- (4) when Senior Managers and/or Executives of El Dorado County or the El Dorado County Water Agency meet with executives of other governmental agencies, community organizations, or private companies in a breakfast, lunch or dinner setting in order to conduct County business. While such meetings are discouraged unless absolutely necessary to the efficient conduct of County or Water Agency business, such expenses for County managers require approval by the Chief Administrative Officer.

Actual costs of meals may be reimbursed up to a total of \$40 per day without regard to how much is spent on individual meals (e.g., breakfast, lunch, dinner, snacks), and without receipts. If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals within the rates shown below.

Breakfasts may be reimbursed only if an employee's travel consists of at least 2 hours in duration before an employee's regular work hours. Dinner





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may be reimbursed if travel consists of at least 2 hours in duration after an employee's regular work hours.

Maximum Allowable Meal Reimbursement

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00
Total for full day	\$40.00/day

d. Lodging

- (1) Lodging within county may be authorized by a department head if assigned activities require an employee to spend one or more nights in an area of the county which is distant from their place of residence (e.g., western slope employee assigned to 2-day activity in South Lake Tahoe).
- (2) Lodging may be reimbursed up to \$125 per night, plus tax, single occupancy. The Chief Administrative Office may approve extraordinary costs above these limits on a case by case basis when the responsible department head and Chief Administrative Office determine that higher cost is unavoidable, or is in the best interest of the County.
- (3) Single rates shall prevail except when the room is occupied by more than one County employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations





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while traveling on County business. In all travel, employees are expected to secure overnight accommodations as economically as possible and practical.

- (4) Lodging arrangements should be made, whenever possible and practicable, at hotels/motels which offer a government discount, will waive charges to counties for Transient Occupancy Tax, or at which the County has established an account. When staying at such a facility, the name of the employee and the department must appear on the receipt of the hotel/motel bill.

e. Other Expenses

All other reasonable and necessary expenses (i.e., parking, shuttle, taxi, etc.) will be reimbursed at cost if a receipt is submitted with the claim. Receipts are required except for those charges where receipts are not customarily issued, for example, bridge tolls and snow chain installation and removal fees. When specific cost guidelines are not provided by the county, reasonableness of the expense shall be considered by the department head and Chief Administrative Officer before deciding whether to approve.

Reasonable costs for snow chain installation and removal may be claimed and reimbursed. The purchase cost of snow chains would not be an allowable charge against the county.

6. Advance Payments





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The Auditor may provide advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.

7. Compliance - Claimant Responsibility

It is the responsibility of the claimant to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a claim without reimbursement.

8. Procedures:

- a. Authorization to incur expenses must be obtained as set forth in this County policy, and as may be directed by the department.
- b. Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization Request form are obtained by indicating this need on that form prior to processing the request.
- c. Forms which require Chief Administrative Office approval should be submitted to the Chief Administrative Office, after department head approval, at least 7 to 10 days prior to travel to allow time for processing through County Administration and Auditor's Department.
- d. Cancellation of travel, requires that any advanced funds be returned to the Auditor Controller's office within five (5) working days of the scheduled





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departure date. If the advance is not returned within this time frame, the employee could jeopardize their standing to receive advances in the future.

- e. Travel Claims are due to the Auditor within 30 days after completion of travel. Personal Mileage and Expense Claims are due to the Auditor within 15 days after the end of each calendar month. The due date may be extended if deemed appropriate by the County Auditor. Claims must itemize expenses as indicated on claim forms, and must be processed with receipts attached.
- f. Reimbursements will be provided expeditiously by the County Auditor upon receipt of properly completed claim forms. The Auditor's Office shall promptly review claims to determine completeness, and if found incomplete, will return the request to the claimant noting the areas of deficiency.
- g. Personal Mileage and Expense Claim forms should be completed for each calendar month, one month per claim form. These monthly claims are due to the Auditor within 15 days following the month end; however, the deadline may be extended if deemed appropriate by the County Auditor. If monthly amounts to be claimed are too small to warrant processing at the end of a month (i.e., if cost of processing would exceed the amount being claimed), the claims for an individual may be accumulated and processed in a batch when a reasonable claim amount has accrued. In any event, such claims shall be made and submitted to the County Auditor for accounting and payment within the same fiscal year as the expense was incurred.
- h. Expense Claim Form





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For the purpose of travel and meeting expenses, the claim form is to be used for payments to vendors. The employee must obtain Department Head approval and submit the claim to the Auditor's Office within sixty (60) days of the incurred expense.

