



**Budget and Administration Committee**  
**Tuesday, February 1, 2022**  
**6:45 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/84729077324>**

**Meeting ID: 847 2907 7324**

(Teleconference/Electronic Meeting Protocols are attached)

**Agenda**

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)  
Alternate Director Eric Aiston (EA)  
Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER**

**ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

- Conformed Agenda – Budget & Administration Committee Meeting – January 4, 2022

**OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

**DEPARTMENT MATTERS**

1. Revisions to Work Plan 2022 (A. Pichly)

- 2. FY 21/22 Mid-Year Budget to Actuals (C. Greek)**
- 3. FY 22/23 Budget Timeline (C. Greek)**
- 4. Proposed change to Admin II- Weed Abatement (S. Moranz)**
- 5. Staff Updates**
  - a. Check Register Review (C. Greek)
  - b. Finance & Administration Department Monthly Report (C. Greek)
- 6. Items for Future Committee Meetings**
- 7. Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT**



# Teleconference/Electronic Meeting Protocols

## Cameron Park Community Services District

(Effective April 2, 2020)

*WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and*

*WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and*

*WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.*

*NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.*

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

### **BOARD AND COMMITTEE MEMBERS:**

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

## **PUBLIC PARTICIPATION:**

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
  - **How to Observe the Meeting:**
    - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91011220960> if the line is busy.
    - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
    - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
  - **How to Submit Public Comments:**
    - **Before the Meeting:** Please email your comments to [admin@cameronpark.org](mailto:admin@cameronpark.org), with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

#### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



**Budget and Administration Committee**  
**Tuesday, January 4, 2022**  
**6:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park**

**Conformed Agenda**

Members: Chair Felicity Wood Carlson (FC), Vice-Chair Director Sidney Bazett (SB)  
Alternate Director Eric Aiston (EA)  
Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER** – 6:52

**ROLL CALL** – FC/SB

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

**ADOPTION OF AGENDA** – SB/FC - APPROVED

**APPROVAL OF CONFORMED AGENDA** – SB/FC - APPROVED

**OPEN FORUM**- no members of the public present, CLOSED

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

**DEPARTMENT MATTERS**

1. **Community Center roof repairs** (oral report - A. Pichly, M. Grassle)
2. **Work Plan 2022** (A. Pichly) – (Work Plan 2022 moved to Item 3) – Revisions to Work Plan 2022 include...
  - Create a policy on evaluating contracts,
  - Remove first bullet (Complete the District 5 Year Strategic Plan),

- *Keep bullets 2-5 (Update the 5 Year Budget Projection, Develop Funding Plan for Capital Asset Reserves, Attain District of Distinction Certification, and Plan for Financial Sustainability to continue services post-pandemic.)*
- *Add “create or develop policy to evaluate contractor’s performance”, “analyze Cameron Park Lake entry fee”, park signs, make materials available in Spanish, revenue enhancement ideas.*

**3. Staff Updates – Staff Updates moved to item 2.**

- a. Check Register Review (C. Greek) – *not presented, C. Greek absent.*
- b. Finance Office Monthly Report (C. Greek, oral) – *not presented, C. Greek absent.*

**4. Items for Future Committee Meetings – Finalize Work Plan 2022**

- *President Carlson nominated to Chair of Budget & Administration Committee, Bazett nominated to Vice-Chair (FC/SB)*
- *Agreed on a 6:45 pm meeting time for 2022. Can be changed if necessary.*

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

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT** – 7:55 (FC/SB)

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

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Lindsay Dorosh  
Board Secretary

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President Felicity Wood Carlson, Chair  
Budget and Administration Committee

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 1, 2022

**FROM:** André Pichly, General Manager  
Christina Greek, Finance/HR Officer

**AGENDA ITEM #1:** **FINALIZE BUDGET AND ADMIN COMMITTEE WORK PLAN**

**RECOMMENDED ACTION:** Finalize and Forward to the Board of Directors

The following draft 2022 Work Plan is based upon discussion amongst staff and Committee members at the Budget & Administration Committee in January.

- Update the 5 Year Budget Projection,
- Develop a Reserve Policy and establish a healthy reserve balance for asset improvements and economic uncertainty,
- Review and update current District policies,
- Research process for evaluating contractor performance,
- Attain District of Distinction Certification,
- Cameron Park Lake fees analysis.





## **Agenda Transmittal**

**DATE:** February 1, 2022

**FROM:** Christina Greek, Finance and Human Resources Officer

**AGENDA ITEM #2:** **FISCAL YEAR 2021-22 MID-YEAR FINANCIAL REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FORWARD TO THE BOARD OF DIRECTORS**

### **Introduction**

The Fiscal Year 2021-22 Mid-Year Financial Report for the General Fund is attached (Attachment 2A). The report period is 7/1/21 through 12/31/21 which represents 50% of the Fiscal Year.

### **Budget and Administration Committee**

The Budget and Administration Committee discussed the Mid-Year Financial Report and forwarded to the Board of Directors as a consent item.

### **Discussion**

As some of the COVID-19 restrictions are modified, the District is no longer presented with the previous financial and program challenges. The District's Mid-Year financial results reflect the efforts of District staff to adapt and accommodate the public with regulations in place. While meeting the COVID-19 State and County guidelines, staff is working diligently to take advantage of any District programming opportunities that arise. The success of current activities such as Recreation programs, Lake season passes, and pool use fees reflect these efforts.

Generally financial variances at Mid-Year are due to one-time payments at the beginning of a fiscal year and seasonality of services and programs. When comparing the Mid-Year FY 2021-2022 to last year's Mid-Year FY 2020-2021, the reports have similarities and similar bottom lines, despite the pandemic/fire. The Cameron Park Community Center's

operations as an evacuation center during the Caldor Fire negatively impacted gym rentals as well as added expenses that we are submitting for reimbursement from the Red Cross.

New winter break summer camps expanded youth sports and new adult-center enrichment classes will help with recreation revenues during the winter months. In general, recreation revenues are re-bounding slowly, due to

- Seasonality of revenue generation and
- Efforts to re-establish some programs, which are experiencing low enrollment. Staff continues these programs even with low enrollment in hopes that new or returning participants will enroll in the future.

Although the totality of the continued effect of the COVID-19 crisis is unknown at this time, it appears the District's financial status to date is within budget expectations and aligns with FY 2020-21 Mid-Year financial results. During the first half of FY 2020-21, revenues were 48% collected while the current period revenues are 53% collected; this is also the case with total expenditures. FY 2020-21 expenditures for this same period were 34% expended while the current period expenditures are at 36% expended.

Staff continues to work towards containment of the COVID-19 crisis financial impact to the District as well as added expenses hosting an evacuation center for the Caldor Fire. Staff is monitoring closely the financial reports to ensure the District's financial health.

Attachment:

2A – Fiscal Year 2021-22 Mid-Year Financial Status Report

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Operating Revenue						
Property Taxes	4110	4,363,061.00	2,204,983.27	4,582,358.00	2,351,966.83	51.32%
Franchise Fees	4113	200,000.00	56,087.08	206,780.00	61,889.84	29.93%
Fire Marshall Plan Review	4132	40,000.00	15,721.40	45,000.00	41,410.95	92.02%
Tuition Fees/Revenue	4142	0.00	0.00	0.00	0.00	0.00%
Youth Classes	4145	0.00	0.00	0.00	0.00	0.00%
Adult Classes	4146	0.00	0.00	0.00	0.00	0.00%
Youth Sports	4147	0.00	0.00	0.00	0.00	0.00%
Adult Sports	4148	0.00	0.00	0.00	0.00	0.00%
Senior Programs	4153	0.00	0.00	0.00	0.00	0.00%
Recreation Program Revenue	4154	116,918.38	710.00	122,639.00	54,094.16	44.10%
Transfer In	4165	24,570.00	0.00	39,598.85	0.00	0.00%
Special Events	4170	0.00	(47.50)	0.00	0.00	0.00%
Lake Entries - Daily (Kiosk)	4180	0.00	0.00	35,660.00	24,052.05	67.44%
Annual Passes (Lake/Pool Combo)	4181	66,782.00	18,757.25	75,000.00	8,808.00	11.74%
Picnic Site Rentals	4182	0.00	0.00	1,500.00	360.00	24.00%
Assembly Hall & Classroom Rentals	4185	15,304.00	9,000.00	35,139.00	7,604.50	21.64%
Gym Rentals	4186	27,810.00	20,135.40	26,000.00	2,247.90	8.64%
Pool Rental Fees	4187	87,215.00	59,630.69	98,000.00	25,275.41	25.79%
Sports Field Rentals	4190	27,070.00	10,779.76	19,580.00	13,115.00	66.98%
Brochure Ads	4209	0.00	0.00	0.00	0.00	0.00%
Donations	4250	0.00	1,200.00	0.00	0.00	0.00%
Sponsorships	4255	14,500.00	0.00	20,000.00	0.00	0.00%
JPA Reimbursable	4260	1,150,000.00	574,999.98	1,150,000.00	574,999.98	49.99%
Fire Apparatus Equip Rental	4262	20,000.00	9,426.23	10,000.00	0.00	0.00%
Reimbursement	4400	6,776.00	20,527.13	1,800.00	15,080.43	837.80%
Weed Abatement	4410	4,020.00	5,378.61	15,750.00	4,455.06	28.28%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	25,000.00	2,717.43	19,000.00	416.23	2.19%
Other Income	4600	12,000.00	886.08	8,000.00	187.53	2.34%
Relief Funds	4601	0.00	0.00	0.00	193,788.00	0.00%
Grant - CCI	4605	153,794.00	53,517.66	113,120.00	129,344.68	114.34%
Grants	4610	0.00	0.00	0.00	0.00	0.00%
Gain/Loss of Assets	4615	0.00	0.00	0.00	3,015.31	0.00%

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Total Operating Revenue		<u>6,354,820.38</u>	<u>3,064,410.47</u>	<u>6,624,924.85</u>	<u>3,512,111.86</u>	<u>53.01%</u>
Expenditures						
Salaries - Perm.	5000	668,160.00	338,367.75	777,784.00	360,581.93	46.36%
Salaries - Seasonal	5010	90,540.00	50,653.61	138,175.00	86,772.85	62.79%
Overtime	5020	7,050.00	6,034.11	6,750.00	9,391.13	139.12%
In Lieu Benefits Stipend	5120	0.00	0.00	0.00	833.34	0.00%
Health Benefit	5130	118,523.00	61,513.93	109,540.00	74,180.23	67.71%
Retiree Health Benefit	5135	78,016.00	45,617.66	76,025.00	59,837.64	78.70%
Dental Insurance	5140	9,663.00	4,940.20	9,721.00	6,116.22	62.91%
Vision Insurance	5150	1,396.00	871.92	1,513.00	904.50	59.78%
CalPERS Employer Retirement	5160	207,664.00	175,307.90	248,154.00	215,394.92	86.79%
Worker's Compensation	5170	57,914.00	53,016.48	31,622.93	31,996.85	101.18%
FICA/Medicare Employer Contribution	5180	23,999.00	10,437.22	24,516.00	13,410.09	54.69%
UI/TT Contribution	5190	10,689.00	2,660.40	10,682.00	3,055.76	28.60%
Advertising/Marketing	5209	7,810.00	1,733.59	15,200.00	7,662.83	50.41%
Agriculture	5215	14,816.00	6,664.32	14,400.00	7,496.72	52.06%
Audit/Accounting	5220	30,000.00	3,472.50	36,000.00	7,295.00	20.26%
Bank Charge	5221	10,000.00	2,738.16	3,800.00	3,498.89	92.07%
Clothing/Uniforms	5230	4,285.00	1,454.18	6,350.00	1,707.01	26.88%
Computer Software	5231	27,200.00	16,667.90	31,721.00	20,915.47	65.93%
Computer Hardware	5232	5,500.00	3,124.15	7,250.00	6,898.12	95.14%
Contractual Services	5235	10,000.00	5,350.75	10,000.00	2,996.91	29.96%
Contractual - Provider Services - FIRE	5236	4,059,061.00	799,775.16	4,160,537.26	846,725.84	20.35%
Contract Under Utilization	5237	(250,000.00)	0.00	(300,000.00)	0.00	0.00%
Contract Services - Other	5240	163,438.00	70,843.71	176,290.00	19,851.19	11.26%
Director Compensation	5250	18,000.00	5,110.00	16,800.00	8,100.00	48.21%
EDC Department Agency	5260	4,300.00	4,252.73	4,300.00	4,418.54	102.75%
Educational Materials	5265	12,500.00	0.00	11,000.00	188.14	1.71%
Elections	5270	0.00	45.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	9,340.00	3,455.92	8,500.00	3,974.73	46.76%
Fire & Safety Supplies	5285	3,913.04	2,703.03	3,450.00	2,416.91	70.05%
Fire Prevention & Inspection	5290	1,200.00	1,445.00	1,100.00	1,785.00	162.27%

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Fire Turnout Gear	5295	31,000.00	4,277.95	31,000.00	14,024.90	45.24%
Fire- Intern paid	5296	14,200.00	7,760.00	20,200.00	2,560.00	12.67%
Food	5300	2,750.00	1,034.38	2,500.00	1,759.77	70.39%
Fuel	5305	38,200.00	18,877.91	34,000.00	23,598.38	69.40%
Government Fees/Permits	5310	25,382.00	15,079.88	25,400.00	14,916.59	58.72%
Janitorial / HH Supplies	5315	26,700.00	15,451.55	29,000.00	18,492.43	63.76%
Instructors	5316	1,000.00	39.00	6,500.00	5,684.70	87.45%
Insurance	5320	130,000.00	129,177.41	175,886.00	172,195.17	97.90%
Legal Services	5335	15,000.00	8,542.50	15,000.00	6,467.00	43.11%
Maint. - Vehicle Supplies	5340	1,700.00	948.67	2,200.00	0.00	0.00%
Maint. - Buildings	5345	27,900.00	11,648.91	23,000.00	7,596.84	33.02%
Maint. - Equipment	5350	42,225.00	18,250.63	43,040.00	14,892.77	34.60%
Maint. - Grounds	5355	50,026.00	19,070.90	42,500.00	19,624.52	46.17%
Maint. - Radio/Phones	5360	2,000.00	423.05	2,000.00	0.00	0.00%
Maint. - Tires & Tubes	5365	14,800.00	4,216.55	13,600.00	9,782.30	71.92%
Maint. - Vehicle	5370	33,750.00	26,655.42	25,500.00	26,282.11	103.06%
Medical Supplies	5375	700.00	0.00	0.00	0.00	0.00%
Memberships/Subscriptions	5380	10,160.00	9,495.32	10,660.00	9,257.55	86.84%
Mileage Reimbursement	5385	1,250.00	84.68	500.00	543.52	108.70%
Miscellaneous	5395	100.00	0.00	0.00	0.00	0.00%
Office Supplies/Expense	5400	10,200.00	4,537.88	9,700.00	4,096.76	42.23%
Pool Chemicals	5405	26,827.00	17,835.19	25,000.00	12,764.46	51.05%
Postage	5410	10,300.00	1,004.72	7,800.00	673.77	8.63%
Printing	5415	1,100.00	156.56	850.00	320.13	37.66%
Professional Services	5420	129,587.00	33,923.00	74,110.00	63,047.38	85.07%
Program Supplies	5421	2,579.00	37.47	19,730.00	5,454.08	27.64%
Publications & Legal Notices	5425	600.00	0.00	600.00	230.01	38.33%
Radios	5430	3,000.00	0.00	3,000.00	24.61	0.82%
Rent/Lease - Bldgs, Fields, etc.	5435	0.00	0.00	7,060.00	0.00	0.00%
Rent/Lease - Equipment	5440	4,200.00	1,451.59	3,400.00	1,550.24	45.59%
Staff Development	5455	19,300.00	8,039.82	23,250.00	7,353.37	31.62%
Special Events	5465	500.00	399.00	0.00	0.00	0.00%
Phones/internet	5470	41,600.00	20,594.97	42,100.00	23,309.46	55.36%
Utilities - Water	5490	38,500.00	24,259.93	46,000.00	28,189.27	61.28%
Utilities - Gas	5491	0.00	0.00	0.00	48,679.08	0.00%

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Utilities - Electric	5492	147,860.00	96,870.56	167,798.00	62,722.95	37.38%
Utilites - Water - LLAD's	5495	350.00	510.61	0.00	0.00	0.00%
Vandalism	5500	2,200.00	985.10	1,700.00	0.00	0.00%
Cal Fire In Kind Purchases	5501	12,400.00	5,745.19	12,500.00	2,124.32	16.99%
Capital Equipment Expense	5625	0.00	0.00	0.00	5,307.92	0.00%
Transfer Out	7000	9,020.00	9,080.00	9,020.00	0.00	0.00%
Transfer to Reserve	7001	0.00	0.00	27,639.66	0.00	0.00%
Reconciliation Discrepancy Account	9999	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		<u>6,333,943.04</u>	<u>2,194,723.58</u>	<u>6,624,924.85</u>	<u>2,421,933.12</u>	<u>36.56%</u>
<b>Net Revenue Over Expenditures</b>		<u>20,877.34</u>	<u>869,686.89</u>	<u>0.00</u>	<u>1,090,178.74</u>	<u>0.00%</u>

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 1, 2022

**FROM:** Christina Greek, Finance Officer

**AGENDA ITEM #3:** FISCAL YEAR 2022-23 DISTRICT BUDGET CALENDAR

**RECOMMENDED ACTION:** RECEIVE AND FORWARD TO THE BOARD OF DIRECTORS

### **INTRODUCTION**

Staff recommends the Board of Directors approve the Fiscal Year 2022-2023 Budget calendar (Attachment 3A).

This calendar will allow for a District Preliminary Budget to be approved by the statutory deadline of June 30, 2022 and a Final Budget by the statutory deadline of September 1, 2022.

### Attachments

3A – Fiscal Year 2022 - 2023 Budget Calendar

## FY 2022-23 Budget Timeline

### PRELIMINARY BUDGET STATUTORILY REQUIRED TO APPROVE BY JUNE 30, 2022

*LLAD and CCR Funds to be approved by June 5, 2022*

March 31	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, LLADs and CCR.
<b>April 5</b>	<b>Budget &amp; Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50</b>	<b>Discuss Preliminary Draft Budgets for General Fund, CCR and LLADs special funds, and provide feedback to staff</b>
April 28	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, CCR, LLADs, Capital Asset Reserves
<b>May 3</b>	<b>Budget &amp; Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50; Capital Asset Reserves Funds 07 and 80</b>	<b>Second review of General Fund, LLAD, CCR budgets; forward LLAD and CCR to Board of Directors; first review of Capital Asset Reserves.</b>
May 18	Board of Directors Budget Hearings for LLADs, CCR	LLADs, CCR budget must be approved by June 5, 2022.
<b>May 26</b>	<b>Budget &amp; Administration Committee Agenda posted</b>	<b>FY 2022-23 2<sup>nd</sup> Draft Preliminary Budget review</b>
June 7	Budget & Administration Committee Meeting – Final Review of Budgets for General Fund and Special Funds	Final Review of proposed Preliminary Budgets; Discuss and Provide Feedback to Staff; Forward to Board of Directors
<b>June 9</b>	<b>Board of Directors Agenda posted</b>	<b>Review of Proposed Preliminary Budgets for District’s General and Special Funds</b>
June 15	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2022-23 Preliminary Final Budget – General Fund and Special Funds

### FINAL BUDGET STATUTORILY REQUIRED TO APPROVE BY SEPTEMBER 1, 2022

<b>July 28</b>	<b>Budget &amp; Administration Committee Agenda posted</b>	<b>FY 2022-23 Draft Final Budget</b>
August 2	Budget & Administration Committee Meeting, General Fund 01 and all Special Funds	Discuss and provide feedback to staff regarding edits to budgets; forward to Board of Directors
<b>August 11</b>	<b>Board of Directors Agenda posted</b>	<b>FY 2022-23 Preliminary Final Budget</b>
August 17	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2022-23 Final Budget





## **Agenda Transmittal**

**DATE:** February 1, 2022

**FROM:** Sherry Moranz, Assistant Chief

**AGENDA ITEM #4:** Fire Prevention Specialist Position

**RECOMMENDED ACTION:** Discuss and forward to the Board of Directors

### **Introduction:**

Staff is recommending the expansion of the Fire Marshal's program, beginning with the creation of a Fire Prevention Specialist position, which is a standard in the Fire Department industry. Staff has identified a funding source for the new position, from the Fire Marshal fees that are collected through the inspection process. As the program grows and inspections increase, additional funding will support adding positions to ultimately and adequately provide the community with a full scope prevention program.

### **Discussion:**

Staff has identified a significant workload in the Fire Marshal's program as it relates to both State and Local mandated inspections, fire and life safety inspections, and permit inspections, which our current staffing level is not able to support. It cannot be overstated how important these inspections are for the safety of the public and for firefighters responding to fires and hazardous situations. Examples of inspections are; sprinkler systems, fire and water alarm systems, exits and escape routes, ventilation systems, building/roofing materials, unpermitted building remodels and modifications, electrical connections, hazardous materials, access, new buildings, fire department access, water supply systems, occupancy standards, etc.

In January 2020, the Administrative Assistant II position, assigned to Weed Abatement, began working as a regular-part time employee, 32 hours per week. This was budgeted for and is in the CPCSD organizational chart. The Weed Abatement position has consistently committed more and more time to the Fire Marshal inspection program to help with the increased workload.

Other duties assigned to the Weed Abatement Position include applying for and managing the Fire Department grants, managing the Weed Abatement Program, including working with the County Assessors Office, the County Realtor's Association, CSD staff, and property owners. The position also administers the Weed Abatement Ordinance through education and enforcement, including initial and follow up physical inspections requiring walking/hiking acres of parcels, coordinating contractors to abate properties, purchasing and billing, creating abatement reports for the GM, and supervising the seasonal Weed Abatement personnel during the spring.

Most of these duties are not included in the scope of the CSD Administrative Assistant job description.

Staff has reviewed the workload associated with the Fire Marshal's program and the Weed Abatement Program and has created a job description that outlines the duties of a Fire Prevention Specialist. This position requires numerous weeks of specialized fire inspection and fire prevention training which is built upon with on-the-job experience. Creating an identified, permanent position will allow for job recruitment and retention of a qualified and experienced fire inspector for the CSD. This position will also assist the BOD and the community with the creation of a Firewise Community(s) in Cameron Park.

Staff's objective is to ensure:

- Mandated and other required fire and life safety inspections, are conducted to adhere to State and Local laws and to provide for the safety of firefighters and the public;
- Professional development opportunities for staff to compete for promotional opportunities at the District or elsewhere in the community.

As of February 1, 2022, the Fire Marshal program has generated over \$48,000 in fees and is on track to generate over \$78,000 by the end of this fiscal year. Filling the Fire Prevention Specialist position will allow for additional inspections and associated revenue.

We currently pay the Weed Abatement Position \$43,610.80 (32 hr/wk @ \$23.95) annually.

- \$39,852.80 base pay (1664 hours), \$2,096 in pension, Medicare \$1662
- The CCI grant, which expires March 2022, is funding \$15,000 of the Weed Abatement Position.

The Fire Prevention Specialist Position would be paid \$58,000 (40 hr/wk @ \$25.00) annually.

- \$52,000 base pay (2080 hours), \$3,817 in pension, and \$2,000 for vacation pay.

**Conclusion:**

Staff recommends creating the job description of a Fire Prevention Specialist as a full time position mirroring the Parks Maintenance Foreman pay scale to reflect the change in job descriptions and job responsibilities.

**Attachments:**

- 4A. Administrative Assistant II (Weed Abatement/Fire Prevention Specialist) Job Description
- 4B. Fire Financial reports
- 4C. CSD Salary wage scale

## Cameron Park Community Services District

<b>Job Title:</b>	Administrative Assistant II –(Fire Prevention Specialist/ Weed Abatement) Confidential	<b>Department/Group:</b>	Administration
<b>Location:</b>	Cameron Park Fire Department	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full Time
<b>Applications Accepted By:</b>			
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 3200 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with all Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under the general direction of the Fire Marshal or the Fire Chief, this position is responsible for assisting with the enforcement of the District’s weed abatement and fire prevention programs.</p> <p><b>DISTINGUISHING CHARACTERISTICS</b></p> <p>The Fire Prevention Specialist / Administrative Assistant is expected to perform a variety of tasks to provide support to the District’s weed abatement and fire prevention programs. Responsibilities include maintaining office records and files; providing information to the public; services and facility use; answering telephones; preparing or processing forms, reports or action steps related to agency activities including areas of safety compliance; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p><b>SUPERVISION EXERCISED/RECEIVED</b></p> <p>Receives supervision from the Fire Marshal or Fire Chief.</p> <p><b>ESSENTIAL JOB DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the fire department, weed abatement and fire prevention programs.</li> <li>• Maintains the Cameron Park Fire Department Facebook page.</li> <li>• Answers the Fire Department telephone and takes and relays messages.</li> <li>• Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.</li> <li>• Maintains a professional work ethic, and confidentiality as required.</li> <li>• Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff, fire department personnel, and the public.</li> <li>• Perform property inspections, prepare documents and correspondence, and other duties as required to implement the ordinance.</li> <li>• Communicate effectively with property owners, other agencies, and contractors.</li> <li>• Performs fire prevention program research and development.</li> </ul>			

- Performs grant research and implementation.
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement and fire prevention.
- Under the Fire Marshal's supervision, assist in enforcing the Cameron Park weed and rubbish abatement ordinance and fire prevention program.
- Performs all inspections related to the weed abatement program.
- Sends out non-compliant and hazard abatement notices.
- Returns phone calls from concerned citizens regarding non-compliant parcels.
- Coordinates with vendors to complete the abatement of hazardous fuels on parcels.
- Sends out demand payment letters to owners of abated properties.
- Creates itemized cost report for abatement to CSD Board.
- Creates report on abated properties for Lien Confirmation Hearing.
- Publish notification of Lien Confirmation Hearing in newspaper(s).
- Assists CSD finance personnel in preparing lien packet for County Auditor/Tax Collector.
- Performs state mandated fire prevention inspections on buildings and facilities in Cameron Park.
- Performs fire prevention inspections on new and existing buildings and facilities in Cameron Park.
- Coordinates with the County to sign off fire prevention items during the permitting process.
- Works with Interwest to perform Plan reviews of new and remodel buildings and facilities.
- Schedules fire prevention inspections and manages billing and plan processing.
- Performs other related duties as required.

**KNOWLEDGE OF:**

Proper grammatical usage, punctuation, and spelling; basic mathematical functions; familiarity with office terminology, procedures, and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required. Building and fire codes related to fire prevention inspections.

**ABILITY TO:**

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

**SKILL TO:**

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing

up to 25 pounds is also required. Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Candidate must have a High School diploma or GED
- Valid CA Driver License
- Must have or obtain a valid CPR certification within 90 days of start date
- A combination of education and experience that has provided the knowledge, skills, and abilities necessary for the duties expected of an Administrative Assistant.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person

**EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
<b>Operating Revenue</b>						
Property Taxes	4110	35,516.00	0.00	14,930.93	0.00	0.00%
Fire Marshall Plan Review	4132	0.00	0.00	45,000.00	41,410.95	92.02%
Reimbursement	4400	0.00	0.00	0.00	15,080.43	0.00%
Weed Abatement	4410	4,020.00	5,378.61	15,750.00	4,455.06	28.28%
Other Income	4600	0.00	0.00	0.00	0.00	0.00%
Grant - CCI	4605	133,794.00	53,517.66	113,120.00	129,344.68	114.34%
<b>Total Operating Revenue</b>		<u>173,330.00</u>	<u>58,896.27</u>	<u>188,800.93</u>	<u>190,291.12</u>	<u>100.79%</u>
<b>Expenditures</b>						
Salaries - Perm.	5000	29,948.00	14,222.95	32,885.00	9,040.52	27.49%
Salaries - Seasonal	5010	9,600.00	0.00	18,150.00	6,440.47	35.48%
CalPERS Employer Retirement	5160	2,480.00	1,180.16	2,496.00	692.69	27.75%
Worker's Compensation	5170	2,487.00	2,120.66	199.93	202.30	101.18%
FICA/Medicare Employer Contribution	5180	1,187.00	192.30	1,945.00	614.93	31.61%
UI/TT Contribution	5190	434.00	0.00	625.00	(36.95)	(5.91)%
Clothing/Uniforms	5230	500.00	0.00	250.00	0.00	0.00%
Computer Software	5231	1,000.00	0.00	1,000.00	0.00	0.00%
Computer Hardware	5232	1,500.00	0.00	1,000.00	382.72	38.27%
Contractual Services	5235	0.00	0.00	10,000.00	2,996.91	29.96%
Contract Services - Other	5240	77,848.00	48,750.00	100,000.00	241.75	0.24%
Educational Materials	5265	10,000.00	0.00	10,000.00	188.14	1.88%
Fire & Safety Supplies	5285	0.00	0.00	500.00	159.48	31.89%
Janitorial / HH Supplies	5315	0.00	0.00	0.00	0.00	0.00%
Memberships/Subscriptions	5380	0.00	0.00	500.00	50.00	10.00%
Office Supplies/Expense	5400	1,000.00	61.35	1,000.00	428.99	42.89%
Postage	5410	8,500.00	0.00	6,000.00	0.00	0.00%
Printing	5415	500.00	0.00	250.00	148.00	59.20%
Professional Services	5420	0.00	0.00	0.00	0.00	0.00%
Publications & Legal Notices	5425	0.00	0.00	0.00	0.00	0.00%
Staff Development	5455	0.00	0.00	2,000.00	2,477.48	123.87%
<b>Total Expenditures</b>		<u>146,984.00</u>	<u>66,527.42</u>	<u>188,800.93</u>	<u>24,027.43</u>	<u>12.73%</u>
<b>Net Revenue Over Expenditures</b>		<u>26,346.00</u>	<u>(7,631.15)</u>	<u>0.00</u>	<u>166,263.69</u>	<u>0.00%</u>

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2021 Through 12/31/2021

<u>FY 2020-21 Final Budget</u>	<u>FY 2020-21 Actual</u>	<u>21-22 Final Budget</u>	<u>21-22 Actual</u>	<u>ent Exp to I</u>
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Current Entry	Current Top												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
		0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025
			0.05		0.05		0.05		0.05		0.05		0.05

ANNUAL RATE	FY21/22	COLA (3% from MOU effective December 2021 )															
General Manager	NEGOTIATED = 135,000																
Parks Superintendent		62,296.00	63,856.00	65,457.60	67,100.80	68,764.80	70,491.20	72,259.20	74,068.80	75,899.20	77,812.80	79,768.00	81,744.00	83,782.40			
Finance/Human Resources Officer		62,296.00	63,856.00	65,457.60	67,100.80	68,764.80	70,491.20	72,259.20	74,068.80	75,899.20	77,812.80	79,768.00	81,744.00	83,782.40			
Accounting Specialist I/Admin Assist II Board clerk		38,604.80	39,561.60	40,560.00	41,558.40	42,619.20	43,659.20	44,761.60	45,884.80	47,028.80	48,214.40	49,400.00	50,648.00	51,916.80			
Accounting Specialist II		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Admin Assist II (Fire Prevention Specialist/ Weed Abatem		41,600.00	42,640.00	43,700.80	44,803.20	45,905.60	47,070.40	48,256.00	49,441.60	50,689.60	51,958.40	53,268.80	54,579.20	55,931.20			
Receptionist		32,136.00	32,884.80	33,758.40	34,590.40	35,484.80	36,358.40	37,273.60	38,188.80	39,166.40	40,123.20	41,142.40	42,161.60	43,222.40			
Maintenance Worker II		34,091.20	34,923.20	35,796.80	36,691.20	37,627.20	38,563.20	39,520.00	40,518.40	41,516.80	42,556.80	43,617.60	44,720.00	45,822.40			
Recreation Coordinator		38,604.80	39,561.60	40,560.00	41,558.40	42,619.20	43,659.20	44,761.60	45,884.80	47,028.80	48,214.40	49,400.00	50,648.00	51,916.80			
Recreation Supervisor		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
CC&R Enforcement Officer		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Parks and Facilities Supervisor		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Parks Maintenance Foreman		41,600.00	42,640.00	43,700.80	44,803.20	45,905.60	47,070.40	48,256.00	49,441.60	50,689.60	51,958.40	53,268.80	54,579.20	55,931.20			

HOURLY RATE	FY21/22																
General Manager	NEGOTIATED = 135,000																
Parks Superintendent		\$29.95	\$30.70	\$31.47	\$32.26	\$33.06	\$33.89	\$34.74	\$35.61	\$36.49	\$37.41	\$38.35	\$39.30	\$40.28			
Finance/Human Resources Officer		\$29.95	\$30.70	\$31.47	\$32.26	\$33.06	\$33.89	\$34.74	\$35.61	\$36.49	\$37.41	\$38.35	\$39.30	\$40.28			
Accounting Specialist I/Admin Assist II Board clerk		\$18.56	\$19.02	\$19.50	\$19.98	\$20.49	\$20.99	\$21.52	\$22.06	\$22.61	\$23.18	\$23.75	\$24.35	\$24.96			
Accounting Specialist II		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Admin Assist II (Fire Prevention Specialist/Weed Abateme		\$20.00	\$20.50	\$21.01	\$21.54	\$22.07	\$22.63	\$23.20	\$23.77	\$24.37	\$24.98	\$25.61	\$26.24	\$26.89			
Receptionist		\$15.45	\$15.81	\$16.23	\$16.63	\$17.06	\$17.48	\$17.92	\$18.36	\$18.83	\$19.29	\$19.78	\$20.27	\$20.78			
Maintenance Worker II		\$16.39	\$16.79	\$17.21	\$17.64	\$18.09	\$18.54	\$19.00	\$19.48	\$19.96	\$20.46	\$20.97	\$21.50	\$22.03			
Recreation Coordinator		\$18.56	\$19.02	\$19.50	\$19.98	\$20.49	\$20.99	\$21.52	\$22.06	\$22.61	\$23.18	\$23.75	\$24.35	\$24.96			
Recreation Supervisor		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
CC&R Enforcement Officer		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Parks and Facilities Supervisor		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Parks Maintenance Foreman		\$20.00	\$20.50	\$21.01	\$21.54	\$22.07	\$22.63	\$23.20	\$23.77	\$24.37	\$24.98	\$25.61	\$26.24	\$26.89			

PART TIME POSITIONS	(Generally less than 19 hrs per week)													
Admin Assist I (clerical)	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Admin Assist II (Weed Abatement, Safety, Board Clerk)	\$17.77	\$18.21	\$18.66	\$19.12	\$19.68	\$20.17	\$20.57	\$21.08	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95	
Accounting Specialist I	\$18.02	\$18.47	\$18.93	\$19.40	\$19.89	\$20.38	\$20.89	\$21.42	\$21.95	\$22.50	\$23.06	\$23.64	\$24.23	
Parks & Facilities Maintenance Worker I	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Rec/Aquatics Leaders	\$17.36	\$17.79	\$18.23	\$18.68	\$19.23	\$19.71	\$20.10	\$20.60	\$21.20	\$21.73	\$22.27	\$22.83	\$23.40	

SEASONAL POSITIONS	(Summer and/or year round periodically)													
Recreation Leader I- Day Camp Staff, Scorekeepers, Kiosk Staff, Concessions, Water Safety instructor (without Lifeguard Certifications)	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Recreation Leader II - Day Camp Staff with Shift Lead	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	
Recreation Specialist- Headguard II, Day Camp Director	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	22.25	
Lifeguard- Swim Instructors + Lifeguard with Title 22 and ARC Lifeguard Certification	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	
Head Lifeguard	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	

NOTE: Wage scale to be adjusted as minimum wage changes  
 Prior Schedule Approved by BOD on 8/18/21 to add AS II, ASI and Parks/Fac Supervisor

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2022 Through 1/27/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 01-07-22 PP01	42,049.44	1/7/2022	Payroll GL 01-07-22
		42,049.44	1/7/2022	Total Payroll GL 01-07-22
	Payroll GL 01-21-22 PP02	52,857.46	1/21/2022	Payroll GL 01-21-22
		52,857.46	1/21/2022	Total Payroll GL 01-21-22
Abila	Accounting Software - Feb 2022 (new contract amt)	835.04	1/13/2022	<b>34939</b>
		835.04	1/13/2022	Total 34939
ADM Screening	Pre Emp Testing CC 1/19/2022	50.00	1/27/2022	<b>34980</b>
		50.00	1/27/2022	Total 34980
AFSCME District Council 57	Payroll PP02 Dues 01/21/22	110.52	1/20/2022	<b>34958</b>
		110.52	1/20/2022	Total 34958
Airespring Inc.	Internet Broadbands Com Cntr/Lake - January 2022	564.67	1/13/2022	<b>34940</b>
		564.67	1/13/2022	Total 34940
Airgas National Carbonation	CO2 Cylinder rental 12/31/21	84.75	1/13/2022	<b>34941</b>
		84.75	1/13/2022	Total 34941
Airgas National Carbonation	CO2 fill , Pool 1/13/2022	332.30	1/27/2022	<b>34981</b>
		332.30	1/27/2022	Total 34981
Airgas National Carbonation	CO2 fill, pool 01/02/22	296.29	1/13/2022	<b>34941</b>
		296.29	1/13/2022	Total 34941
Airgas National Carbonation	CO2 fill, Pool 12/20/21	292.20	1/6/2022	<b>34900</b>
		292.20	1/6/2022	Total 34900
Alhambra	Water & Cooler rental 12/27 & 01/10	62.42	1/20/2022	<b>34959</b>
		62.42	1/20/2022	Total 34959

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2022 Through 1/27/2022

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Andre L. Pichly III	Cell & Mileage Allowances - January 2022	200.00	1/6/2022	34927
		200.00	1/6/2022	Total 34927
Angius & Terry LLP	Legal Srvcs - CC&R 11/15-11/30/21	458.79	1/6/2022	34901
		458.79	1/6/2022	Total 34901
April Mason	Hall Rental Deposit Refund Dec 2021	300.00	1/27/2022	35005
		300.00	1/27/2022	Total 35005
Arnolds for Awards, Inc.	FD Fats tags / name plates 01/19/22	49.87	1/20/2022	34960
		49.87	1/20/2022	Total 34960
Arnolds for Awards, Inc.	FD name plates & tags 12/3/21 Acct# 19336	65.42	1/6/2022	34902
		65.42	1/6/2022	Total 34902
AT&T Calnet 3	FD 89 Phones 11/24-12/23/21 JPA/Fire splits Ban #9391035822	156.10	1/6/2022	34903
		156.10	1/6/2022	Total 34903
AT&T Calnet 3	FD89 Fax line Jpa/Fire splits 12/10/21-01/09/22	22.91	1/20/2022	34961
		22.91	1/20/2022	Total 34961
Brighton Energy	FD 89 Solar JPA/Fire Split 12/17-12/31-2021	208.41	1/27/2022	34983
		208.41	1/27/2022	Total 34983
Brittany Hieb	Eastwood Park Bush trimming/removal 01/06/22	3,000.00	1/13/2022	34948
		3,000.00	1/13/2022	Total 34948
C & H Motor Parts, Inc	FD E-389 Batteries 01/25/22	490.12	1/27/2022	34984
		490.12	1/27/2022	Total 34984

**Cameron Park Community Services District**

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From 1/1/2022 Through 1/27/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Cal-Vintage Roofing Company, Inc.	CC Roof repair (warrant repair work/settlement) 01/19/22	9,773.00	1/20/2022	34962
		9,773.00	1/20/2022	Total 34962
California Public Employee's Retirement System	CalPERS Arrears pymt FD 1995 pension, T. Anselmo	174.19	1/14/2022	CP-FD 1995
		174.19	1/14/2022	Total CP-FD 1995
California Public Employee's Retirement System	PP01 01-07-22 CalPERS Retirement - Classic	1,447.37	1/7/2022	1002017735
		1,447.37	1/7/2022	Total 1002017735
California Public Employee's Retirement System	PP01 01-07-22 CalPERS Retirement - Pepra	4,239.89	1/7/2022	1002017737
		4,239.89	1/7/2022	Total 1002017737
California Public Employee's Retirement System	PP02 01-21-22 CalPERS Retirement - Classic	1,447.37	1/21/2022	1002027014
		1,447.37	1/21/2022	Total 1002027014
California Public Employee's Retirement System	PP02 01-21-22 CalPERS Retirement - Pepra for Payroll	4,360.93	1/21/2022	1002027016
		4,360.93	1/21/2022	Total 1002027016
CalPERS 457 Plan	PP01 01-07-22 CalPERS 457 Plan	200.00	1/7/2022	1002017733
		200.00	1/7/2022	Total 1002017733
CalPERS 457 Plan	PP02 01-21-22 CalPERS 457 Plan	200.00	1/21/2022	1002026967
		200.00	1/21/2022	Total 1002026967
Capital Live Scan	pre-emp fp/bg checks Dec 2021	42.00	1/6/2022	34904

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		42.00	1/6/2022	Total 34904
Capitol Clutch & Brake, Inc.	E89 brakes 12/27/21	1,103.56	1/6/2022	34905
		1,103.56	1/6/2022	Total 34905
Carbon Copy, Inc.	Copier Count CCR/Rec/Admin %'s January 2022 (Cs4053ci)	44.25	1/27/2022	34985
		44.25	1/27/2022	Total 34985
Carbon Copy, Inc.	FD89 Copier count Dec. 2021	22.96	1/6/2022	34906
		22.96	1/6/2022	Total 34906
Carbon Copy, Inc.	FD89 Copier count Jan 2022	19.64	1/27/2022	34985
Carbon Copy, Inc.	Toner for Office Printer 1/25/2022	375.01	1/27/2022	
		394.65	1/27/2022	Total 34985
CardConnect	Card reader rentals CC & Kiosk Dec 2021	75.00	1/6/2022	34907
		75.00	1/6/2022	Total 34907
Christina Greek	Cell Allowance - January 2022	100.00	1/6/2022	34918
		100.00	1/6/2022	Total 34918
Churchill's Hardware, Inc.	Parks/Lake/Pool Misc Hardware, etc.	117.68	1/13/2022	34943
		117.68	1/13/2022	Total 34943
Cintas Corporation #622	CC Janitorial Supplies 01/04/22	228.86	1/6/2022	34908
		228.86	1/6/2022	Total 34908
Cintas Corporation #622	CC Janitorial Supplies 01/11/22	234.44	1/13/2022	34944
		234.44	1/13/2022	Total 34944
Cintas Corporation #622	CC Janitorial Supplies 12/28/21	234.44	1/6/2022	34908
		234.44	1/6/2022	Total 34908

**Cameron Park Community Services District**  
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Vendor Name	Description	Check Amount	Check Date	Check #
Cintas Corporation #622	Janitorial Supplies 1/18/2022	293.67	1/27/2022	34987
Cintas Corporation #622	Janitorial Supplies 1/25/2022	234.44	1/27/2022	
		528.11	1/27/2022	Total 34987
Comcast	FD88 Internet 01/14-02/13/22	92.00	1/20/2022	34965
		92.00	1/20/2022	Total 34965
Comcast	FD89 Internet Jpa/Fire splits 01/11-02/10/22	158.30	1/20/2022	34964
		158.30	1/20/2022	Total 34964
Conforti Plumbing, Inc	Rasm Park RR's repairs 01/11/22	523.00	1/20/2022	34966
		523.00	1/20/2022	Total 34966
Dave Ito	FD88 Cpt Ito EMT recert-reimb 12/02/21	155.75	1/6/2022	34922
		155.75	1/6/2022	Total 34922
Dawn Avalon	Tai Chi Health - Inst pay 01/06-01/27/22	237.60	1/27/2022	34982
		237.60	1/27/2022	Total 34982
De Lage Landen Financial Services, Inc.	CC Copier Lease 12/15/21-01/14/22 #988441	235.95	1/6/2022	34909
		235.95	1/6/2022	Total 34909
De Lage Landen Financial Services, Inc.	FD88 Copier Lease 12/15/21-01/14/22 #522414	87.97	1/6/2022	34911
		87.97	1/6/2022	Total 34911
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 01/15-02/14/22 #988441	205.67	1/27/2022	34988
		205.67	1/27/2022	Total 34988

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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 12/15/21-01/14/22 #988441	196.82	1/6/2022	34910
		196.82	1/6/2022	Total 34910
Delta Dental of California	Dental - February 2022	1,351.26	1/20/2022	34967
		1,351.26	1/20/2022	Total 34967
Department of Industrial Relations	OSHA Penalty Pymts #31-36 final payoff 01/06/22	2,910.00	1/6/2022	34912
		2,910.00	1/6/2022	Total 34912
Department of Justice	Pre emp/BG checks Dec. 2021	64.00	1/13/2022	34945
		64.00	1/13/2022	Total 34945
EDC Emergency Services Authority	FD Q1 Dispatch Services FY 21-22 July-Sept 2021	8,136.05	1/20/2022	34968
		8,136.05	1/20/2022	Total 34968
Eide Bailly LLP	CPA srvc Audit FY 20/21 & other 11/30-12/15/22	1,400.00	1/6/2022	34914
		1,400.00	1/6/2022	Total 34914
El Dorado County Air Quality Mgmt Dist.	CC Pool, Boiler/Emis fees FY 21/22 # FA0006535 Perm# 06-1748	834.63	1/6/2022	34913
El Dorado County Air Quality Mgmt Dist.	Parks chipper permit FY 21/22 # FA0006534 Perm# 15-1747	631.77	1/6/2022	
		1,466.40	1/6/2022	Total 34913
El Dorado County Environmental Mgmt.	CSD Env Mgmt Fees 2155/2112/2109 #FA0000024	341.00	1/13/2022	34946
		341.00	1/13/2022	Total 34946
El Dorado County Environmental Mgmt.	CSD POOL Env Mgmt Fees 2155/2112/2109 #FA0005796	341.00	1/13/2022	34947

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		341.00	1/13/2022	Total 34947
El Dorado Press	District Map Foam Board	69.71	1/27/2022	34990
		69.71	1/27/2022	Total 34990
El Dorado Weed Control	Station 89 Weed Maintenance	526.66	1/27/2022	34991
		526.66	1/27/2022	Total 34991
Epperson Law Group, PC	Legal Srvcs, mrgs, emails, etc 11/30-12/22/21	1,093.00	1/6/2022	34915
		1,093.00	1/6/2022	Total 34915
Ewing Irrigation Products, Inc.	LLAD Pesticide's 1/19/2022	1,205.62	1/27/2022	34992
		1,205.62	1/27/2022	Total 34992
Executech	Microsoft Bus 365 Migration & Jan mthly use 01/10/22	1,904.01	1/27/2022	34993
		1,904.01	1/27/2022	Total 34993
Executech	MSA, IT Srvcs, January 2022	2,947.06	1/6/2022	34916
Executech	Onsite software/older laptop fixes, setups Nov 2021	525.00	1/6/2022	
		3,472.06	1/6/2022	Total 34916
Hankin Specialty Elevators, Inc.	Semi Annual Lift maint. 12/17/21	250.00	1/6/2022	34919
		250.00	1/6/2022	Total 34919
Highlander Termite & Pest Control	FD89 #713 Pest control 01/14/22	75.00	1/20/2022	34970
		75.00	1/20/2022	Total 34970
Hillyard, Inc.	Parks - Garbage can liners 01/05/22	593.52	1/13/2022	34949
		593.52	1/13/2022	Total 34949
Home Depot Credit Services	Parks misc hardware 11/30 & 12/15/21	366.91	1/6/2022	34920



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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		366.91	1/6/2022	Total 34920
Hunt & Sons	FD Bulk Fuel 01/07/22	<u>1,747.74</u>	1/13/2022	34950
		1,747.74	1/13/2022	Total 34950
Hunt & Sons	FD Bulk Fuel 01/21/22	<u>1,425.32</u>	1/27/2022	34995
		1,425.32	1/27/2022	Total 34995
Hunt & Sons	FD Bulk Fuel 12/23/21	<u>1,592.35</u>	1/6/2022	34921
		1,592.35	1/6/2022	Total 34921
Johnson Controls	HVAC Maintenance & Repair	<u>1,000.60</u>	1/27/2022	34996
		1,000.60	1/27/2022	Total 34996
Jonathan Sherwood	Fire Intern/Fire Inspector shifts 12/01,12/21, 12/28 2021	<u>360.00</u>	1/13/2022	34954
		360.00	1/13/2022	Total 34954
Joshua C. Marks	Cleaning & Disinfecting Office, Trucks & Bathrooms	375.00	1/27/2022	34999
Joshua C. Marks	Unlock and Lock Park Gates and Bathrooms Jan 2022	<u>1,650.00</u>	1/27/2022	
		2,025.00	1/27/2022	Total 34999
Joy Stowe	Skills class - client cancel refund 01/04/22	<u>85.00</u>	1/6/2022	34933
		85.00	1/6/2022	Total 34933
JS West Propane Gas	Propane Delivery, CC	<u>1,662.22</u>	1/27/2022	34997
		1,662.22	1/27/2022	Total 34997
JS West Propane Gas	Propane Delivery, Pool 1/6/2022	<u>353.99</u>	1/27/2022	34998
		353.99	1/27/2022	Total 34998
JS West Propane Gas	Propane fill, FD89 Jpa/Fire Split 12/30/21	<u>1,171.79</u>	1/20/2022	34971
		1,171.79	1/20/2022	Total 34971

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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
JS West Propane Gas	Propane fill, Pool 12/21/21	2,158.90	1/20/2022	34972
		2,158.90	1/20/2022	Total 34972
Kayla Thayer	Cell Allowance - January 2022	50.00	1/6/2022	34934
		50.00	1/6/2022	Total 34934
Kimberly Vickers	Cell Allowance - January 2022	100.00	1/6/2022	34937
		100.00	1/6/2022	Total 34937
Larry McBride	In Lieu Med Benefits - January 2022	600.00	1/6/2022	34925
		600.00	1/6/2022	Total 34925
Laura Sanders-Ito	Cell Allowance - January 2022	50.00	1/6/2022	34931
Laura Sanders-Ito	Mileage Q2 FY 21/22 - reimb	43.51	1/6/2022	
		93.51	1/6/2022	Total 34931
Laura Sillanpaa	Client canceled skills class due to covid cases - refund Jan	170.00	1/13/2022	34955
		170.00	1/13/2022	Total 34955
Lindsay M Dorosh	Live check for paycheck PP02 (no DD) 1/21/22	823.17	1/27/2022	34989
		823.17	1/27/2022	Total 34989
Marquee Fire Protection	CC 5 yr sprinkler inspection @ CC 12/27/21	1,360.00	1/6/2022	34923
		1,360.00	1/6/2022	Total 34923
Marquee Fire Protection	FD89 5 yr sprinkler inspection 12/27/21	900.00	1/6/2022	34924
		900.00	1/6/2022	Total 34924
Michael Grassle	Cell Allowance - January 2022	100.00	1/6/2022	34917
		100.00	1/6/2022	Total 34917
Michael Grassle	Mileage Reimbursement Dec 2021	113.46	1/27/2022	34994
		113.46	1/27/2022	Total 34994

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Mobile Evolutions LLC	FD E289 Sigtronics repair 01/18/22	1,018.49	1/20/2022	34973
		1,018.49	1/20/2022	Total 34973
Myung Chong	Mod Zumba - Inst pay 01/03-01/27/22	106.50	1/27/2022	34986
		106.50	1/27/2022	Total 34986
Myung Chong	Zumba Dec. 2021 Inst Pay	103.50	1/20/2022	34963
		103.50	1/20/2022	Total 34963
Norman Johnson	Broken Window Reimbursement - Johnson	150.00	1/27/2022	35004
		150.00	1/27/2022	Total 35004
Pathian Administrators	Vision Benefits - February 2022	156.18	1/13/2022	34951
		156.18	1/13/2022	Total 34951
Paychex	Paychex Flex/Mobile fees for December 2021	218.40	1/20/2022	2044668
		218.40	1/20/2022	Total 2044668
Paychex	Paychex Payroll Fees for 01-07-22 PP01 & YR end docs	293.80	1/7/2022	2022010401
		293.80	1/7/2022	Total 2022010401
Paychex	Paychex Payroll Fees for PP02 01-21-22	849.20	1/21/2022	2022011801
		849.20	1/21/2022	Total 2022011801
PG&E	Elec Baron Ct. 12/17/21-1/17/22	10.52	1/27/2022	35001
		10.52	1/27/2022	Total 35001
PG&E	Elec. 11 Lamps 12/16/21-1/13/22	165.14	1/27/2022	35003
		165.14	1/27/2022	Total 35003

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Vendor Name	Description	Check Amount	Check Date	Check #
PG&E	Elec. 8 Lamps 12/16/21-1/13/22	120.11	1/27/2022	35002
		120.11	1/27/2022	Total 35002
PG&E	Elec. LLAD's 11/24-12/23/21	9,901.67	1/20/2022	34974
		9,901.67	1/20/2022	Total 34974
PG&E	FD 88 & 89, JPA/Fire split, tower & Cval Elec 11/20-12/17/21	1,274.63	1/6/2022	34926
		1,274.63	1/6/2022	Total 34926
PG&E	Parks & BarJ B Elec. 11/24-12/23/21	1,082.24	1/13/2022	34952
		1,082.24	1/13/2022	Total 34952
Pitney Bowes Global Financial Services	Mailstation rental Feb, Mar, Apr 2022	86.57	1/6/2022	34928
		86.57	1/6/2022	Total 34928
Public Employee's Union Local 1	Union Dues for Payroll 01-07-22 PP01	110.91	1/6/2022	34929
		110.91	1/6/2022	Total 34929
Rescue Fire Protection District	10% of Cardiac Monitor Grant	11,600.45	1/27/2022	35006
		11,600.45	1/27/2022	Total 35006
Riebes Auto Parts	Parks - wood chipper battery 12/30/21	120.25	1/6/2022	34930
		120.25	1/6/2022	Total 34930
Riverview International Trucks, Inc.	E288 Batteries Fire	1,177.20	1/27/2022	35007
		1,177.20	1/27/2022	Total 35007
Riverview International Trucks, Inc.	FD E88 Filters 10/06/21	144.73	1/13/2022	34953

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Riverview International Trucks, Inc.	FD E89 Parts 10/06/21	416.58	1/13/2022	
		561.31	1/13/2022	Total 34953
SDRMA	Furrow Deductible for Claim FY 21/22 01/03/22	500.00	1/6/2022	34932
		500.00	1/6/2022	Total 34932
Sidney Arthur Bazett	Dir Comp mtg CC&R 12/21/21	100.00	1/13/2022	34942
		100.00	1/13/2022	Total 34942
Sierra Nevada Tire & Wheel	Engine #88 Tires 1/20/2022	1,670.00	1/27/2022	35008
		1,670.00	1/27/2022	Total 35008
SiteOne Landscape Supply	CC weather blanket 01/13/22 (w/ -\$3.40 disc)	179.06	1/27/2022	35009
		179.06	1/27/2022	Total 35009
Ski Air Incorporated	Installation of New Blower Motor	1,532.90	1/27/2022	35010
Ski Air Incorporated	Repair to Gym HVAC Unit 1/13/22	491.28	1/27/2022	
		2,024.18	1/27/2022	Total 35010
Stephen A. Twitchell	Mod Zumba - Inst pay 01/03-01/27/22	106.50	1/27/2022	35012
		106.50	1/27/2022	Total 35012
Stephen A. Twitchell	Zumba Dec 2021 - Inst Pay	103.50	1/20/2022	34978
		103.50	1/20/2022	Total 34978
Streamline	Streamline Web/Engage Mthly 01/01/22-02/01/22	370.00	1/13/2022	34956
		370.00	1/13/2022	Total 34956
T&M Electric	Eastwood Park Maintenance	2,175.00	1/27/2022	35011

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		2,175.00	1/27/2022	Total 35011
Target Specialty Products	CM Park Turf bags 01/06/22	577.22	1/20/2022	34975
		577.22	1/20/2022	Total 34975
The UPS Store # 1726	FD postage return damaged turnouts 01/18/22	31.91	1/20/2022	34976
		31.91	1/20/2022	Total 34976
Tina Lynn Goins	E Newsletter January 2022	175.00	1/20/2022	34969
		175.00	1/20/2022	Total 34969
TPX Communications	Com Center Phones/Internet Jan 2022	1,019.03	1/20/2022	34977
		1,019.03	1/20/2022	Total 34977
Two Rivers Architects, Inc.	FD88 remodel permit submittal plans FY 21/22	4,750.00	1/27/2022	35013
		4,750.00	1/27/2022	Total 35013
Tyler McNab	Adult Basketball Team Refund Jan 2022	440.00	1/27/2022	35000
		440.00	1/27/2022	Total 35000
Umpqua Bank	CC Merch Fees - Vantiv/Umpqua Dec 2021	1,021.47	1/11/2022	Merch Fees
		1,021.47	1/11/2022	Total Merch Fees
Umpqua Bank	Maintenance Fee for December 2021	69.95	1/20/2022	Bank Maint Fee
		69.95	1/20/2022	Total Bank Maint Fee
Umpqua Bank	Umpqua Visa Cards - December 2021	8,315.98	1/13/2022	34957
		8,315.98	1/13/2022	Total 34957
Verizon Business	FD Business lines - Dec 2021 #Y2620200	5.25	1/20/2022	34979
		5.25	1/20/2022	Total 34979

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Verizon Wireless	FD Wireless 11/16-12/15/21	577.95	1/6/2022	34935
		577.95	1/6/2022	Total 34935
Verizon Wireless	FD Wireless 11/16-12/15/21	114.03	1/6/2022	34936
		114.03	1/6/2022	Total 34936
Verizon Wireless	FD Wireless 12/16/21-01/15/22	578.34	1/27/2022	35016
		578.34	1/27/2022	Total 35016
Verizon Wireless	FD Wireless 12/16/21-01/15/22	114.03	1/27/2022	35017
		114.03	1/27/2022	Total 35017
Verizon Wireless	Parks Wireless Ipads/Hotspots 12/11/21-1/10/22	180.96	1/27/2022	35015
		180.96	1/27/2022	Total 35015
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 12/11/21-1/10/22	758.14	1/27/2022	35014
		758.14	1/27/2022	Total 35014
Western Fire Supply	VFA Grant / PPE	28,134.88	1/27/2022	35018
		28,134.88	1/27/2022	Total 35018
Wex Bank	FD Fuel OOA Dec 2021	77.53	1/6/2022	34938
		77.53	1/6/2022	Total 34938
Wilkinson Portables, Inc.	D West Porta potty 1/4-1/31/2022 job# 28615	155.73	1/27/2022	35019
Wilkinson Portables, Inc.	Disc golf porta potty 01/07-02/03/22 job# 28738	155.73	1/27/2022	
		311.46	1/27/2022	Total 35019
Report Total		256,396.16		

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 1, 2022

**FROM:** Christina Greek

**AGENDA ITEM #5B:** FINANCE & ADMINISTRATION DEPARTMENT REPORT

**RECOMMENDED ACTION:** Receive and File

### The Finance and Administration Department

The following is a list of Department's current activities and the Department's focus in the next month.

#### Year End- Fiscal Year 2020-2021

We are currently waiting for the Auditors to send us additional information they would like to do testing for our controls and backup for invoices, etc.

#### Monthly Department Financial Reporting

Staff has developed a process and reports for a monthly financial status review by Department heads with a feedback loop. This loop includes the Department Manager's review and report back with information identifying the cause of large variances, questions regarding proper account coding, sources of costs and revenues, and needed research. This process helps with more accurate financial reporting and early identification of large variances, errors in revenue and expenditure coding and any needed research. This timely 'review and feedback loop' gives the District more information and flexibility to respond as early as possible to any program/financial issues that may be identified.

#### Mid-Year Review

The Finance Department is working with Managers in reviewing the current budget and any significant variances. During this time, we will review changes due to unforeseen circumstances as well as changes to expenses due to the Labor MOU and make appropriate adjustments for the remainder of the year and will be bringing the mid-year budget adjustment to you in March 2022.



### Other key items

- CPCSD hired a full time Board Clerk/ Accounting Specialist I on January 10, 2022. Lindsay Dorosh comes to the CSD with Special District experience in billing and accounts payable. She has already jumped in feet first with getting Board Clerk training and certifications to help her navigate the role of Board Clerk. She has been on a few Zoom Board of Directors meetings and has been compiling minutes for all of the committee meetings as well as Board of Directors Meetings. During her time with us at the District, she has also started working in the accounting office cross training with Laura and catching us up on some outstanding tasks. Lindsay has been quick to jump in and help when needed and is learning quickly.
- Vendor 1099 have gone out and filed with State and Federal tax agencies.
- Updated vendor W9 have been requested
- W2 have been distributed to all employees
- We continue to process AP and AR on a weekly basis
- Monthly reconciliation of Cash received at the County