

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



Budget and Administration Committee
Tuesday, January 5, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82809293972>

Meeting ID: 828 0929 3972

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Director Eric Aiston (EA), Director Felicity Wood Carlson (FC)

Alternate Director Monique Scobey (MS)

Staff: Jill Ritzman, General Manager and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

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

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. **Mid-Year Budget Adjustments** (J. Ritzman, V. Neibauer)
2. **Work Plan 2021** (J. Ritzman)

3. Staff Updates

- a. December Check Register Review (V. Neibauer)
- b. Legislative Updates (J. Ritzman)
- c. Strategic Plan (J. Ritzman)
- d. Status of FEMA requests and CARES Grant expenditures

4. Items for February & Future Committee Meetings

- Policy Updates: Legislative Policy, Debt Management Policy
- FY 2019-20 Year End Close

5. 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/911111111111> 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, 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, December 1, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/84802881574>

Meeting ID: 848 0288 1574

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Eric Aiston (EA), Vice Chair Director Monique Scobey (MS),
and Alternate Director Felicity Wood Carlson (FC)

Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:33pm

ROLL CALL– MS/EA

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 – Approved

APPROVAL OF CONFORMED AGENDA - Approved

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. Fiscal Year 2019-2020 Year End Report - Unaudited (V. Neibauer)

- *Reviewed and discussed Fiscal Year 2019-2020 Unaudited Year End Report. Move to the Board with support.*

2. Proposed Revisions to Policy 4060: Committees of the Board of Directors (J. Ritzman)

- *Reviewed and discussed proposed revisions to policy 4060. Move to the Board with support.*

3. Staff Updates

- a. November Check Register Review (V. Neibauer)
- b. Legislative Updates (J. Ritzman)
- c. Strategic Plan (J. Ritzman)
- d. HR 763 (oral report – J. Ritzman)
<https://www.congress.gov/bill/116th-congress/house-bill/763>

4. Items for January & Future Committee Meetings

- Policy Updates: Legislative Policy, Debt Management Policy
- FY 2020-2021 Mid Year Budget Adjustments (Jan)

5. Items to take to the Board of Directors

- *Fiscal Year 2019-2020 Year End Report – Unaudited*
- *Proposed Revisions to Policy 4060: Committees of the Board of Directors*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 8:45pm



Agenda Transmittal

DATE: January 5, 2020

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance Officer

AGENDA ITEM #1: **FISCAL YEAR 2020-2021 MID-YEAR BUDGET ADJUSTMENT,
GENERAL FUND 001**

RECOMMENDED ACTION: Review, Discuss and Forward to the Board of Directors

INTRODUCTION

Staff are recommending adjustments to the Fiscal Year 2020-2021 General Fund 001 Budget based on year-to-date expenditures and revenues, operational changes due to COVID, and a decrease in revenues from the Community Center and for Recreation programs. The proposed adjusted budget funds important and essential services only.

The adjusted Fiscal Year 2020-2021 General Fund 001 Budget has \$6,343,820 in revenues and \$6,295,095 in expenditures, totaling a positive net position of \$48,725. The positive ending position is mostly due to revenues not received during Fiscal Year 2019-2020 for services rendered, such as the CA Climate Investment grant monies.

Fiscal Year 2020-2021 revenues were reduced by \$356,372 due to a lack of revenues from Recreation programs and Community Center rentals. Expenditures were reduced by \$402,054 in response to COVID impacts.

This report includes:

- General Fund 001 Proposed Fiscal Year 2020-21 Adjusted Budget,
- Budget Detail describing line item changes.

The following is a list of significant service-level and operational changes due to the proposed budget adjustments.

- ✓ Transfer from CC&R Fund 02 for 1/3 of receptionist salary and benefits, time dedicated to supporting the CC&R and ARC services in current fiscal year.
- ✓ Receipt of CARES grant totaling \$6,776 to offset a portion of the District's COVID response costs in last fiscal year and the current fiscal year.

- ✓ Reduction of utility costs at Community Center due to closure of assembly hall, classrooms and gymnasium.
- ✓ Increase in CA Climate Investment grant funds due to funds not received in FY2019-20 and increase in number of projects expected in the remainder of the current fiscal year, on both District properties, Pine Hill Preserve and along roadways.
- ✓ Reduction of fuel costs due to less travel and implementation of JPA fuel cards.
- ✓ Increase in fire apparatus rental revenues to cover additional maintenance costs due to higher than expected rentals.
- ✓ Reduced weed abatement ordinance – abatement project costs.
- ✓ Recreation and Community Center eliminated all revenue except for a few programs, facility rentals, and pool activity.
- ✓ Recreation eliminated almost all of the program supply and services costs, eliminated Activity Guide, lowered part-time salaries, furloughs full-time salaries to 32 hours/week. Staff re-directed to support District’s grant writing efforts, strategic plan community outreach, and liaison with County COVID communications.
- ✓ Funding from Fund 71 Recreation Program Grants/Scholarships and grant from Waste Connections funds Virtual Recreation Center and other recreation activities.
- ✓ Annual Pass sales expected to increase due to new program, on-line sales, and probability that residents will recreate closer to home this summer.
- ✓ Reducing Grant Writer services to reviewer only; Recreation Supervisor to be writing park grants.
- ✓ Maintenance services for parks have been reduced to save costs; park users will experience a lower level of park maintenance than in recent years, including weedy landscaped areas, infrequent mowing, trash and tree debris in parking lots, overgrown shrubs, and reduced tree maintenance.
- ✓ Community Center budget reduced including salaries for year-round, part-time staff positions.
- ✓ Portion of parks positions re-allocated to LLADs for needed projects.

CONCLUSION

Staff have made significant changes, budgetarily and operationally, due to the effects of the pandemic, and expect that operational guidelines to change little during the current fiscal year. The current proposed adjusted budget maintains the current staff structure to assist the District in emerging from the pandemic. Staff want to be positioned to provide services immediately as COVID restrictions are lifted and maintain the District’s relevance within the community.

Staff will provide a report in February regarding activity in the District’s special funds, CC&Rs, LLADs, and Capital Asset Reserves. Some activity will be reflective of the Board’s decisions regarding the proposed adjustments.

Attachments

1A. General Fund 001 Proposed Fiscal Year 2020-21 Adjusted Budget

1B. Budget Detail describing line item changes.

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 7/1/2020 Through 12/23/2020

01 - General Fund

		Final 2019-20	2019-20 Year End	Final 2020-21	7/1/20-12/23/20	Current % of Final	2020-21 Mid Year	New Proposed
		Budget	Pre-Audit Actual	Budget	Actual	Approved Budget	Budget	2020-21 Budget
						Expended to Date	Adjustments	
Operating Revenue								
Property Taxes	4110	4,184,387.00	349,232.74	4,327,061.00	10,188.72	0.24%		4,327,061.00
Franchise Fees	4113	200,000.00	53,188.36	200,000.00	56,087.08	28.04%		200,000.00
Park Impact Fees	4115	52,000.00	0.00	0.00	0.00	0.00%		0.00
Quimby Fees	4120	28,554.00	0.00	0.00	0.00	0.00%		0.00
Fire Development	4125	10,000.00	0.00	0.00	0.00	0.00%		0.00
Fire Marshall Plan Review	4132	18,000.00	27,451.40	40,000.00	15,721.40	39.30%		40,000.00
Youth Classes	4145	38,000.00	6,325.00	0.00	0.00	0.00%		0.00
Adult Classes	4146	36,727.00	10,259.50	0.00	0.00	0.00%		0.00
Youth Sports	4147	100,000.00	37,057.71	0.00	0.00	0.00%		0.00
Adult Sports	4148	18,800.00	3,739.00	0.00	0.00	0.00%		0.00
Camp Revenues	4149	12,800.00	0.00	0.00	0.00	0.00%		0.00
Senior Programs	4153	12,000.00	5,661.18	0.00	0.00	0.00%		0.00
Recreation Program Revenue	4154	11,609.00	942.50	443,395.00	710.00	0.16%	(326,476.62)	116,918.38
Transfer In	4165	0.00	62,430.99	50,033.00	0.00	0.00%	(25,463.00)	24,570.00
Special Events	4170	25,000.00	9,397.25	0.00	0.00	0.00%		0.00
Park Lake Kiosk Revenues-VOID	4180	21,012.00	23,196.00	0.00	0.00	0.00%		0.00
Lake Season Pass	4181	21,666.00	795.75	43,598.00	18,757.25	43.02%	23,184.00	66,782.00
Picnic Site Rentals	4182	27,436.00	62.00	1,595.00	0.00	0.00%	(1,595.00)	0.00
Summer Kids Camp	4183	42,000.00	11,777.50	0.00	0.00	0.00%		0.00
Cameron Park Lake Concessions	4184	3,250.00	4,013.25	0.00	0.00	0.00%		0.00
CC Facility Rentals	4185	129,114.00	26,481.89	60,304.00	550.00	0.91%	(45,000.00)	15,304.00
Gym Rentals	4186	33,650.00	11,484.00	27,030.00	20,135.40	74.49%	780.00	27,810.00
Pool Use Fees	4187	195,882.00	43,400.07	87,215.00	53,820.99	61.71%	25,000.00	112,215.00
Parks Fac Rev - Sports Fields	4190	27,061.00	15,557.00	35,642.00	10,779.76	30.24%	(8,572.00)	27,070.00
Donations	4250	1,000.00	0.00	0.00	1,200.00	0.00%		0.00
Sponsorships	4255	30,000.00	5,800.00	30,000.00	0.00	0.00%	(15,500.00)	14,500.00
JPA Reimbursable	4260	1,150,000.00	582,018.03	1,150,000.00	574,999.98	50.00%		1,150,000.00
Fire Apparatus Equip Rental	4262	100,000.00	0.00	10,000.00	9,122.63	91.23%	10,000.00	20,000.00

01 - General Fund

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 7/1/2020 Through 12/23/2020

		Final 2019-20	2019-20 Year End	Final 2020-21	7/1/20-12/23/20	Current % of Final	2020-21 Mid Year	
		Budget	Pre-Audit Actual	Budget	Actual	Approved Budget	Budget	New Proposed
						Expended to Date	Adjustments	2020-21 Budget
Reimbursement	4400	64,717.00	4,438.35	66,200.00	21,091.34	31.86%	(59,424.00)	6,776.00
Weed Abatement	4410	23,263.00	(1,946.35)	20,000.00	1,340.71	6.70%	(15,980.00)	4,020.00
Interest Income	4505	59,000.00	23,551.58	25,000.00	3,223.19	12.89%		25,000.00
Other Income	4600	121,592.00	41,131.50	12,000.00	321.87	2.68%		12,000.00
Grant - CI	4605	23,000.00	1,946.35	71,120.00	53,517.66	75.25%	82,674.00	153,794.00
Total Operating Revenue		6,821,520.00	1,359,392.55	6,700,193.00	851,567.98	0.00	(356,372.62)	6,343,820.38
Expenditures								
Salaries - Perm.	5000	648,646.00	322,266.54	744,778.00	338,367.75	45.43%	(76,618.00)	668,160.00
Salaries - Seasonal	5010	157,170.00	99,116.81	110,540.00	50,653.61	45.82%	(20,000.00)	90,540.00
Overtime	5020	5,899.00	5,330.28	10,000.00	6,034.11	60.34%	(2,950.00)	7,050.00
Health Benefit	5130	108,174.00	64,646.59	112,365.00	61,513.93	54.74%	6,158.00	118,523.00
Retiree Health Benefit	5135	69,042.00	35,372.36	91,016.00	45,617.66	50.12%	(13,000.00)	78,016.00
Dental Insurance	5140	9,488.00	6,464.68	9,663.00	4,940.20	51.12%		9,663.00
Vision Insurance	5150	1,460.00	966.01	1,396.00	871.92	62.46%		1,396.00
CalPERS Employer Retirement	5160	220,831.00	188,151.82	197,664.00	139,928.64	70.79%	10,000.00	207,664.00
Worker's Compensation	5170	56,127.00	58,277.36	54,122.00	53,016.48	97.96%	3,792.00	57,914.00
FICA/Medicare Employer Contribu	5180	19,963.00	13,260.84	23,999.00	10,437.22	43.49%		23,999.00
UI/TT Contribution	5190	42,188.00	4,184.79	8,572.00	2,660.40	31.04%	2,117.00	10,689.00
Advertising/Marketing	5209	30,095.00	13,621.64	32,010.00	1,651.34	5.16%	(24,200.00)	7,810.00
Agriculture	5215	18,485.00	3,612.35	18,685.00	6,664.32	35.67%	(3,869.00)	14,816.00
Audit/Accounting	5220	47,500.00	28,229.81	30,000.00	2,052.50	6.84%		30,000.00
Bank Charge	5221	14,141.00	5,065.06	10,000.00	2,680.25	26.80%		10,000.00
Clothing/Uniforms	5230	8,360.00	2,506.04	7,985.00	1,454.18	18.21%	(3,700.00)	4,285.00
Computer Software	5231	28,483.00	13,015.93	21,900.00	16,325.78	74.55%	5,300.00	27,200.00
Computer Hardware	5232	47,758.00	28,664.63	5,500.00	2,605.76	47.38%		5,500.00
Contractual Services	5235	20,000.00	963.55	10,000.00	5,350.75	53.51%		10,000.00
Contractual - Provider Services	5236	3,710,059.00	0.00	4,059,061.00	0.00	0.00%		4,059,061.00
Contract Under Utilization	5237	0.00	0.00	(250,000.00)	0.00	0.00%		(250,000.00)

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2020 Through 12/23/2020

01 - General Fund

		Final 2019-20	2019-20 Year End	Final 2020-21	7/1/20-12/23/20	Current % of Final	2020-21 Mid Year	New Proposed
		Budget	Pre-Audit Actual	Budget	Actual	Approved Budget	Budget	2020-21 Budget
						Expended to Date	Adjustments	
Contract Services - Other	5240	106,591.00	24,269.13	144,942.00	68,491.16	47.25%	15,648.00	160,590.00
Director Compensation	5250	13,700.00	6,559.02	18,000.00	4,150.00	23.06%		18,000.00
EDC Department Agency	5260	4,268.00	4,268.20	5,000.00	4,252.73	85.05%	(700.00)	4,300.00
Educational Materials	5265	6,845.00	2,204.00	12,850.00	0.00	0.00%	(350.00)	12,500.00
Elections	5270	0.00	0.00	12,000.00	0.00	0.00%	(12,000.00)	0.00
Equipment-Minor/Small Tools	5275	9,500.00	4,536.41	8,950.00	3,485.22	38.94%	390.00	9,340.00
Fire & Safety Supplies	5285	4,803.00	1,589.50	4,200.00	2,592.65	61.73%	(286.96)	3,913.04
Fire Prevention & Inspection	5290	1,800.00	1,100.00	1,200.00	1,100.00	91.67%		1,200.00
Fire Turnout Gear	5295	31,000.00	9,284.89	31,000.00	4,277.95	13.80%		31,000.00
Fire- Volunteer/Resident	5296	29,200.00	5,720.00	29,200.00	6,720.00	23.01%	(15,000.00)	14,200.00
Food	5300	4,117.00	3,311.24	4,500.00	950.02	21.11%	(1,750.00)	2,750.00
Fuel	5305	71,028.00	34,377.44	51,000.00	16,386.88	32.13%	(12,800.00)	38,200.00
Government Fees/Permits	5310	29,934.00	12,380.05	25,382.00	15,079.88	59.41%		25,382.00
Household Supplies	5315	26,701.00	16,437.60	32,500.00	14,059.52	43.26%	(5,800.00)	26,700.00
Instructors	5316	52,090.00	26,697.97	48,646.00	39.00	0.08%	(47,646.00)	1,000.00
Insurance	5320	103,500.00	97,995.69	132,300.00	129,177.41	97.64%	(2,300.00)	130,000.00
Legal Services	5335	14,250.00	6,110.50	15,000.00	6,512.00	43.41%		15,000.00
Maint. - Vehicle Supplies	5340	4,000.00	26.58	2,000.00	744.95	37.25%	(300.00)	1,700.00
Maint. - Buildings	5345	50,495.00	11,785.03	26,500.00	19,775.50	74.62%	1,400.00	27,900.00
Maint. - Equipment	5350	46,668.00	30,802.41	55,600.00	16,807.55	30.23%	(13,375.00)	42,225.00
Maint. - Grounds	5355	86,488.00	12,385.46	62,500.00	16,394.03	26.23%	(12,474.00)	50,026.00
Maint. - Radio/Phones	5360	2,000.00	1,152.20	2,000.00	423.05	21.15%		2,000.00
Maint. - Tires & Tubes	5365	16,100.00	25.00	14,800.00	4,216.55	28.49%		14,800.00
Maint. - Vehicle	5370	21,000.00	14,264.93	25,250.00	23,265.93	92.14%	8,500.00	33,750.00
Medical Supplies	5375	766.00	116.28	700.00	0.00	0.00%		700.00
Memberships/Subscriptions	5380	9,445.00	9,934.62	10,410.00	8,765.50	84.20%	(250.00)	10,160.00
Mileage Reimbursement	5385	1,028.00	557.09	1,250.00	45.88	3.67%		1,250.00
Miscellaneous	5395	0.00	40.00	100.00	0.00	0.00%		100.00
Office Supplies/Expense	5400	10,848.00	8,104.89	10,700.00	4,333.33	40.50%	(500.00)	10,200.00

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 7/1/2020 Through 12/23/2020

01 - General Fund

		Final 2019-20	2019-20 Year End	Final 2020-21	7/1/20-12/23/20	Current % of Final	2020-21 Mid Year	New Proposed
		Budget	Pre-Audit Actual	Budget	Actual	Approved Budget	Budget	2020-21 Budget
						Expended to Date	Adjustments	
Pool Chemicals	5405	21,500.00	12,862.93	19,995.00	16,821.04	84.13%	6,832.00	26,827.00
Postage	5410	4,400.00	946.00	8,600.00	743.46	8.64%	1,700.00	10,300.00
Printing	5415	614.00	19.20	1,100.00	38.58	3.51%		1,100.00
Professional Services	5420	161,432.00	27,574.90	140,987.00	28,842.27	20.46%	(47,400.00)	93,587.00
Program Supplies	5421	25,242.00	7,301.07	38,779.00	37.47	0.10%	(36,200.00)	2,579.00
Publications & Legal Notices	5425	595.00	0.00	600.00	0.00	0.00%		600.00
Radios	5430	2,500.00	482.26	3,000.00	0.00	0.00%		3,000.00
Refund-Activity Pass	5431	1,500.00	0.00	0.00	0.00	0.00%		0.00
Rent/Lease - Bldgs, Fields, etc.	5435	30.00	7,060.00	0.00	0.00	0.00%		0.00
Rent/Lease - Equipment	5440	9,820.00	6,971.64	2,000.00	523.80	26.19%	2,200.00	4,200.00
Staff Development	5455	28,050.00	7,745.87	23,700.00	7,654.82	32.30%	(4,400.00)	19,300.00
Special Events	5465	4,238.00	3,566.14	0.00	399.00	0.00%	500.00	500.00
Summer Spectacular	5466	0.00	828.34	0.00	0.00	0.00%		0.00
Phones/internet	5470	44,589.00	19,225.07	48,000.00	17,933.35	37.36%	(6,400.00)	41,600.00
Utilities - Water	5490	42,500.00	20,640.30	44,000.00	24,259.93	55.14%	(5,500.00)	38,500.00
Utilities - Electric/Gas	5492	168,350.00	108,818.44	196,000.00	72,714.43	37.10%	(48,140.00)	147,860.00
Utilites - Water/Irrigation	5495	0.00	409.56	0.00	510.61	0.00%	350.00	350.00
Vandalism	5500	2,000.00	0.00	1,200.00	985.10	82.09%	1,000.00	2,200.00
Cal Fire In Kind Purchases	5501	13,500.00	8,977.59	12,400.00	1,722.43	13.89%		12,400.00
Capital Equipment Expense	5625	451,117.00	76,646.39	0.00	0.00	0.00%		0.00
Transter Out	7000	0.00	65,310.50	59,053.00	60.00	0.10%	(50,033.00)	9,020.00
Total Expenditures		<u>7,004,011.00</u>	<u>1,615,139.42</u>	<u>6,697,150.00</u>	<u>1,298,119.78</u>	<u>19.38%</u>	<u>(402,054.96)</u>	<u>6,295,095.04</u>
Net Revenue Over Expenditures		<u>(182,491.00)</u>	<u>(255,746.87)</u>	<u>3,043.00</u>	<u>(446,551.80)</u>	<u>(14,674.72)%</u>	<u>45,682.34</u>	<u>48,725.34</u>

**01 – General Fund
BUDGET DETAIL
Fiscal Year 2020-2021, Mid-Year Adjustment**

ACCOUNT DESCRIPTIONS
Revenues

4154 Recreation Program Revenues

Reduce Rec Program revenues due to COVID and lack of ability to program/generate revenues as originally planned. Revenues generated from pool programs.

4165 Transfer In

Net change to add transfer from CC&R Fund 02 for 1/3 of receptionist salary; Fire Training Fund 05 Admin Fee; and transfer from Fund 71- Scholarships, Recreation Program Grants to support the low cost/no cost programming offered at the Virtual Recreation Center. Eliminated transfer from Recreation to Community Center due to lack of revenues generated from Recreation programs.

4181 Lake Season Pass (aka Annual Passes)

Increase in Annual Pass sales is expected.

4182 Picnic Site Rental Fees

Eliminated picnic site rental revenues.

4185 Community Center Rentals

Reduced based on closure. Revenues generated from PGE Community Resource Center and CAL FIRE training scheduled for spring 2020.

4186 Gym Rentals

Slight increase in revenues based on current year actuals and re-opening April of 2021.

4187 Pool Use Fees

Increase in pool revenues expected.

4190 Parks Facilities Revenues – Sports Fields

Reduced to correct a budget error in Recreation. Recreation receives only 20% of total revenues generated by sports field rentals to offset costs of scheduling fields, managing contracts, accounts payable and receivable.

4262 Fire Apparatus Equipment Rental

Increase due to increased rental activities leading to additional maintenance costs.

4255 Sponsorships

Reduce due to Summer Spectacular not occurring in June 2020. Expect \$14,500 from Waste Connections to support Recreation Department.

4400 Reimbursement

Net change adding CARES reimbursement.

4410 Weed Abatement

Reduced amount based on past experience of not receiving payment with liens. Amount shown is expected from a current year direct bill payment from a property owner.

4605 Grant - CI

Increase based on actuals received in FY20-21 and expected revenues from planned projects.

ACCOUNT DESCRIPTIONS

Expenditures

5000 Salaries – Permanent & Part-Time (year round)

Reduced employee costs 1. Community Center part-time, year round staff (except weekend pool coverage); 2. Recreation furloughs full-time recreation staff 32 hours/week; and 3. Parks employees reallocated to LLAD projects.

5010 Salaries – Part-Time Seasonal

Reduce to reflect less recreation staffing due to less programming.

5020 Overtime

Reduced OT.

5130 Health Benefit

Increase based on year-to-date actuals.

5135 Retiree Health Benefit

Reduced based on year-to-date actuals for monthly payment to CalPERS.

5160 CalPERS Employer Retirement

Increase due to costs to date.

5170 Worker's Compensation

Increase based on year-to-date actuals.

5190 UI/TT Contribution

Reduced based on year-to-date actuals.

5209 Advertising/Marketing

Reduce by eliminating Recreation Guide; remaining funds for a mailer to promote Annual Pass sales.

5215 Agriculture

Reduced costs based on year-to-date actuals. Reduction of park maintenance services.

5230 Clothing/Uniforms

Reduced due to past actuals and year-to-date expenditures.

5231 Computer Software

Increased for new Maintain X Software in Parks and Rec Trac increase for on-line Annual Pass sales.

5240 Contract Services - Other

Net change - increase in grant funded fuel reduction projects and decrease of weed abatement ordinance – abatement projects.

5260 EDC Department Agency

Reduced based on actuals.

5265 Educational Materials

Reduced costs based on year-to-date actuals.

5270 Elections

Eliminated, election not held.

5275 Equipment-Minor/Small Tools

Increase due to floor scrubber replacement.

5285 Fire & Safety Supplies

Reduced overall based on year-to-date expenditures.

5296 Fire – Volunteer/Resident

Reduced due to past actuals and year-to-date expenditures.

5300 Food

Reduce due to limited seasonal staff.

5305 Fuel

Reduced based on year-to-date expenditures and ambulances direct billing JPA for fuel through a new credit card system.

5315 Household Supplies

Reduced due to closure of assembly hall and classrooms and reduction of park maintenance services.

5316 Instructors

Reduce due to cancellation of contract classes.

5320 Insurance

Reduced based on year to date expenditures; this is a one time payment.

5340 Maint. – Vehicle Supplies

Reduced base on year-to-date expenditures.

5345 Maint. – Buildings

Reduce park maintenance services; reduction based on year-to-date actuals.

5350 Maint. – Equipment

Reduced due to closure of assembly hall and classrooms.

5355 Maint – Grounds

Reduced due to year-to-date expenditures and reduced Park services.

5370 Maint. Vehicle

Increased due to additional maintenance costs due to increased apparatus rental activities, funded by fire apparatus rental fees.

5380 Memberships/Subscriptions

Reduced based on year-to-date expenditures.

5400 Office Supplies

Reduced based on year-to-date expenditures.

5405 Pool Chemicals

Increase based on actual expenditures from CO2 tank rental for the Lagoon, which was an unbudgeted expense due to the Lagoon budget reduction. In January, tanks will be removed because of the Board's approval of the Park Improvement Plan, and efforts to seek funding to replace the Lagoon with a Splash Playground.

5410 Postage

Increase for Weed abatement educational mailers.

5420 Professional Services

Reduced in Recreation due to no summer camp travel or specialized services; and reduced costs for grant writer.

5421 Program Supplies

Reduced due to fewer programs.

5440 Rent/Lease - Equipment

Increase for the rental of Porta Potty at the disc golf course.

5455 Staff Development

Reduced as most trainings being done virtually; remaining funding available for new Board member training that can also be offset by SDLF/CSDA scholarships.

5465 Special Events

Increase for year-to-date expenditures.

5470 Telephone/Internet

Reduced based on year-to-date actuals for current and last fiscal year.

5490 Utilities – Water

Decrease based on year-to-date expenditures.

5492 Utilities – Electric/Gas

Reduced based on year-to-date expenditures.

5495 Utilities – Water/Irrigation

Increased for year-to-date expenditures.

5500 Vandalism

Increase due to prior and current year-to-date expenditures.

7000 Transfer Out

Reduced due to lack of recreation programming – eliminating transfer from Recreation to Community Center. Balance of funds is the transfer to Dave West LLAD from General Fund to support operations of community park.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 4, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #2: 2021 COMMITTEE WORK PLAN

RECOMMENDED ACTION: Discuss and Forward to the Board of Directors

In February 2020, Standing Committees developed annual work plans that were approved by the Board of Directors on February 19, 2020 as the District Work Plan. An annual Work Plan is useful to staff and Board members in initiating and prioritizing projects.

The Board of Directors President is asking for Standing Committees to review and update the 2020 Work Plan for 2021, and forward to the Board of Directors for compilation, discussion and approval as a District Work Plan.

Attachment

2A. 2020 District Work Plan

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 19, 2020

FROM: Monique Scobey, President
District Standing Committees

AGENDA ITEM #13: **DISTRICT 2020 WORK PLAN**

RECOMMENDED ACTION: APPROVE

INTRODUCTION

Since 2017, staff and Board members have developed work plans associated with the annual budgets and other important projects. The purpose of these work plans is to prioritize the District's limited resources. For calendar year 2020, Board President asked each Standing Committee to develop a Committee Work Plan which will be consolidated into a District Work Plan.

DISCUSSION

The below list summarizes the Committee Work Plans.

Fire & Emergency Services Committee

- Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.
- Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.
- Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

Parks & Recreation Committee

- Initiate and implement plans for Park Improvement Projects with support from the District's landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.
- Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

CC&R Committee

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

Budget & Administration Committee

- Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.
- Develop Five-Year Budget Projection to assist in guiding future budget decisions.
- Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.
- Attain the District of Distinction Certification from Special District Leadership Foundation.
- Plan for District Sustainability.

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	<u>34,286.20</u>	Payroll GL 11-27-20	Payroll GL 11-...	11/27/2020
	34,286.20		Total Payroll ...	11/27/2020
	31,675.29	Payroll GL 12-11-20 PP25	Payroll GL 12-...	12/11/2020
	182.62	Payroll GL 12-11-20 PP25 (w/ covid ee - \$0.19)		12/11/2020
	<u>31,857.91</u>		Total Payroll ...	12/11/2020
	<u>33,692.36</u>	Payroll GL 12-23-20	Payroll GL 12-...	12/23/2020
	33,692.36		Total Payroll ...	12/23/2020
49er Communications, Inc.	<u>46,149.37</u>	FD Radios 12/17/20 (VFA Grant)	33275	12/22/2020
	46,149.37		Total 33275	12/22/2020
Abila	<u>757.42</u>	Accounting Software - December 2020	33221	12/10/2020
	757.42		Total 33221	12/10/2020
Airespring Inc.	<u>567.19</u>	Internet Broadbands Com Cntr/Lake Dec. 2020	33222	12/10/2020
	567.19		Total 33222	12/10/2020
Airgas National Carbonation	<u>293.40</u>	CO2 fill, pool 11/14/20	33159	12/3/2020
	293.40		Total 33159	12/3/2020
Airgas National Carbonation	268.52	CO2 cylinder rental, Lagoon 11/30/20	33223	12/10/2020
Airgas National Carbonation	82.25	CO2 cylinder rental, Pool 11/30/20		12/10/2020
Airgas National Carbonation	<u>374.62</u>	CO2 delivery, pool 11/25/20		12/10/2020
	725.39		Total 33223	12/10/2020
Airgas National Carbonation	<u>324.24</u>	CO2 delv, pool 12/04/20	33260	12/17/2020
	324.24		Total 33260	12/17/2020
Airgas National Carbonation	256.05	CO2 delv, pool 12/10/20	33277	12/30/2020
Airgas National Carbonation	<u>274.46</u>	CO2 fill, Pool 12/18		12/30/2020
	530.51		Total 33277	12/30/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Alhambra	49.27	Wtr Delv 3 & Cooler rental 11/02/20	33161	12/3/2020
	49.27		Total 33161	12/3/2020
Alhambra	38.81	Water delv 12/07, 14 & cooler rental	33279	12/30/2020
	38.81		Total 33279	12/30/2020
All Star Rents	273.80	Lift rental for xmas tree lighting 11/25/20	33162	12/3/2020
	273.80		Total 33162	12/3/2020
All Star Rents	877.79	Equipment rental for Disc Golf Course 12/10	33280	12/30/2020
	877.79		Total 33280	12/30/2020
Allstar Fire Equipment, Inc.	122.27	TIC Lanyard, FD 07/01/20	33163	12/3/2020
	122.27		Total 33163	12/3/2020
Allstar Fire Equipment, Inc.	979.18	FD Engine gas detector repair & replace 11/18/20	33164	12/3/2020
	979.18		Total 33164	12/3/2020
Allstar Fire Equipment, Inc.	422.55	FD89 TIC Batteries 12/8/20	33261	12/17/2020
	422.55		Total 33261	12/17/2020
ARC Alternatives	4,208.50	Solar Consulting Oct. 2020	33165	12/3/2020
	4,208.50		Total 33165	12/3/2020
ARC Alternatives	3,261.00	Solar Consulting November 2020	33262	12/17/2020
	3,261.00		Total 33262	12/17/2020
AT&T Calnet 3	386.85	CSD Phone lines 10/24/20-11/23/20 BAN 9391035823	33166	12/3/2020
	386.85		Total 33166	12/3/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
AT&T Calnet 3	171.08	FD phone lines 10/24-11/23/20 #9391035822 Jpa/Fire splits	33167	12/3/2020
	171.08		Total 33167	12/3/2020
AT&T Calnet 3	22.92	FD Fax line 11/10-12/09/20 BAN 9391035819	33281	12/30/2020
	22.92		Total 33281	12/30/2020
Big O Tires #100	192.54	Parks, Trailer tires 11/25/20	33168	12/3/2020
	192.54		Total 33168	12/3/2020
California Overhead Door, Inc.	125.00	FD89 Bay Door Repair 12/07/20	33263	12/17/2020
	125.00		Total 33263	12/17/2020
California Public Employee's Retirement System	19,453.13	CalPERS Health Pymt December 2020	1001709127	12/3/2020
	19,453.13		Total 1001709...	12/3/2020
California Public Employee's Retirement System	867.50	PP24 11-27-20 CalPERS Retirement - Classic	1001713938	12/1/2020
	867.50		Total 1001713...	12/1/2020
California Public Employee's Retirement System	3,753.15	PP24 11-27-20 CalPERS Retirement - Pepra	1001713949	12/1/2020
	3,753.15		Total 1001713...	12/1/2020
California Public Employee's Retirement System	865.57	PP25 12-11-20 CalPERS Retirement - Classic	1001731382	12/11/2020
	865.57		Total 1001731...	12/11/2020
California Public Employee's Retirement System	3,808.26	PP25 12-11-20 CalPERS Retirement - Pepra	1001731388	12/11/2020
	3,808.26		Total 1001731...	12/11/2020
California Public Employee's Retirement System	865.57	PP26 12-23-20 CalPERS Retiremt-Classic (pd 12/28)	1001747830	12/28/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	865.57		Total 1001747...	12/28/2020
California Public Employee's Retirement System	3,867.92	PP26 12/23/20 CalPERS Retiremt-Pepra (pd 12/28)	1001747832	12/28/2020
	3,867.92		Total 1001747...	12/28/2020
CalPERS 457 Plan	200.00	PP24 11-27-20 CalPERS 457 Plan	1001713933	12/1/2020
	200.00		Total 1001713...	12/1/2020
CalPERS 457 Plan	200.00	PP25 12-11-20 CalPERS 457 Plan	1001731377	12/11/2020
	200.00		Total 1001731...	12/11/2020
CalPERS 457 Plan	200.00	PP26 12-23-20 CalPERS 457 Plan (pd 12/28/20)	1001747828	12/28/2020
	200.00		Total 1001747...	12/28/2020
Camino Power Tool	365.73	FD89 Rotary saw repair 11/20/20	33169	12/3/2020
	365.73		Total 33169	12/3/2020
Capital Private Patrol	1,017.00	Parks Patrol Srvc Nov 2020	33170	12/3/2020
	1,017.00		Total 33170	12/3/2020
Carbon Copy, Inc.	46.15	Copier Counts CCR, REC, Admin, Nov. 2020	33171	12/3/2020
Carbon Copy, Inc.	2.24	FD88 Copier Count Nov. 2020		12/3/2020
Carbon Copy, Inc.	11.93	FD89 Copier Count Nov. 2020		12/3/2020
	60.32		Total 33171	12/3/2020
Carbon Copy, Inc.	46.32	Copier Count CCR/Rec/Admin Dec 2020 (Cs4053ci)	33282	12/30/2020
	46.32		Total 33282	12/30/2020
CardConnect	50.00	Bolt CC Device rentals Nov. 2020	33172	12/3/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	50.00		Total 33172	12/3/2020
Churchill's Hardware, Inc.	200.12	FD Misc hardware, etc 11/08-11/20/20	33174	12/3/2020
	200.12		Total 33174	12/3/2020
Churchill's Hardware, Inc.	173.94	Parks/Lake Misc Hardwarw, etc. 11/02-11/16/20	33175	12/3/2020
	173.94		Total 33175	12/3/2020
Cintas Corporation #622	413.47	CC Janitorial Supplies 11/24/20	33176	12/3/2020
	413.47		Total 33176	12/3/2020
Cintas Corporation #622	183.54	CC Janitorial Supplies 11/18/20	33224	12/10/2020
Cintas Corporation #622	263.90	CC Janitorial Supplies 12/03/20		12/10/2020
	447.44		Total 33224	12/10/2020
Cintas Corporation #622	193.02	Lysol Wipes for Covid control 12/14/20	33283	12/30/2020
	193.02		Total 33283	12/30/2020
Comcast	154.69	FD89 Internet 11/11-12/10/20 Fire/Jpa splits	33177	12/3/2020
	154.69		Total 33177	12/3/2020
Comcast	84.95	FD88 Internet 11/14-12/13/20	33178	12/3/2020
	84.95		Total 33178	12/3/2020
Conforti Plumbing, Inc	185.00	Lake RR 's issues 11/23/20	33179	12/3/2020
	185.00		Total 33179	12/3/2020
Core Heat & Air, Inc.	170.00	FD89 HVAC repair 12/11/20	33284	12/30/2020
	170.00		Total 33284	12/30/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
CPRS	555.00	Membershipr renewal GM & CSD 01/31/21	33181	12/3/2020
	555.00		Total 33181	12/3/2020
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier Lease Pymt 11/15-12/14/20	33182	12/3/2020
	87.97		Total 33182	12/3/2020
De Lage Landen Financial Services, Inc.	235.95	CC Copier Lease 11/15-12/14/20	33183	12/3/2020
	235.95		Total 33183	12/3/2020
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Pymt Dec. 2020	33225	12/10/2020
	176.96		Total 33225	12/10/2020
De Lage Landen Financial Services, Inc.	235.95	CC Copier lease pymt 12/15/20-01/14/21 #988441	33285	12/30/2020
	235.95		Total 33285	12/30/2020
Delta Dental of California	1,226.10	Dental - January 2021	33264	12/17/2020
	1,226.10		Total 33264	12/17/2020
Department of Industrial Relations	485.00	OSHA Penalty Pymt #18 Due 12/23/20	33184	12/3/2020
	485.00		Total 33184	12/3/2020
DMV Renewal	27.00	Parks Wood Chipper special equip fee (5 yrs)	33185	12/3/2020
	27.00		Total 33185	12/3/2020
Eide Bailly LLP	1,685.00	CPA srvc consult/audit prep review, etc. Nov. 2020	33186	12/3/2020
	1,685.00		Total 33186	12/3/2020
El Dorado County Air Quality Mgmt Dist.	798.29	CC Boiler/Emiss Fees Perm# 06-1748 FY 20/21 Fac# FA0006535	33226	12/10/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

Vendor Name	Check Amount	Description	Check #	Check Date
El Dorado County Air Quality Mgmt Dist.	603.63	Lake Engine Fees Perm# 15-1747 FY 20/21 Fac# FA0006534		12/10/2020
	1,401.92		Total 33226	12/10/2020
El Dorado County Environmental Mgmt.	1,285.00	CC Kitch/Pool Env Fees # 1623 & 3611 FY 20/21 FA0004953	33227	12/10/2020
	1,285.00		Total 33227	12/10/2020
El Dorado Irrigation District	419.43	Wtr/Lndscp Cam Val 09/17-11/16/20	33187	12/3/2020
	419.43		Total 33187	12/3/2020
El Dorado Irrigation District	172.11	Wtr, EWPark 09/12-11/13/20	33188	12/3/2020
	172.11		Total 33188	12/3/2020
El Dorado Irrigation District	425.85	Wtr, EWPark 09/16-11/16/20	33189	12/3/2020
	425.85		Total 33189	12/3/2020
El Dorado Irrigation District	70.06	Wtr/Lndscp EWPark 09/16-11/16/20	33190	12/3/2020
	70.06		Total 33190	12/3/2020
El Dorado Irrigation District	308.82	Wtr, NView, 09/16-11/16/20	33191	12/3/2020
	308.82		Total 33191	12/3/2020
El Dorado Irrigation District	1,586.80	FD89 Wtr/Swr Fire/Jpa splits 9/23-11/30/20	33228	12/10/2020
	1,586.80		Total 33228	12/10/2020
El Dorado Irrigation District	202.73	CM Restrooms Wtr/Swr 9/22-11/30/20	33229	12/10/2020
	202.73		Total 33229	12/10/2020
El Dorado Irrigation District	473.53	FD88 Wtr/Swr 09/22-11/30/20	33230	12/10/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/25/2020 Through 12/30/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	473.53		Total 33230	12/10/2020
El Dorado Irrigation District	178.28	Dog Park Wtr 9/19-11/18/20	33231	12/10/2020
	178.28		Total 33231	12/10/2020
El Dorado Irrigation District	236.17	Rasm Park Wtr/Swr 9/19-11/30/20	33232	12/10/2020
	236.17		Total 33232	12/10/2020
El Dorado Irrigation District	1,875.36	CM Park Wtr 9/22-11/23/20	33233	12/10/2020
	1,875.36		Total 33233	12/10/2020
El Dorado Irrigation District	517.19	Bar J 15A Wtr/Lndscp 9/22-11/20/20	33234	12/10/2020
	517.19		Total 33234	12/10/2020
El Dorado Irrigation District	402.57	Bar J B Wtr 9/25-11/23/20	33235	12/10/2020
	402.57		Total 33235	12/10/2020
El Dorado Irrigation District	593.25	D. West Wtr 9/25-11/24/20	33236	12/10/2020
	593.25		Total 33236	12/10/2020
El Dorado Irrigation District	2,194.58	CP Lake Wtr/Swr 9/25-11/30/20	33237	12/10/2020
	2,194.58		Total 33237	12/10/2020
El Dorado Irrigation District	168.05	Chardi Lndscp wtr 9/19-11/18/20	33238	12/10/2020
	168.05		Total 33238	12/10/2020
El Dorado Irrigation District	1,370.31	CC Bldg Wtr/Swr 9/23-11/30/20	33239	12/10/2020
	1,370.31		Total 33239	12/10/2020
El Dorado Irrigation District	577.99	CC Pool/Grounds RW,Wtr, Swr 9/23-11/30/20	33240	12/10/2020
	577.99		Total 33240	12/10/2020
El Dorado Press	8.58	FD Santa Run Color Prints 11/19/20	33192	12/3/2020

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	8.58		Total 33192	12/3/2020
Ellamae J. Wooten	<u>300.00</u>	Dir Comp Mtgs 11/02,03,18	33220	12/3/2020
	300.00		Total 33220	12/3/2020
Ellamae J. Wooten	<u>200.00</u>	Dir Comp Mtgs 12/01, 16	33307	12/30/2020
	200.00		Total 33307	12/30/2020
Epperson Law Group, PC	<u>2,156.00</u>	Legal Srvcs, Mtgs, Calls, Emails, etc. Nov. 2020	33241	12/10/2020
	2,156.00		Total 33241	12/10/2020
Eric William Blodgett Aiston	<u>200.00</u>	Dir Comp Mtgs 11/03, 11/1/20	33160	12/3/2020
	200.00		Total 33160	12/3/2020
Eric William Blodgett Aiston	<u>300.00</u>	Dir Comp Mtgs 12/01,03,16	33278	12/30/2020
	300.00		Total 33278	12/30/2020
Ewing Irrigation Products, Inc.	<u>55.33</u>	Bar J A misc tools 12/7/20	33286	12/30/2020
	55.33		Total 33286	12/30/2020
Executech	<u>2,798.06</u>	MSA, IT Srvcs, December 2020	33193	12/3/2020
	2,798.06		Total 33193	12/3/2020
Executech	<u>2,823.06</u>	MSA, IT Srvcs, January 2021	33287	12/30/2020
	2,823.06		Total 33287	12/30/2020
Felicity Wood Carlson	<u>270.00</u>	Dir Comp Mtgs 11/02,02,18 (w/ disc)	33173	12/3/2020
	270.00		Total 33173	12/3/2020
Financial Pacific Leasing, Inc	<u>1,068.65</u>	Fire Truck Interet pymt 11/14/20	33194	12/3/2020
	1,068.65		Total 33194	12/3/2020
Financial Pacific Leasing, Inc	<u>106.87</u>	Fire Truck LF 10% on Int Pymt, 2 days 12/8/20	33265	12/17/2020

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	106.87		Total 33265	12/17/2020
Financial Pacific Leasing, Inc	78,072.18	Fire Truck Pymt 12/15/20 #013-0974317-001	33276	12/22/2020
	78,072.18		Total 33276	12/22/2020
Flying Ace T-Shirts, Inc.	319.82	Parks Beanie hats w/ embroidered logo 12/10/20	33266	12/17/2020
	319.82		Total 33266	12/17/2020
GS Smog, Inc.	40.00	Smog - 1999 Ford Exp - Parks 12/4/20	33268	12/17/2020
GS Smog, Inc.	40.00	Smog - 2002 Ford Exp - Parks 12/4/20		12/17/2020
GS Smog, Inc.	40.00	Smog - 2004 Ford Taurus - CC&R 12/4/20		12/17/2020
GS Smog, Inc.	40.00	Smog - 2008 Ford 150 - Parks 12/4/20		12/17/2020
GS Smog, Inc.	40.00	Smog - 2010 Ford 150 - FD89 U88 12/8/20		12/17/2020
GS Smog, Inc.	40.00	Smog - 2010 Ford 150 - FD89 U89 12/8/20		12/17/2020
	240.00		Total 33268	12/17/2020
Gudgel Roofing, Inc.	2,625.00	CC Emergency roof repair 11/30/20	33197	12/3/2020
	2,625.00		Total 33197	12/3/2020
Highlander Termite & Pest Control	75.00	CC Pest Control 12/8/20 #941	33269	12/17/2020
	75.00		Total 33269	12/17/2020
Highlander Termite & Pest Control	75.00	FD89 Pest Control 12/14/20	33288	12/30/2020
	75.00		Total 33288	12/30/2020
Hillyard, Inc.	1,884.14	Elec Burnisher rental for Gym resurfacing 11/13/20	33198	12/3/2020
Hillyard, Inc.	3,182.44	Gym Floor Resurfacing 11/13/20		12/3/2020
	5,066.58		Total 33198	12/3/2020

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Hillyard, Inc.	71.98	Parks Gloves 10/14	33243	12/10/2020
	71.98		Total 33243	12/10/2020
Holly Morrison	100.00	Dir Comp Mtg 9/16/20 (CC&R mtg on 8/31 cancelled)	33253	12/10/2020
Holly Morrison	200.00	Dir Comp Mtgs 08/03, 19		12/10/2020
Holly Morrison	300.00	Dir Comp Mtgs 10/05,08,21		12/10/2020
Holly Morrison	200.00	Dir Comp Mtgs 11/02, 18		12/10/2020
Holly Morrison	200.00	Dir Comp Mtgs 12/03,07		12/10/2020
	1,000.00		Total 33253	12/10/2020
Home Depot Credit Services	487.26	Parks/Lake misc hardware, supplies etc. 10/28-11/25/20	33244	12/10/2020
	487.26		Total 33244	12/10/2020
Hunt & Sons	959.74	Fuel 11/20/20	33199	12/3/2020
	959.74		Total 33199	12/3/2020
Hunt & Sons	1,065.74	FD Fuel 12/04/20	33245	12/10/2020
	1,065.74		Total 33245	12/10/2020
Interwest Consulting Group, Inc.	407.25	Fire Inspection 3217 Boeing Rd. 11/24/20	33200	12/3/2020
	407.25		Total 33200	12/3/2020
Interwest Consulting Group, Inc.	312.25	FD Inspection 3300 Coach Ln, A5 12/3/20	33246	12/10/2020
Interwest Consulting Group, Inc.	341.25	FD Plan Review 3104 Ponte Morino 11/15-12/13/20 #CPKF20-0003		12/10/2020
	653.50		Total 33246	12/10/2020
Jesse Williams	800.00	Res ff shifts 11/05,06,12,13,19,20,21,...	33219	12/3/2020
	800.00		Total 33219	12/3/2020
Jill Ritzman	100.00	Cell Allowance - Dec. 2020	33209	12/3/2020

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	100.00		Total 33209	12/3/2020
Jonathan Sherwood	320.00	Res ff shifts 11/03,10,17,24	33210	12/3/2020
	320.00		Total 33210	12/3/2020
Joseph Munizich	39.00	Inst. pymt Birdwatching 11/7/20	33254	12/10/2020
	39.00		Total 33254	12/10/2020
Joshua C. Marks	1,250.00	Parks/Lake RR Janitorial Srvcs 12/02,09,16,23,30	33270	12/17/2020
	1,250.00		Total 33270	12/17/2020
JS West Propane Gas	2,325.16	Propane fill, Pool 11/16/20	33201	12/3/2020
	2,325.16		Total 33201	12/3/2020
JS West Propane Gas	1,519.29	Propane fill, Pool 11/20	33247	12/10/2020
	1,519.29		Total 33247	12/10/2020
JS West Propane Gas	588.46	FD89 Propane fill 11/16/20	33248	12/10/2020
	588.46		Total 33248	12/10/2020
JS West Propane Gas	1,348.09	Propane fill, Pool 11/16	33249	12/10/2020
	1,348.09		Total 33249	12/10/2020
JS West Propane Gas	800.78	Propane fill, Pool 11/16/20	33250	12/10/2020
	800.78		Total 33250	12/10/2020
JS West Propane Gas	2,201.16	Propane fill, pool 12/07	33289	12/30/2020
	2,201.16		Total 33289	12/30/2020
JS West Propane Gas	537.54	Propane fill, Pool 12/11	33290	12/30/2020
	537.54		Total 33290	12/30/2020
JS West Propane Gas	2,379.97	Propane fill, Pool 12/01/20	33291	12/30/2020
	2,379.97		Total 33291	12/30/2020
JS West Propane Gas	2,207.66	Propane fill, Pool 12/12	33292	12/30/2020
	2,207.66		Total 33292	12/30/2020

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Larry McBride	600.00	In Lieu Med Bens - Ret. Dec. 2020	33204	12/3/2020
	600.00		Total 33204	12/3/2020
Life-Assist, Inc.	185.17	Fire EMS Supplies 11/23/20	33203	12/3/2020
	185.17		Total 33203	12/3/2020
Logan Stern	240.00	Res ff shifts 11/04,11,18	33211	12/3/2020
	240.00		Total 33211	12/3/2020
Marquee Fire Protection	650.00	FD89 Annual Fire Sprinkler test/inspect 12/07/20	33251	12/10/2020
	650.00		Total 33251	12/10/2020
Marquee Fire Protection	1,100.00	Annual Fire Sprinkler test/inspect 12/07/20	33252	12/10/2020
	1,100.00		Total 33252	12/10/2020
Marquee Fire Protection	790.00	FD89 Fire Sprinkler repairs 12/18/20	33293	12/30/2020
	790.00		Total 33293	12/30/2020
Marquee Fire Protection	345.00	CC Sprinkler System repair 12/18/20	33294	12/30/2020
	345.00		Total 33294	12/30/2020
Michael Grassle	100.00	Cell Allowance - Dec. 2020	33196	12/3/2020
	100.00		Total 33196	12/3/2020
Nicole Smith	38.00	Refund- Holiday Dunk cancelled, Covid 12/14/20	33271	12/17/2020
	38.00		Total 33271	12/17/2020
Pathian Administrators	156.18	Vision Benefits - January 2021	33295	12/30/2020
	156.18		Total 33295	12/30/2020
Paychex	245.05	Paychex Payroll Fees for 11-27-20	2020112301	11/27/2020
	245.05		Total 2020112...	11/27/2020

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Vendor Name	Check Amount	Description	Check #	Check Date
Paychex	235.60	Paychex Payroll Fees for 12-11-20	2020120701	12/11/2020
	235.60		Total 2020120...	12/11/2020
Paychex	229.30	Paychex Payroll Fees for 12-23-20	2020122104	12/23/2020
	229.30		Total 2020122...	12/23/2020
Paychex	202.80	Paychex Flex/Mobile Time fees November 2020	20657925	12/18/2020
	202.80		Total 20657925	12/18/2020
PG&E	1,301.64	FD's Elec 10/26-11/23/20 Fire/Jpa splits	33205	12/3/2020
	1,301.64		Total 33205	12/3/2020
PG&E	5,148.61	Elec. CC 10/20-11/17/20 LP#1	33206	12/3/2020
	5,148.61		Total 33206	12/3/2020
PG&E	11,502.67	Elec. LLAD's 10/26-11/23/20	33255	12/10/2020
	11,502.67		Total 33255	12/10/2020
PG&E	1,056.23	Elec. Parks/Lake 10/26-11/23/20	33256	12/10/2020
	1,056.23		Total 33256	12/10/2020
PG&E	118.23	Elec. 8 lamps 11/15-12/15/20	33296	12/30/2020
	118.23		Total 33296	12/30/2020
PG&E	162.57	Elec. 11 lamps 11/15-12/15/20	33297	12/30/2020
	162.57		Total 33297	12/30/2020
PG&E	4,920.86	CC Elec. 11/18-12/17/20 w/ LP#2	33298	12/30/2020
	4,920.86		Total 33298	12/30/2020

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Public Employee's Union Local 1	102.53	Union Dues for payroll 11-27-20	33207	12/3/2020
	102.53		Total 33207	12/3/2020
Public Employee's Union Local 1	104.60	Union Dues for payroll 12-11-20	33257	12/10/2020
	104.60		Total 33257	12/10/2020
Public Employee's Union Local 1	102.30	Union Dues for payroll 12/23/20	33299	12/30/2020
	102.30		Total 33299	12/30/2020
Rice Trucking & Repair	528.63	FD E388 Repair, Parts & Labor 11/27/20	33208	12/3/2020
	528.63		Total 33208	12/3/2020
Riebes Auto Parts	31.36	Parks equip parts 12/15/20	33300	12/30/2020
Riebes Auto Parts	69.55	Parks equip parts 12/16/20		12/30/2020
Riebes Auto Parts	43.96	Parks Ford F150 2006 parts 12/14/20		12/30/2020
	144.87		Total 33300	12/30/2020
Sierra Nevada Tire & Wheel	41.44	FD B2705 Tire Balance 12/03/20	33258	12/10/2020
	41.44		Total 33258	12/10/2020
Sierra Office Systems and Products	204.55	FD89 Office Supplies Jpa/Fire splits 12/18/20	33301	12/30/2020
	204.55		Total 33301	12/30/2020
Streamline	370.00	Streamline Web Engage 11/30-12/30/20	33212	12/3/2020
	370.00		Total 33212	12/3/2020
Tailored Tree, Inc.	48,750.00	Royal Park Fuels Reduction work (CCI grant) 11/09/20	33272	12/17/2020
	48,750.00		Total 33272	12/17/2020
The Paint Spot, Inc.	62.78	Parks, gloves & paint 12/17/20	33302	12/30/2020

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	62.78		Total 33302	12/30/2020
Tina Lynn Goins	125.00	E Newsletter November 2020	33195	12/3/2020
	125.00		Total 33195	12/3/2020
Tina Lynn Goins	125.00	E Newsletter December 2020	33242	12/10/2020
	125.00		Total 33242	12/10/2020
Tina Lynn Goins	87.50	E Newsletter #2 December 2020	33267	12/17/2020
	87.50		Total 33267	12/17/2020
TPX Communications	958.32	Com Center Phones/Internet Dec. 2020	33273	12/17/2020
	958.32		Total 33273	12/17/2020
Umpqua Bank	11,877.72	Umpqua Visa Cards November 2020	33274	12/17/2020
	11,877.72		Total 33274	12/17/2020
Umpqua Bank	57.91	Maintenance Fee for November 2020	Bank Maint Fee	12/22/2020
	57.91		Total Bank Ma...	12/22/2020
Umpqua Bank	326.31	CC Merch Fees - Vantiv - November 2020	Merch Fees	12/9/2020
	326.31		Total Merch F...	12/9/2020
Verizon Business	5.31	FD Business Carrier phones Nov 2020 #Y2620200	33303	12/30/2020
	5.31		Total 33303	12/30/2020
Verizon Wireless	500.34	Wireless Phones CC, Rec, Parks, CCR 10/11-11/10/20	33213	12/3/2020
	500.34		Total 33213	12/3/2020

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Verizon Wireless	181.38	Wireless Ipads/Hotspots 10/11-11/10/20	33214	12/3/2020
	181.38		Total 33214	12/3/2020
Verizon Wireless	471.55	FD Wireless 10/16-11/15/20 #970402560-00001	33215	12/3/2020
	471.55		Total 33215	12/3/2020
Verizon Wireless	114.03	FD Wireless 10/16-11/15/20 #970402560-00004	33216	12/3/2020
	114.03		Total 33216	12/3/2020
Verizon Wireless	500.52	Wireless Phones CC, Rec, Parks, CCR 11/11-12/10/20	33304	12/30/2020
	500.52		Total 33304	12/30/2020
Verizon Wireless	217.15	Parks Ipads, hotspots etc. 11/11-12/10/20 & EP equip.	33305	12/30/2020
	217.15		Total 33305	12/30/2020
Veronica Cortes	480.00	Res ff shifts 11/01,08,15,22,29,30	33180	12/3/2020
	480.00		Total 33180	12/3/2020
Wex Bank	67.89	FD OOA Fuel 11/30/20	33217	12/3/2020
	67.89		Total 33217	12/3/2020
Whitney Kahn	100.00	Cell Allowance - Dec. 2020	33202	12/3/2020
	100.00		Total 33202	12/3/2020
Wilkinson Portables, Inc.	984.38	Invs 09/15,09/18,10/13,10/14... Porta Pots, various	33218	12/3/2020
	984.38		Total 33218	12/3/2020
Wilkinson Portables, Inc.	155.73	D. West Porta Pot 12/08/20-01/01/21	33259	12/10/2020

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Vendor Name	Check Amount	Description	Check #	Check Date
	155.73		Total 33259	12/10/2020
Wilkinson Portables, Inc.	155.73	Disc Golf Porta Potty 12/09/2020-01/05/2021	33306	12/30/2020
	155.73		Total 33306	12/30/2020
Report Total	432,187.67			