



Budget and Administration Committee

Tuesday, December 3, 2019

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Eric Aiston (EA),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Fire Department Fiscal 2018-19 Year End (V. Neibauer)**
- 2. El Dorado Disposal/Waste Connections Quarterly Update Reports (informational)**

3. **Accountability Act Report** (V. Neibauer)
4. **District Fees – CDs/Copies; Encroachment Permits** (N. Garrison)
5. **November Check Register Review** (V. Neibauer)
6. **Staff Updates**
7. **Items for January & Future Committee Meetings**
 - Five Year Budget Projection
 - Reserve Policy Update
 - Strategic Plan Objective Updates
8. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee
Tuesday, November 5, 2019
6:30 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Eric Aiston (EA),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:36pm

ROLL CALL – MS/EA

ADOPTION OF AGENDA - *Approved with the following correction:*
Move Item #2 to be the first on the agenda.

APPROVAL OF CONFORMED AGENDA – *Approved with the following correction:*
Add “discussed modifying the agenda”

OPEN FORUM

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DEPARTMENT MATTERS

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1. Efficient Meetings – Policies & Protocols (J. Ritzman, V. Neibauer)

- *Discussed proposed Efficient Meeting Policies & Protocols. Committee would like to move forward in support of changing from Robert’s Rules of Order to Rosenberg’s Rules of Order, approval of check register at Budget & Administration Committee Meetings, consistency for public testimony time at three minutes, and update and adjustment of agenda template; move to board.*

2. FY 2018-19 Year-End Actuals, Pre-Audit (V. Neibauer)

- *Discussed FY 2018-19 Year-End Actuals, Pre-Audit. Overall, there was an improvement in the deficit of \$193,036; move to board with support.*

3. Job Descriptions & Part-Time Employee Wage Scale (written report provided in September; J. Ritzman)

- *Discussed job descriptions and part-time employee wage scale; move to board with support.*

4. Staff Updates

- 1st Quarter Budget to Actuals FY 2019-20
- Check Register for October

5. Items for December & Future Committee Meetings

- Five Year Budget Projection
- Reserve Policy Update
- Strategic Plan Objective Updates
- District Fees: CDs/Copies; Encroachment Permits

6. Items to take to the Board of Directors

- Job Descriptions
 - *Special Funds*
 - *FY 2018-19 Year End Actuals, Pre-Audit*
 - *1st Quarter Budget to Actuals FY 2019-20*
 - *Efficient Meetings – Policies & Protocols*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 9:15pm

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: December 3, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #1: FIRE DEPARTMENT FISCAL YEAR 2018-19 YEAR END

ACTION: **RECEIVE AND DISCUSS**

This is a report back regarding the Fire Department Fiscal Year 2018-19 Year End.

The Cameron Park Community Services District (District) contracts with CAL FIRE to provide fire and emergency response services. CAL FIRE contributes to the District's financial position by holding down contract costs while still providing exceptional services.

As you can see by the attached worksheet, Cal FIRE's 2018-19 not to exceed contract amount is \$3,863,473 and their actual contract costs are \$3,464,579. The actual contract costs are under CAL FIRE's not to exceed contract amount by \$398,894.

Attachments:

- 1A – CAL FIRE billing and contract rates; Revenues from Fire Apparatus Rental
- 1B – District payments and Fund Balances in Fire Equipment Replacement Fund
- 1C – Fiscal Year 2018-19 Fire Department Year End

Provided by
CAL FIRE
at Board of Directors
11.20.2019

CAL FIRE Agreement FY 13/14 through 17/18						
FY	Contract amount Total	Actual billed		Crew days	Rental income	5yr total
		Total	Under DNE			
13/14	\$2,881,207.00	\$2,666,438.55	\$214,768.45	30	\$291,244.73	
14/15	\$2,953,237.00	\$2,636,709.83	\$316,527.17	20	\$184,788.54	
15/16	\$3,254,054.00	\$2,968,198.23	\$285,855.77	37	\$200,177.00	
16/17	\$3,285,016.00	\$3,083,799.66	\$201,216.34	48	\$105,942.50	
17/18	\$3,656,981.20	\$3,396,354.94	\$260,626.26	41	\$150,212.50	
		5 yr under DNE	\$1,278,993.99		\$932,365.37	
		Total 5yr days		176		
		CAL FIRE cost		\$35,200.00		CAL FIRE \$200/day
		CCC cost		\$528,000.00		CCC \$3000/day
		Difference		\$492,800.00		

CAL FIRE Agreement FY 18/19 through 22/23						
FY	Contract amount Total	Actual billed		Crew days	Rental income	67 crew days = \$13,400 - CCC would be \$201,000
		Total	Under DNE			
18/19	\$3,863,472.64	\$3,467,194.72	\$396,277.92	58	\$108,643.30	
19/20	\$3,960,059.46			67 to date	\$41,004 to date	
20/21	\$4,059,060.95					
21/22	\$4,160,537.47					
22/23	\$4,264,550.91					

2018-19 CAL FIRE Contract Costs To the District |

	FY 18-19
CAL FIRE Not To Exceed Contract amount	3,863,473
CAL FIRE Billings To District for services	3,464,579

CAL FIRE Under Contract amount (District payment)	398,894
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CAL Fire Reported Under Contract (CAL FIRE bills)	(396,278)
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Audited Fund Balance in Rental Equipment	*578,323*
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FY 18-19 is currently being audited

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 3000 - Fire
 From 7/1/2018 Through 6/30/2019

	Current Period Budget - Final	Current Period Actual
Operating Revenue		
4110 Property Taxes	2,768,422.00	2,900,850.66
4132 Fire Marshall Plan Review	22,000.00	19,363.90
4142 Tuition Fees	26,160.00	33,033.75
4250 Donations	0.00	1,000.00
4260 JPA Reimbursable	1,150,000.00	1,180,533.51
4262 Fire Apparatus Equip Replcmt	136,244.00	122,749.70
4400 Reimbursement	0.00	7,964.40
4410 Weed Abatement	94,260.00	11,915.30
4600 Other Income	36,295.00	0.00
Total Operating Revenue	4,233,381.00	4,277,411.22
Expenditures		
5000 Salaries - Permanent	19,755.00	0.00
5010 Salaries - Part-time	30,582.00	48,462.80
5130 Health Benefit	0.00	75.78
5135 Retiree Health Benefit	60,278.00	35,367.76
5150 Vision Insurance	650.00	0.00
5160 CalPERS Employer Retirement	1,896.00	51,146.00
5170 Worker's Compensation	917.00	2,634.49
5180 FICA/Medicare Employer Contribut...	(207.00)	3,692.14
5190 UI/TT Contribution	3,588.00	1,968.28
5209 Advertising/Marketing	250.00	31.66
5210 Agency Administration Fee	67,668.00	4.83
5230 Clothing/Uniforms	2,500.00	3,416.18
5231 Computer Software	7,500.00	9,889.55
5232 Computer Hardware	0.00	3,909.50
5235 Contractual Services	0.00	1,048.50
5236 Contractual - Provider Services	3,594,170.00	3,464,578.63
5240 Contract Services - Other	130,032.00	69,937.36
5250 Director Compensation	2,400.00	0.00
5260 EDC Department Agency	1,800.00	1,140.18
5265 Educational Materials	15,610.00	16.24
5275 Equipment-Minor/Small Tools	2,000.00	7,120.42
5285 Fire & Safety Supplies	8,850.00	1,530.09
5295 Fire Turnout Gear	31,000.00	31,070.98
5296 Fire- Volunteer/Resident	42,000.00	24,316.74
5300 Food	1,500.00	943.95
5305 Fuel	66,700.00	73,136.31

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 3000 - Fire
 From 7/1/2018 Through 6/30/2019

	Current Period Budget - Final	Current Period Actual
5310 Government Fees/Permits	3,000.00	2,248.97
5315 Household Supplies	6,000.00	7,015.98
5320 Insurance	35,150.00	22,460.00
5345 Maint. - Buildings	11,000.00	12,004.87
5350 Maint. - Equipment	15,000.00	19,958.54
5355 Maint. - Grounds	3,000.00	1,906.66
5360 Maint. - Radio/Phones	1,500.00	1,741.33
5365 Maint. - Tires & Tubes	12,000.00	8,854.77
5370 Maint. - Vehicle	17,000.00	23,235.91
5380 Memberships/Subscriptions	850.00	692.22
5400 Office Supplies/Expense	4,000.00	3,722.99
5410 Postage	2,500.00	243.23
5415 Printing	500.00	499.38
5420 Professional Services	4,200.00	2,796.99
5425 Publications & Legal Notices	500.00	141.13
5430 Radios	700.00	1,900.48
5455 Staff Development	5,250.00	15,956.00
5465 Special Events	0.00	(100.00)
5470 Phones/internet	15,000.00	12,383.02
5480 Travel/Lodging	1,000.00	169.32
5490 Utilities - Water	7,000.00	14,476.52
5492 Utilities - Electric/Gas	25,000.00	29,043.89
5625 Capital Equipment Expense	234,554.00	55,302.55
Total Expenditures	<u>4,496,143.00</u>	<u>4,072,093.12</u>
Net Revenue Over Expenditures	<u>(262,762.00)</u>	<u>205,318.10</u>

Cameron Park Monthly Performance Standards

Month August

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	7
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	144
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		4
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		43
Special removal(batteries, bulky, oil)		97
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Cameron Park Monthly Performance Standards

Month September

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	22
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	114
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		4
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		42
Special removal(batteries, bulky, oil)		92
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Cameron Park Monthly Performance Standards

Month October

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	3
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	108
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	1
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		5
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		53
Special removal(batteries, bulky, oil)		113
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

COMPLAINTS

Date	Customer Name	Complaint
August None September None		
10.24.19	Megan Peterson	<p>MEGAN CALLED IN REQUESTING WE LET DRIVER KNOW IF WHE COULD PLS LET DRIVER KNOW IF AFTER SERVICE HE COULD LEAVE CART IN SAME SPOT WHERE CARTS ARE PLACED FOR SERVICE , MEGAN STATED DRIVER DRIVES OFF WITH CART WHILE UP IN THE AIR AND DROPS IT OFF IN FRONT OF NEIGHBORS AND IT HAPENDS EVERY WK, I HAVE PLACED WORK ORDERS TO LET DRIVER KNOW AS A DONT FORGET</p>

COMPLIMENTS

Date	Customer Name	Compliment
August None		
September None		
October None		



Agenda Transmittal

DATE: December 3, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #3: ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2018-19

RECOMMENDED ACTION: RECEIVE, DISCUSS AND FILE

BUDGET ACCOUNT: COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R) FUND

BUDGET IMPACT: N/A

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

The annual Accountability Act report is required to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).
- Any other items required by the Board.

The following pages provide the information required by the Accountability Act for the applicable District CC&R financial activities for Fiscal Year 2018-19.

Attachment:

3A – Accountability Act Report for FY 2018-19

Cameron Park Community Services District
 Covenants, Conditions and Restriction (CCR)
 Statement of Revenues and Expenditures
 From 7/1/2018 Through 6/30/2019

Attachment 3A

		2018-19 CCR
		<u>Actuals</u>
Operating Revenue		
4110	Property Taxes	175.86
4135	Special Assessments	77,303.73
4140	Arc Review Fees	18,512.50
4505	Interest Income	3,957.77
Total Operating Revenue		<u>99,949.86</u>
Expenditures		
5000	Salaries - Permanent	66,111.23
5020	Overtime	1,615.04
5130	Health Benefit	8,798.97
5140	Dental Insurance	367.62
5150	Vision Insurance	130.32
5160	CalPERS Employer Retirement	3,439.47
5170	Worker's Compensation	774.85
5180	FICA/Medicare Employer	1,153.82
5190	UI/TT Contribution	431.92
5209	Advertising/Marketing	19.16
5210	Agency Administration Fee	0.00
5221	Bank Charge	59.03
5230	Clothing/Uniforms	246.63
5231	Computer Software	7,715.00
5232	Computer Hardware	3,842.85
5240	Contract Services - Other	3,331.67
5260	EDC Department Agency	0.00
5300	Food	60.73
5305	Fuel	202.82
5320	Insurance	767.00
5335	Legal Services	5,816.14
5350	Maint. - Equipment	77.90
5370	Maint. - Vehicle	938.72
5380	Memberships/Subscriptions	29.60
5400	Office Supplies/Expense	462.10
5410	Postage	52.10
5415	Printing	30.99
5420	Professional Services	2,061.94
5425	Publications & Legal Notices	172.00
5455	Staff Development	5.00
5470	Phones/internet	3,971.93
Total Expenditures		<u>112,686.55</u>
Net Revenue Over Expenditures		<u>(12,736.69)</u>



Agenda Transmittal

DATE: December 3, 2019

FROM: Niki Garrison, Board Clerk

AGENDA ITEM #4: DISTRICT FEES – CDs/COPIES; ENCROACHMENT PERMITS

RECOMMENDED ACTION: REVIEW AND DISCUSS

RECOMMENDATION

Review, discuss, and forward District Fees for CDs, Copies, and Encroachment Permits to the Board of Directors for consideration.

BACKGROUND

Currently, the District charges \$.10 per page for photocopies, and \$2.00 per audio CD of meeting recordings. This was based on Public Records Policy 1050, which was originally adopted by the Board in 2007 and updated in 2018.

Encroachment Fees were adopted by the Board in 2002, and are as follows:

- \$75 for a 30-day permit
- \$25 for each additional 15-day extension
- \$25 for each re-inspection due to a violation of encroachment conditions
- \$500 refundable damage deposit

DISCUSSION

Per the California Records Request Act, a government agency cannot exceed what is reasonably necessary to provide the copy. The attached fee survey (Attachment 4A) outlines record request fees for other local agencies. Staff is recommending a slight increase in record request costs - \$.20 per page for photocopies and \$4 per audio CD of meeting recordings.

Staff is recommending to continue with current encroachment permit fees. These permits are infrequent in nature, and cover permit processing costs.

Attachment:

4A – Local Agency Record Request Survey

Local Agency Record Request Survey

El Dorado County Recorder's Office

Copy Fee	\$0.50 per page
CD/DVD Fee	\$15

El Dorado County Sheriff's Office

Copy Fee	\$0.12 per page
CD/DVD Fee	cost of CD

Auburn Area Recreation & Park District

Copy Fee	\$0.20 per page
CD/DVD Fee	N/A

Fresno Mosquito and Vector Control District

Copy Fee	\$0.20 per page
CD/DVD Fee	N/A

Santa Clara Valley Water District

Copy Fee	\$0.20 per page (over 20 pages)
CD/DVD Fee	\$4

FPPC

Copy Fee	\$0.10 per page
CD/DVD Fee	\$5

Orangevale Parks & Recreation District

Copy Fee	\$.25 per page
CD/DVD Fee	N/A

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	<u>30,844.16</u>	Payroll GL 11-01-19	Payroll GL 11-...	11/1/2019
	30,844.16		Total Payroll ...	11/1/2019
	<u>32,100.92</u>	Payroll GL 11-15-19	Payroll GL 11-...	11/15/2019
	32,100.92		Total Payroll ...	11/15/2019
Abila	<u>687.00</u>	Accounting Software 11/20 to 12/19/19	31455	11/21/2019
	687.00		Total 31455	11/21/2019
Acer Landscape Materials, Inc	<u>170.14</u>	CC land mix delv. 10/9/19	31378	11/7/2019
	170.14		Total 31378	11/7/2019
Airespring Inc.	<u>564.57</u>	Internet Broadbands Com Cntr/Lake Oct. 2019	31426	11/14/2019
	564.57		Total 31426	11/14/2019
Airgas National Carbonation	225.87	CO2 delv Pool 11/01/19	31427	11/14/2019
Airgas National Carbonation	260.95	CO2 tank rental for Lagoon 10/31/19		11/14/2019
	<u>486.82</u>		Total 31427	11/14/2019
Airgas National Carbonation	<u>232.05</u>	CO2 Pool, 11/11/19	31456	11/21/2019
	232.05		Total 31456	11/21/2019
Alison S. Lloyd	<u>567.00</u>	Inst. Ballett 3 classes Oct. 2019	31407	11/7/2019
	567.00		Total 31407	11/7/2019
Alyssa Kimball	<u>17.53</u>	Mileage Reimb - October 2019	31403	11/7/2019
	17.53		Total 31403	11/7/2019
Andrew Webb	<u>472.55</u>	Inst. Tennis 4 classes 10/01-10/31/19	31422	11/7/2019
	472.55		Total 31422	11/7/2019
Arnolds for Awards, Inc.	<u>77.43</u>	FD name tags & signs 11/8/19	31429	11/14/2019
	77.43		Total 31429	11/14/2019
Ashby Communications, Inc.	<u>185.00</u>	CC Phone srvc call, routed lines, syst maint. 10/31/19	31379	11/7/2019
	185.00		Total 31379	11/7/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
AT&T Calnet 3	153.15	FD Phone lines 09/24-10/23/19 BAN 9391035822	31380	11/7/2019
	153.15		Total 31380	11/7/2019
AT&T Calnet 3	21.52	FD89 Fax line 10/10-11/09/19	31458	11/21/2019
	21.52		Total 31458	11/21/2019
Barbara Bills	18.00	Bird class cancelled - Refund	31382	11/7/2019
	18.00		Total 31382	11/7/2019
Bethany Wilkes	64.00	Soccer tots cancelled - refund	31424	11/7/2019
	64.00		Total 31424	11/7/2019
Bethany Wilkes	5.00	Soccer tots cancelled - refunded admin fee	31496	11/21/2019
	5.00		Total 31496	11/21/2019
Bonni Bergstrom	40.00	Classroom B 11/04 - deposit refund	31459	11/21/2019
	40.00		Total 31459	11/21/2019
Brian Agee	160.00	Res ff shifts 10/06,10,13,24	31425	11/14/2019
	160.00		Total 31425	11/14/2019
C & H Motor Parts, Inc	39.35	FD brake pads 2002 Ford exp. 10/31/19	31383	11/7/2019
	39.35		Total 31383	11/7/2019
California Public Employee's Retirement System	18,784.96	CalPERS Health Payment - November 2019	1001341149	11/4/2019
	18,784.96		Total 100134...	11/4/2019
California Public Employee's Retirement System	1,078.48	PPE 10/26/19 CalPERS Retirement - Classic	1001434930	11/1/2019
	1,078.48		Total 100143...	11/1/2019
California Public Employee's Retirement System	2,973.52	PPE 10/26/19 CalPERS Retirement - Pepra	100143932	11/1/2019
	2,973.52		Total 100143...	11/1/2019
California Public Employee's Retirement System	1,139.01	PPE 11/09/19 CalPERS Retirement - Classic	1001443955	11/15/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	1,139.01		Total 100144...	11/15/2019
California Public Employee's Retirement System	3,067.12	PPE 11/09/19 CalPERS Retirement - Pepra	1001444389/...	11/15/2019
	3,067.12		Total 100144...	11/15/2019
CalPERS 457 Plan	200.00	PPE 10/26/19 CalPERS 457 Plan	1001434928	11/1/2019
	200.00		Total 100143...	11/1/2019
CalPERS 457 Plan	200.00	PPE 11/09/19 CalPERS 457 Plan	1001443949	11/15/2019
	200.00		Total 100144...	11/15/2019
Capital Private Patrol	946.40	Patrol Srvc - Parks Nov 2019	31430	11/14/2019
Capital Private Patrol	624.00	Patrol Srvc CC Nov. 2019		11/14/2019
	1,570.40		Total 31430	11/14/2019
CardConnect	50.00	Bolt CC Device lease - Oct. 2019	31384	11/7/2019
	50.00		Total 31384	11/7/2019
Casey Hector	148.00	Soccer Tots Cancelled - refund x 2 kids Oct. 2019	31398	11/7/2019
	148.00		Total 31398	11/7/2019
Chelsea Cummins	300.00	Full Hall rental 10/11 - Deposit refund	31387	11/7/2019
	300.00		Total 31387	11/7/2019
Choices for Children	40.00	NW 1/4 rental 10/22 - deposit refund	31461	11/21/2019
	40.00		Total 31461	11/21/2019
Churchill's Hardware, Inc.	38.52	Fd's 88 & 89 hardware misc, 10/14-10/29/19	31462	11/21/2019
	38.52		Total 31462	11/21/2019
Churchill's Hardware, Inc.	120.66	Parks/Lake/CC maint/hardware 10/02-10/29/19	31463	11/21/2019
	120.66		Total 31463	11/21/2019
Cintas Corporation #622	336.39	CC Janitorial Supplies 10/31/19	31386	11/7/2019
	336.39		Total 31386	11/7/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Cintas Corporation #622	335.17	CC Janitorial Supplies 11/07/19	31432	11/14/2019
	335.17		Total 31432	11/14/2019
Cintas Corporation #622	285.88	CC Janitorial Supplies 11/14/19	31464	11/21/2019
	285.88		Total 31464	11/21/2019
Comcast	153.08	FD89 Internet 11/11-12/10/19	31465	11/21/2019
	153.08		Total 31465	11/21/2019
Comcast	54.99	FD88 Internet 11/14 - 12/13/19	31466	11/21/2019
	54.99		Total 31466	11/21/2019
Conforti Plumbing, Inc	776.25	HydroJetter Sewer lines @ Christa 11/11/19	31467	11/21/2019
Conforti Plumbing, Inc	605.00	Snaked Sewer lines @ Christa 11/9/19		11/21/2019
	1,381.25		Total 31467	11/21/2019
CoreLogic Solutions LLC	165.00	CC&R Mapping Software Oct. 2019	31433	11/14/2019
	165.00		Total 31433	11/14/2019
CPRS	95.00	Membership renewal H. Miller 12/01-11/30/2020	31468	11/21/2019
	95.00		Total 31468	11/21/2019
Craig Shuler	60.00	Cell Allowance - Nov. 2019	31416	11/7/2019
	60.00		Total 31416	11/7/2019
Dave Ito	85.00	FD DMV physical reimbursement 11/08/19	31440	11/14/2019
	85.00		Total 31440	11/14/2019
David D. Neer	183.00	Inst. Short Game - Golf 10/01-10/31/19	31409	11/7/2019
	183.00		Total 31409	11/7/2019
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Nov. 2019	31434	11/14/2019
	176.96		Total 31434	11/14/2019
Delta Dental of California	1,113.21	Dental - December 2019	31470	11/21/2019
	1,113.21		Total 31470	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Department of Industrial Relations	485.00	OSHA Penalty Pymt #5 due 11/29/19	31435	11/14/2019
	485.00		Total 31435	11/14/2019
Department of Justice	32.00	Pre-emp check Rec Dept. 10/18/19	31389	11/7/2019
	32.00		Total 31389	11/7/2019
Department of Pesticide Regulation	50.00	Landscape Maint Cat B Exam 01/11/20	31390	11/7/2019
	50.00		Total 31390	11/7/2019
DSA Technologies, Inc	3,250.00	Computers configs/installs new to Wind 10 FD & CSD 10/24/19	31471	11/21/2019
DSA Technologies, Inc	111.99	HDMI cables, monitors old to new, 11/11/19		11/21/2019
DSA Technologies, Inc	2,041.84	Laptop dockers CSD/FD & hardware 11/13/19		11/21/2019
DSA Technologies, Inc	2,674.31	MSA, IT Srvcs, November 2019		11/21/2019
	8,078.14		Total 31471	11/21/2019
EDC Fire Prevention Officer's Association	100.00	Membership Dues, Chief Smith FY 19/20 11/19/19	31472	11/21/2019
	100.00		Total 31472	11/21/2019
Eide Bailly LLP	4,602.50	Prof Srvcs CPA October 2019	31473	11/21/2019
	4,602.50		Total 31473	11/21/2019
Elizabeth Leal	10.00	Art class cancelled - refund	31406	11/7/2019
	10.00		Total 31406	11/7/2019
Ellamae J. Wooten	300.00	Dir Comp Mtgs 11/04,04,20	31497	11/21/2019
	300.00		Total 31497	11/21/2019
Eric William Blodgett Aiston	200.00	Dir Comp Mtgs 11/05, 20	31457	11/21/2019
	200.00		Total 31457	11/21/2019
Ewing Irrigation Products, Inc.	472.84	Nitra King 50 Eastwood/D. West Parks 10/24/19	31392	11/7/2019
	472.84		Total 31392	11/7/2019
Ewing Irrigation Products, Inc.	249.67	CC Irrig supplies 11/07/19	31474	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Ewing Irrigation Products, Inc.	38.74	CC Irrig. supplies 11//07/19		11/21/2019
	288.41		Total 31474	11/21/2019
Felicity Wood Carlson	300.00	Dir Comp mtgs 11/04,05,20	31460	11/21/2019
	300.00		Total 31460	11/21/2019
Gold Country Equipment Center	117.76	Lake - 2 stroke oil 11/04/19	31394	11/7/2019
	117.76		Total 31394	11/7/2019
Gold Country Hardware	28.27	CM Park Tball field marker paint 11/04/19	31395	11/7/2019
	28.27		Total 31395	11/7/2019
Hangtown Fire Control, Inc.	168.63	FD88 Hood system service & parts 9/26/19	31397	11/7/2019
	168.63		Total 31397	11/7/2019
Hillyard, Inc.	773.22	Parks, RR Supplies 10/30/19	31438	11/14/2019
	773.22		Total 31438	11/14/2019
Holly Morrison	300.00	Dir Comp Mtgs 11/04,05,20	31480	11/21/2019
	300.00		Total 31480	11/21/2019
Home Depot Credit Services	103.47	Parks & CC misc hardware, etc. 10/21 & 10/23/19	31399	11/7/2019
	103.47		Total 31399	11/7/2019
Hunt & Sons	903.46	Fuel 10/25/19	31400	11/7/2019
Hunt & Sons	2,003.49	Fuel 11/01/19		11/7/2019
	2,906.95		Total 31400	11/7/2019
Hunt & Sons	1,388.47	Fuel 11/08/19	31439	11/14/2019
	1,388.47		Total 31439	11/14/2019
Hunt & Sons	1,603.46	Fuel 11/15/19	31475	11/21/2019
	1,603.46		Total 31475	11/21/2019
J&S Asphalt	3,420.00	Re-striping/crackfilling Christa pkg lot 11/4/19	31476	11/21/2019
	3,420.00		Total 31476	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Jason Anderson	45.00	Hunter Safety class cancelled, no power, refunds 3	31428	11/14/2019
	45.00		Total 31428	11/14/2019
Jeremy Shykowski	100.00	Rasm Field Rental 8/4/19 - Deposit refund	31417	11/7/2019
	100.00		Total 31417	11/7/2019
Jill Ritzman	100.00	Cell Allowance - Nov. 2019	31414	11/7/2019
	100.00		Total 31414	11/7/2019
Jorgensen Company	114.34	FD88 Fire Ext annual maint 10/28/19	31401	11/7/2019
Jorgensen Company	821.39	FD89 Fire ext. annual maint. 10/28/19		11/7/2019
	935.73		Total 31401	11/7/2019
Joshua C. Marks	625.00	Janitorial Srvcs 11/06 & 11/13 Parks RR's	31442	11/14/2019
	625.00		Total 31442	11/14/2019
Joshua Sandoval	120.00	Res ff shifts 10/12,19,26	31415	11/7/2019
	120.00		Total 31415	11/7/2019
JS West Propane Gas	1,887.13	Propane fill - Gym/Classrooms/Pool 70/30 split 10/23/19	31402	11/7/2019
	1,887.13		Total 31402	11/7/2019
JS West Propane Gas	2,090.33	Propane fill - Gym/Classrms/Pool 10/31/19 splits 70/30	31441	11/14/2019
	2,090.33		Total 31441	11/14/2019
JS West Propane Gas	1,963.33	Propane fill - Gym/Classrms/Pool 11/08/19 splits 70/30	31477	11/21/2019
	1,963.33		Total 31477	11/21/2019
Kathleen Walshaw	74.00	Soccer tots cancelled Oct. 2019 - refund	31494	11/21/2019
	74.00		Total 31494	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Kristen Vinton	74.00	Soccer tots class - conflict/cancel refund	31454	11/14/2019
	74.00		Total 31454	11/14/2019
L.N. Curtis & Sons	1,951.95	FD Gear (Spieth) 11/06/19 & Returned helmets 09/17/19	31478	11/21/2019
	1,951.95		Total 31478	11/21/2019
Larry McBride	600.00	In Lieu Med Bens Ret - Nov. 2019	31408	11/7/2019
	600.00		Total 31408	11/7/2019
Master Medical Equipment	1,720.00	FD89 Defib & Appurtenances 11/12/19	31443	11/14/2019
	1,720.00		Total 31443	11/14/2019
Michael Grassle	100.00	Cell Allowance - Nov. 2019	31396	11/7/2019
	100.00		Total 31396	11/7/2019
Michael Grassle	44.12	Growlersburg snacks/sodas 11/8/19 - reimb	31437	11/14/2019
Michael Grassle	89.90	Mileage reimb - Oct. 2019		11/14/2019
	134.02		Total 31437	11/14/2019
Mobile Evolutions LLC	3,225.44	FD B2715 vehicle accessories 9/26/19	31479	11/21/2019
	3,225.44		Total 31479	11/21/2019
Mountain Democrat	81.45	Summary of ORD # 2019.11.20 Pub 11/08/19	31444	11/14/2019
	81.45		Total 31444	11/14/2019
MRJ Maintenance Services	475.00	CC Kitchen Hood Cleaning 11/13/19	31481	11/21/2019
	475.00		Total 31481	11/21/2019
Myung Chong	477.00	Inst. Mod Zumba 10/01-10/31/19	31385	11/7/2019
	477.00		Total 31385	11/7/2019
Neil Sauvageau	50.00	Art class cancelled Nov 2019 - refund	31486	11/21/2019
	50.00		Total 31486	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Nora S. Kolthoff	220.00	Inst. Cuban Cooking & Bead-azzle 10/01-10/31/19	31404	11/7/2019
	220.00		Total 31404	11/7/2019
Pathian Administrators	145.32	Vision Benefits - November 2019	31482	11/21/2019
	145.32		Total 31482	11/21/2019
Patty Stilling	40.00	Vball 120310-11 clinic conflict - refund	31489	11/21/2019
Patty Stilling	45.00	Vball 120310-12 clinic cancelled - refund		11/21/2019
	85.00		Total 31489	11/21/2019
Paychex	214.80	Paychex Payroll Fees for 11-01-19	2019102801	11/1/2019
	214.80		Total 201910...	11/1/2019
Paychex	217.80	Paychex Payroll Fees for 11-15-19	2019111201	11/15/2019
	217.80		Total 201911...	11/15/2019
Paychex	188.60	Paychex Stratustime Fees Oct. 2019	20805399	11/15/2019
	188.60		Total 20805399	11/15/2019
PG&E	11,306.67	Elec. Parks & LLAD's 09/26-09/30/19 & 10/01-10/24/19	31410	11/7/2019
	11,306.67		Total 31410	11/7/2019
PG&E	1,054.14	Elec. Lake, Lagoon, NC 9/26-9/30 & 10/01-10/24/19	31411	11/7/2019
	1,054.14		Total 31411	11/7/2019
PG&E	116.06	Elec. 8 lamps - parks 10/17-10/31 & 11/01-11/15/19	31483	11/21/2019
	116.06		Total 31483	11/21/2019
PG&E	159.58	Elec. 11 lamps - Parks 10/17-10/31 & 11/01-11/15/19	31484	11/21/2019
	159.58		Total 31484	11/21/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Ponderosa Band Boosters	187.50	Full Hall rental 11/02 - Security Guard refund	31412	11/7/2019
	187.50		Total 31412	11/7/2019
Public Employee's Union Local 1	114.36	Union Dues for payroll 11/15/19	31445	11/14/2019
	114.36		Total 31445	11/14/2019
R.J. Ricciardi, Inc CPA's	865.00	Audit Prep for FY 18/19 (chrgs to 10/31/19)	31413	11/7/2019
	865.00		Total 31413	11/7/2019
Richard A. Kowaleski	118.80	Inst. Dance East/West Swing 10/02-10/23/19	31405	11/7/2019
	118.80		Total 31405	11/7/2019
Riebes Auto Parts	249.92	Lake auto parts 11/12/19	31485	11/21/2019
	249.92		Total 31485	11/21/2019
Riverview International Trucks, Inc.	1,069.36	6 truck batteries 11/01/19	31446	11/14/2019
	1,069.36		Total 31446	11/14/2019
Robert Raymond Westphal	300.00	Gym rental 7/20/19 - deposit refund	31495	11/21/2019
	300.00		Total 31495	11/21/2019
Robert S. Dalton	650.66	CC&R Temp 28.5 hrs	31388	11/7/2019
	650.66		Total 31388	11/7/2019
Robert S. Dalton	182.64	CC&R Temp PP24 TC1 8hrs	31469	11/21/2019
Robert S. Dalton	273.96	CC&R Temp PP24 TC2 12hrs		11/21/2019
	456.60		Total 31469	11/21/2019
Saroeum Roth	15.00	Hunter Safety class cancelled, no power - refund	31448	11/14/2019
	15.00		Total 31448	11/14/2019
Shannon Chandler	60.00	Futsal Nov Clinic cancellation - refunds 2	31431	11/14/2019
	60.00		Total 31431	11/14/2019
Shawn Rogan	120.00	Res ff shifts 10/04,18,27	31447	11/14/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	120.00		Total 31447	11/14/2019
Sierra Office Systems and Products	116.61	FD89 Office Supplies 11/11/19	31450	11/14/2019
	116.61		Total 31450	11/14/2019
Sierra Striping, Inc.	2,850.00	CC Pkg Lot re-striping 11/13/19	31487	11/21/2019
	2,850.00		Total 31487	11/21/2019
Sierra Tractor, Inc.	122.91	Lake tractor hyd line repair 10/31/19	31418	11/7/2019
	122.91		Total 31418	11/7/2019
Sign Banner Print Express	48.26	Royal Park Metal sign 10/10/19	31419	11/7/2019
Sign Banner Print Express	19.20	Santa Swim Flyers/Posters 2019		11/7/2019
	67.46		Total 31419	11/7/2019
Spot-On Signs & Graphics	91.30	FD E-288 SCBA stickers 11/20/19	31488	11/21/2019
Spot-On Signs & Graphics	279.26	FD radio name stickers 11/20/19		11/21/2019
	370.56		Total 31488	11/21/2019
Stephen Beck	360.00	Inst. Futsal October clinics 2019	31381	11/7/2019
	360.00		Total 31381	11/7/2019
Straightline Construction	300.00	Full Hall 11/09/19 - Deposit refund	31490	11/21/2019
	300.00		Total 31490	11/21/2019
Taylor Doll	120.00	Res ff shifts 10/03,10,17	31391	11/7/2019
	120.00		Total 31391	11/7/2019
TC Fabrication and Welding, LLC	2,732.71	FD 2019 F250 truck #1 seals & panels 10/15/19	31451	11/14/2019
TC Fabrication and Welding, LLC	2,732.71	FD 2019 F250 truck #2 seals & panels 10/15/19		11/14/2019
	5,465.42		Total 31451	11/14/2019
The Paint Spot, Inc.	691.11	Stain for picninc tables/bridge @ Gateway 11/19/19	31491	11/21/2019
	691.11		Total 31491	11/21/2019
The UPS Store # 1726	10.44	FD postage 07/26/19	31420	11/7/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	10.44		Total 31420	11/7/2019
The UPS Store # 1726	41.84	FD89 Postal Srvc 11/07/19	31452	11/14/2019
	41.84		Total 31452	11/14/2019
Tina Lynn Goins	100.00	E Newsletter Nov 2019	31436	11/14/2019
	100.00		Total 31436	11/14/2019
TPX Communications	909.70	Com Center Phones/Internet Oct. 2019	31453	11/14/2019
	909.70		Total 31453	11/14/2019
Umpqua Bank	45.77	Maintenance Fee for October 2019	Bank Maint Fee	11/20/2019
	45.77		Total Bank M...	11/20/2019
Umpqua Bank	516.24	CC Merch Fees - Vantiv - October 2019	Merch Fees	11/12/2019
	516.24		Total Merch F...	11/12/2019
Uptown Studios, Inc	350.00	Web Maint. Oct. 2019	31421	11/7/2019
	350.00		Total 31421	11/7/2019
Vanessa Esmerelda Harris Faur	160.00	Res ff shifts 09/12,19,23,29	31393	11/7/2019
Vanessa Esmerelda Harris Faur	160.00	Res ff shifts 10/01,19,24,31		11/7/2019
	320.00		Total 31393	11/7/2019
Verizon Wireless	521.13	Wireless phones 10/11-11/10/19	31492	11/21/2019
	521.13		Total 31492	11/21/2019
Verizon Wireless	176.79	Wireless Ipads/Hotspots 10/11-11/10/19	31493	11/21/2019
	176.79		Total 31493	11/21/2019
When to Work, Inc.	60.00	6 mths online staff scheduler - Rec Dept. 11/8/19	31423	11/7/2019
	60.00		Total 31423	11/7/2019
Zachary Schnetz	160.00	Res ff shifts 10/08, 17,23,29	31449	11/14/2019
	160.00		Total 31449	11/14/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/1/2019 Through 11/21/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Report Total	175,191.44			



Agenda Transmittal

DATE: December 3, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #6: ADMINISTRATION AND FINANCE DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

Budget/Finance

- The 2018-19 audit process is essentially complete. Auditor field work scheduled for the week of November 11 has been completed. With the holidays, the draft report should come to us in January.
- Staff has completed the Accountability Act Report for the CC&R Fund which will be presented to the Budget and Administration Committee for review and approval.
- Staff is working on a Proposed 2020-21 Budget timeline to provide more review time.
- Staff has provided a check register for November. This register includes information from the date of the prior register 11-1 thru 11-21 with no gap in reporting.