



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

REGULAR BOARD MEETING Wednesday, September 19, 2018 6:30 p.m.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

AGENDA

CALL TO ORDER.

1. Roll Call
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #8 to be discussed and acted upon individually.

4. Conformed Agenda - Board of Directors Meeting, August 15, 2018
 5. Conformed Agenda – Board of Directors Special Meeting, September 12, 2018
 6. Conformed Agenda – Parks & Recreation Meeting, August 6, 2018
 7. Staff Reports
 - a. General Manager
 - b. Administration Department
 - o Check Register
 - c. Fire Department
 - d. Recreation Department
 - e. Parks & Facilities Department
 - f. Covenants, Conditions & Restrictions (CC&R) Department
-

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. 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 except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

AGENDA

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

8. Items removed from the Consent Agenda for discussion
9. **PUBLIC HEARING** - Intention to form the Community Facilities District for the Bell Woods Development and the Levy of Special Taxes to Fund Certain Services
10. **APPROVE** Memorandum of Understanding with the Cameron Park Community Services District Employees Association, 7/1/18 – 6/30/21, and Resolution No. 2018-13
11. **APPROVE** Conflict of Interest Code Revision and Resolution No. 2018-25
12. **RECEIVE AND FILE** Budget to Actuals for the Period July 1 – July 31, 2018
13. **APPROVE** Grand Jury Response and Revision of Policy No. 4090 Training

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

14. General Matters to/from Board Members and Staff
15. Local Area Formation Commission (LAFCO)
16. Committee Reports
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation

ADJOURNMENT



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CONFORMED AGENDA

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Third Wednesday of the Month

REGULAR BOARD MEETING Wednesday, August 15, 2018 6:30 p.m.

Board will convene into Closed Session after Public Comment.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

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CONFORMED AGENDA

CALL TO ORDER – 6:34 p.m.

1. Roll Call – *HM, MM, GS, EW* *MS is absent*
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda

Motion to adopt the Agenda.

GS/MM - Motion amended to continue agenda item #11.

GS/MM – Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment - None

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #8 to be discussed and acted upon individually.

4. Conformed Agenda - Board of Directors Meeting, July 18, 2018
5. Staff Reports
 - a. General Manager
 - b. Administration Department
 - o Check Register
 - c. Fire Department
 - d. Recreation Department
 - e. Parks & Facilities Department

CONFORMED AGENDA

- f. Covenants, Conditions & Restrictions (CC&R) Department
 - g. Response to Public accountability group of El Dorado
 - h. Records Retention and Disposal Project Status
6. Landscape and Lighting Assessment District (LLAD) Truck Purchase
7. Workers' Compensation Insurance Carrier Withdrawal, Resolution No. 2018-24

Motion to approve the Consent Agenda.

GS/MM - Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment - None

OPEN FORUM FOR NON-AGENDA ITEMS

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Bill Carey, J.R. Hichborn, Barbara Rogers

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

8. Items removed from the Consent Agenda for discussion

None

CONFORMED AGENDA

9. **ADOPT** Resolutions No. 2018-16 and 2018-17 regarding Bell Woods Community Facilities District

Motion to approve staff recommendations numbers 1, 2, 3, 4 and 5, with the following changes to Resolution No. 2018-16 (Attachment 1):

- *Second paragraph – refer to the Cameron Park Community Services District as “District” as this was already established in the first paragraph.*
- *Second paragraph – refer to the Mello-Roos Community Facility Act of 1982 as “Act” as this was already established in the first paragraph.*
- *Section 2. – remove the common between words “Goals” and “and.”*
- *Exhibit A, page 4 of 6, sixth paragraph – add the word “District” prior to Board of Directors.*
- *Exhibit A, page 5 of 6, #4. – add the word “District” prior to Board of Directors.*
- *Exhibit A, page 6 of 6, #5. – add the word “District” prior to Board of Directors.*
- *Exhibit A, page 6 of 6, second paragraph – add the word “District” prior to Board of Directors.*
- *Exhibit A, page 6 of 6, third paragraph – add the word “District” prior to Board of Directors.*

GS/MM - Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment – Dave Gelber, Bill Carey, Felicity Wood-Carlson

10. **Public Hearing – APPROVE** Fiscal Year 2018/19 Budget and **ADOPT** Resolution No. 2018-18

Motion to approve the Fiscal Year 2018/19 Budget and adopt Resolution No. 2018-18 with the following changes to Resolution No. 2018-18:

- *Passed and Adopted – change the date of the 18th to the 15th.*
- *Signature Block for Director Morrison – change Vice President to President.*

MM/EW - Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment – Barbara Rogers, Dave Gelber, Felicity Wood-Carlson

11. **APPROVE** Memorandum of Understanding with the Cameron Park Community Services District Employees Association, 7/1/18 – 6/30/21, and Resolution No. 2018-13

This item was continued per action in agenda item #3.

CONFORMED AGENDA

12. Public Hearing - APPROVE Resolution No. 2018-23 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation in the District to Pay Voter-Approved Debt for the Fiscal Year and Setting Tax Rate

Motion to approve Resolution No. 2018-23 stating the purposes and fixing the amount of money to be raised by taxation in the District to pay voter-approved debt for the fiscal year and setting tax rate.

GS/MM - Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment – Felicity Wood-Carlson

13. APPROVE Grand Jury Response and **APPROVE** Revision of Policy No. 4090 Training

Motion to continue this item with the following actions:

- *Direct the General Manager to request a 30-day extension on the Grand Jury Response.*
- *Direct the General Manager to revise the response to the Grand Jury and present it to the Budget & Administration Committee.*
- *Direct the General Manager to bring the revised Grand Jury Response to the Board of Directors.*

GS/EW - Motion passed

Ayes – HM, MM, GS, EW

Noes – None

Absent – MS

Public Comment – Barbara Rogers, Dave Gelber

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

14. General Matters to/from Board Members and Staff

- *EW – Concerned about a situation with an Elk's Club member and scheduling a sports field. The General Manager will follow up on this. The Bingo game has been having problems with set-up, refreshments and an adequate number of staff to help. This makes promoting this event difficult.*

CONFORMED AGENDA

- *GS - Encouraged everyone to read the staff reports (agenda item #5), which contain a lot of good information. Kudos to staff for all their hard work.*
- *MM - Thanked everyone who attends the Budget & Administration Committee meetings.*
- *HM - Provided an update on the Weed Abatement Project status. Kudos to the Fire Department for their work on this. The Pooch Plunge was the most joyous day of the year!*
- *GM - The dates of some of the committee meetings in September are changed due to the Labor Day holiday. The CC&R and Parks & Recreation Committees will meet on the second Monday (9/10/18) instead of the first Monday.*

15. Local Area Formation Commission (LAFCO)

The last meeting was not attended.

16. Committee Reports

- **Budget & Administration**
Covered during the meeting.
- **Covenants, Conditions & Restrictions (CC&R)**
Covered during the meeting.
- **Fire & Emergency Services**
Update provided on the weed abatement partnership among El Dorado County, Growlersburg and the Cameron Park Community Services District.
- **Parks & Recreation**
Covered during the meeting.

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

None

CONFORMED AGENDA

CONVENE TO CLOSED SESSION - 8:40 p.m.

The Board will recess to closed session to discuss the following item(s):

17. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

The Board discussed in Closed Session the item agendaed for Closed Session discussion and direction was given to staff.

ADJOURNMENT – 10:20 p.m.



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CONFORMED AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

SPECIAL BOARD MEETING Wednesday, September 12, 2018 5:30 p.m.

Board will convene into Closed Session after Public Comment.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

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CALL TO ORDER – 5:32pm

1. Roll Call – MS, HM, MM, EW *GS is absent*
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda

Motion to adopt the Agenda.

MM/EW – Motion passed

Ayes – MM, EW, MS, HM

Noes – None

Absent – GS

Public Comment - None

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

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CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

4. “Labor Negotiations” Government Code §54957.6
5. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

Direction given to staff.

ADJOURNMENT

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



Parks & Recreation Committee
Monday, August 6, 2018
6:30 p.m.

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

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL – MS/GS

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM – *Rosemary O’Camb*

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. **Exeloo Restrooms** – (hand-out pamphlets and video)
2. **Pickleball Proposed New Courts** (oral report back; J. Ritzman, M. Grassle)
 - a. Reach out to Tennis advocates
 - b. Park Development Fees for Pickleball Court Improvements/Expansion
 - c. Costs for re-striping existing tennis courts to create multi-use courts
3. **Memorial Bench Program Proposals** (J. Ritzman, M. Grassle)
4. **Proposed Project List - Capital Improvement Plan** (M. Grassle)
5. **Facility Use Procedures, Survey, Fees, & Deposits** (oral update and discussion; M. Scobey, J. Ritzman)
6. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
 - a. Skate Park temporary closure
 - b. Kids Kamp Kudos
7. **Items for the September Committee Agenda**
 - a. Recreation Department Budget Plan of Action Steps
8. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

NOTE – THERE WAS NO AUDIO RECORDING MADE OF THIS MEETING.



Agenda Transmittal

DATE: September 19, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #7A: GENERAL MANAGER REPORT

RECOMMENDED ACTION: Receive and File

Lots of meetings this past month with community groups. I took next steps with both Cameron Park Community Foundation and the Tribe for partnering on future projects. Sharks Swim Team representatives, myself and Recreation staff met to look back on the 2018 season, and look ahead to fees and pool schedules for 2019. We will be meeting again in October for planning the 2019 season.

I began a year-long commitment to Leadership El Dorado, a series of workshops organized by the El Dorado County Chamber of Commerce to share information about the County and to encourage collaboration between public and private entities in the future. I attended the El Dorado Solid Waste Advisory Committee meeting in South Lake Tahoe and toured waste disposal sites. County Transportation staff met with Mike Grassle and me about sidewalk improvements along Merry Chase and Country Club that will encroach upon District property.

PG&E hosted a Wildfire Safety Program Workshop at the County Fairgrounds which provided information about their efforts in El Dorado County to prevent wildfires, and notification efforts if power is shut down due to high fire danger. This workshop provided an opportunity for me to talk again with County Health and Human Services and Sheriff Departments' staff about the Cameron Park Community Center serving as an evacuation center and the need for generators at the Center and Fire Station 88.

There were many opportunities to meet and share information with residents this past month. I met with residents regarding the Bell Woods development, Fire and Emergency Services Request for Proposal, District budget, and newly forming neighborhood watch program.

Website improvements are on the way. A staff member has been assigned to lead the project with input from our website contractor and District staff. Our improvements will be taking effect in the next three to six months. We will be looking for community feedback about the changes.



Agenda Transmittal

DATE: September 19, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #7B: ADMINISTRATIVE REPORT

RECOMMENDATION: RECEIVE AND FILE

On the IT Front

Abila

- Implementation of Abila, our in-house financial system, continues with a goal of a September “go live” date. We now have access to the Abila training module and we are currently receiving training. We anticipate running our first accounts payable session the week of September 3 with checks being run September 6 or 7.

Uptown Studios-Website upgrades

- Staff is in receipt of Uptown Studio recommendations for various Website upgrades/improvements. We will be meeting internally to discuss these recommendations as well as the following:
 - Our internal review and recommendations; and,
 - Formulation of a plan for next steps and getting back to Uptown Studios.
- Four replacement computers were installed.
- Staff is working with DSA to analyze and track all of the telephone and data lines that are coming into the Community Center and Lake offices to be sure they are being used and deactivating and cancelling services not in use.

Human Resources

- HR staff scheduled a Cal PERS presentation for staff regarding their CalPERS pension benefits.
- Staff attended a CalPERS Health Policy Discussion Workshop this month where Open Enrollment 2018 was introduced.

- CalPERS Health Open Enrollment 2018 starts September 10 and ends October 5. During this period District employees can enroll, change health plans, add eligible dependents or delete dependents. Changes become effective January 1, 2019.
- A little under half the health carrier rates decreased. Decreases are as high as 26% while increases are as high as 29%. The Kaiser rate, which we use as our base rate, decreased 2% or \$15.97.
- Vision and Dental rates remain static for the 2019 year.

Budget/Finance

- Staff is currently working to switch the District's workers' compensation insurance carrier from Northern California Special District Insurance Authority (NCS DIA) to Special District Risk Management Association (SDRMA).
- Staff has completed the process for placing weed abatement costs remaining outstanding on the County Property Tax roll. Out of the nine invoices payable, six remain outstanding and have been processed to be included on the on the FY 18/19 Property Tax roll.
- The Final Property Tax Payment was received from the Auditor Controller totaling \$160,806.27 bringing the total collected Property Taxes to \$3,917,948. This is greater than the 2017-18 year end estimate by \$121,997. The Final Estimated Fund Balance for Fiscal Year 2018-19 increased from \$3,291,991 to \$3,413,981.
- The semi-annual General Obligation Bond payment in the amount of \$ 446,245 was paid and a request for reimbursement from the County held property assessment funds has been made.
- Other financial projects staff will be working on in the coming month include the following:
 - Abila implementation and training;
 - Year-end closing (once County has closed and year end reports are received);
 - Developer Impact Fee report;
 - Reconciliation and moving cash from County for 17/18, 18/19 General Obligation Bond payments, Landscape and Lighting Assessment Districts (LLADs), Covenants, Conditions & Restrictions (CC&Rs);
 - Accountability Act Report 16/17, 17/18, and 18/19 fiscal years; and
 - Coordination of NCS DIA Workers Compensation Insurance cancellation (NCS DIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance

Check Register

- The check register for August, 2018, is attached.

Run Date: 09/07/18
Run Time: 12:14 PM**Accounts Payable Check Register****Item #7b.**

User: LAU

Date	Check	Vend ID	Name	Amount
08/02/2018	28635	O19166 01	Alyssa Kimball Description: Mileage 07/19-07/31/18, Mileage 07/19-07/31/18	13.55
08/02/2018	28636	19304 01	AT&T Calnet 3 Description: FD phones 06/24-07/23/18, FD phones 06/24-07/23/18, Phones 06/24-07/23/18, Phones 06/24-07/23/18, Phones 06/24-07/23/18	666.32
08/02/2018	28637	00392 09	AT&T U-verse Description: FD89 Office Supplies 07/31/18, FD89 Office Supplies 07/31/18	90.00
08/02/2018	28638	71191 01	Bettina S. Helm Description: cell allow Aug 2018, cell allow Aug 2018	60.00
08/02/2018	28639	16241 01	Blain Stumpf Description: Gravel/Lake Shed 08/01, Gravel/Lake Shed 08/01	318.84
08/02/2018	28640	04803 01	Blue Ribbon Personnel Services Description: Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18	4,732.13
08/02/2018	28641		Voided Check	0.00
08/02/2018	28642	07394 01	Buckeye Union School District Description: KK transp. 06/06,13,21 & 07/27/18, KK transp. 06/06,13,21 & 07/27/18	1,201.00
08/02/2018	28643	2018-97-ONE	Caitlin Bandera Description: Kidz Kamp Crafts - reimbs, Kidz Kamp Crafts - reimbs	24.15
08/02/2018	28644	50309 01	Carbon Copy Inc. Description: Copies July 2018, Copies July 2018, Copies July 2018, Copies July 2018	120.23
08/02/2018	28645	2018-049	Comfort King Inc. Description: FD88 Ac repair, FD88 Ac repair	1,835.00
08/02/2018	28646	19240 01	Craig Shuler Description: Cell Ph allow August 2018, Cell Ph allow August 2018	60.00
08/02/2018	28647	00045 01	De Lage Landen Description: FD 88 Copies 07/15-08/14/18, FD 88 Copies 07/15-08/14/18	87.97
08/02/2018	28648	13979 01	Deluxe Description: Business Checks 3000, Business Checks 3000	993.54
08/02/2018	28649	2221111 01	Department of Industrial Relations Description: 07/19/18 Water Slide Permit P00819, 07/19/18 Water Slide Permit P00819	97.50
08/02/2018	28650	05737 01	Dept.Forestry & Fire Protection Description: 3rd Qtr Cal Fire 2017/2018, 3rd Qtr Cal Fire 2017/2018	480,007.52
08/02/2018	28651	05737 01	Dept.Forestry & Fire Protection Description: 4th Qtr Cal Fire 2017/2018, 4th Qtr Cal Fire 2017/2018	559,119.22
08/02/2018	28652	05737 01	Dept.Forestry & Fire Protection Description: 3rd Qtr Cal Fire 2017/2018, 3rd Qtr Cal Fire 2017/2018	258,608.59
08/02/2018	28653	05737 01	Dept.Forestry & Fire Protection Description: 4th Qtr Cal Fire 2017/2018, 4th Qtr Cal Fire 2017/2018	319,823.56
08/02/2018	28654	19186 01	EDC Chamber of Commerce Description: JR Leadership Comm 18/19, JR Leadership Comm 18/19	495.00
08/02/2018	28655	00307 01	El Dorado Irrigation District Description: Water/Lndsc 05/11-07/13/18, Water/Lndsc 05/11-07/13/18, Water 05/10-07/12/18, Water 05/10-07/12/18, Water 05/10-07/12/18	2,497.61
08/02/2018	28656	50351 01	Hunt & Sons Description: Fuel 07/27/18, Fuel 07/27/18, Fuel 07/27/18	1,424.56

Run Date: 09/07/18
Run Time: 12:14 PM

Accounts Payable Check Register

User: LAU

Date	Check	Vend ID	Name	Amount
08/02/2018	28657	2017-GM	Jill Ritzman Description: Cell Ph allow August 2018, Cell Ph allow August 2018	100.00
08/02/2018	28658	03543 01	Larry McBride Description: Ret. Med Ben in lieu August 2018, Ret. Med Ben in lieu August 2018	600.00
08/02/2018	28659	2018-PS	Michael Grassle Description: Fac. office supplies 08/01, Fac. office supplies 08/01, Cell Ph allow August 2018, Cell Ph allow August 2018	144.66
08/02/2018	28660	18997 01	Mountain Democrat Description: FD88 sunsc bal due, FD88 sunsc bal due	12.87
08/02/2018	28661	00395 03	PG&E Description: Elec 06/25-07/24/18, Elec 06/25-07/24/18, Elec 06/25-07/24/18	10,304.51
08/02/2018	28662	00395 03	PG&E Description: Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18	3,516.70
08/02/2018	28663	04732 01	Sam's Club Direct Description: Concessions 06/20 - 07/13/18, Concessions 06/20 - 07/13/18, Concessions 06/20 - 07/13/18	532.46
08/02/2018	28664	08219 01	Sierra Office Systems and Produc Description: FD89 Office Supplies 07/31/18, FD89 Office Supplies 07/31/18	179.04
08/02/2018	28665	17954 01	Ski Air Incorporated Description: AC repair CC 07/24/18, AC repair CC 07/24/18, AC repair CC 07/24/18, AC repair CC 07/24/18	1,941.60
08/02/2018	28666	03946 05	Verizon Wireless Description: FD wireless 06/16-07/15/18, FD wireless 06/16-07/15/18	34.61
08/02/2018	28667	19244 01	Walker's Office Supplies, Inc. Description: Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper	176.91
08/02/2018	28668	50205 01	Wayne's Locksmith Description: EID backflow locks 07/31/18, EID backflow locks 07/31/18	317.52
08/02/2018	28669	19160 01	Wex Bank Description: Fire Fuel 06/11, 15, 14 2018, Fire Fuel 06/11, 15, 14 2018	220.02
08/02/2018	28670	17102 01	Wilkinson Portables, Inc. Description: Portables Summer Spect 2018, Portables Summer Spect 2018	1,600.00
08/03/2018	28671	2018-74-ONE	Shelley Volpendesta Description: Gazebo dep refund replacement check, Gazebo dep refund replacement check	100.00
08/09/2018	28672	05625 02	ADM Screening Description: Emp Drug tests 07/16-08/02/18, Emp Drug tests 07/16-08/02/18, Emp Drug tests 07/16-08/02/18	360.00
08/09/2018	28673	50042 01	Airgas National Carbonation Description: svc chrg 07/31/18, svc chrg 07/31/18, Cylinder rental 07/31/18, Cylinder rental 07/31/18, CO2 Lagoon 07/27/18, C	767.43
08/09/2018	28674	04097 01	All Star Rents Description: Equip rental for parks 08/01/18, Equip rental for parks 08/01/18, ADJ - Equip rental for parks 08/01, ADJ - Equip ren	530.89
08/09/2018	28675	19096 01	Andrew Webb Description: Inst. Tennis 05/01-08/03/18, Inst. Tennis 05/01-08/03/18	506.80
08/09/2018	28676	10637 01	Angius & Terry LLP Description: Legal CC&R's 06/01-06/08 & 6/30, Legal CC&R's 06/01-06/08 & 6/30	3,311.58
08/09/2018	28677	2018-22-ONE	Aquatics by Armando Description: AFO class Carlos F. Oct 23/24, AFO class Carlos F. Oct 23/24	350.00

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08/09/2018	28678	2018-118-ONE	Artison Moss Description: Flagpole dep refund 08/05, Flagpole dep refund 08/05	100.00
08/09/2018	28679	04803 01	Blue Ribbon Personnel Services Description: Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18	4,078.88
08/09/2018	28680		Voided Check	0.00
08/09/2018	28681	19124 01	BlueLine Rental, LLC Description: SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits	1,039.87
08/09/2018	28682	2018-120-ONE	Cambridge Terrace HOA Description: Classrm B dep refund 07/13, Classrm B dep refund 07/13	300.00
08/09/2018	28683	2018-104-ONE	Cameron Bardwell Description: Cancel T&T for 08/08, Cancel T&T for 08/08	32.50
08/09/2018	28684	19410 01	Capitol Barricade, Inc. Description: SS Fence/Barricades, SS Fence/Barricades	412.91
08/09/2018	28685	2018-109-ONE	Carrie Rowe Description: Chemworks class refunds 7/23, Chemworks class refunds 7/23	340.00
08/09/2018	28686	00219 02	Churchill's Hardware Description: FD89 Supplies July, FD89 Supplies July, FD89 Supplies July, Com Cntr Supplies July 2018, Com Cntr Supplies July 2018	456.27
08/09/2018	28687		Voided Check	0.00
08/09/2018	28688	2018-031	Cintas Corporation #622 Description: Facility Supplies CC 08/02/18, Facility Supplies CC 08/02/18, can liners bulk CC 08/02/18, can liners bulk CC 08/02/18	617.92
08/09/2018	28689	14879 01	Conforti Plumbing, Inc Description: Wtr Fntn repair 07/27/18, Wtr Fntn repair 07/27/18	106.00
08/09/2018	28690	13870 02	Cory Gregersen Description: RES fFF shifts 07/08, 07/15/18, RES fFF shifts 07/08, 07/15/18	80.00
08/09/2018	28691	2018-107-ONE	Dawn Balldock Description: Cancelled class Tai Chi refund Aug., Cancelled class Tai Chi refund Aug.	30.00
08/09/2018	28692	199999 01	Cashier DPR Description: M. Grassle QAC exam fee, M. Grassle QAC exam fee	50.00
08/09/2018	28693	19133 01	DSA Technologies, Inc Description: JR comp hard drive part #2132, JR comp hard drive part #2132	165.33
08/09/2018	28694	04024 01	EDC Sheriff's Department Description: CFPD Radio Maint FY 17/18 inv1, CFPD Radio Maint FY 17/18 inv1, CFPD Radio Maint FY 17/18 inv2, CFPD Radio Maint FY 17/18 inv2	550.91
08/09/2018	28695	00307 01	El Dorado Irrigation District Description: Water/Swr 05/19-07/30/18, Water/Swr 05/19-07/30/18	1,772.34
08/09/2018	28696	00307 01	El Dorado Irrigation District Description: Water/Swr 05/25-07/30/18, Water/Swr 05/25-07/30/18	2,046.42
08/09/2018	28697	00307 01	El Dorado Irrigation District Description: Water 05/25-07/20/18, Water 05/25-07/20/18	3,706.11
08/09/2018	28698	00307 01	El Dorado Irrigation District Description: Water 05/25-07/24/18, Water 05/25-07/24/18	1,878.14
08/09/2018	28699	00307 01	El Dorado Irrigation District Description: Water/Swr 05/23-07/30/18, Water/Swr 05/23-07/30/18	2,808.71

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08/09/2018	28700	00307 01	El Dorado Irrigation District Description: Water/Lndcp 05/19-07/19/18, Water/Lndcp 05/19-07/19/18, Water/Swr 05/23-07/30/18, Water/Swr 05/23-07/30/18, V	3,295.50
08/09/2018	28701		Voided Check	0.00
08/09/2018	28702	2018-98-ONE	Extreme Towing Description: TOW Mofo Truck stuck at Christa T&T, TOW Mofo Truck stuck at Christa T&T, TOW Mofo Truck stuck at Christa T&	315.00
08/09/2018	28703	03280 01	Foothill Auto Service, Inc. Description: 2008 F150 radiator 08/06/18, 2008 F150 radiator 08/06/18	397.58
08/09/2018	28704	2018-119-ONE	Gene Strobel Description: Classrm B dep refund 07/21, Classrm B dep refund 07/21	300.00
08/09/2018	28705	2018-044	Heidi Yancey Description: Inst. Draw & Paint 05/01-08/31/18, Inst. Draw & Paint 05/01-08/31/18	180.00
08/09/2018	28706	2018-106-ONE	Jana Devereux Description: Zumba refund, August, Zumba refund, August	35.00
08/09/2018	28707	2018-019	Joshua C. Marks Description: Janitorial svc Aug 1-15th, Janitorial svc Aug 1-15th, Janitorial svc Aug 1-15th	1,395.00
08/09/2018	28708	2018-051	Joshua Morton Description: RES FF 07/09,16,20,27, RES FF 07/09,16,20,27	160.00
08/09/2018	28709	2018-050	Karissa Schroeder Description: RES FF Shifts 07/05,13,19,27, RES FF Shifts 07/05,13,19,27	160.00
08/09/2018	28710	ONE01018	Katie Jones Description: Flagpole area rent8/04 dep refund, Flagpole area rent8/04 dep refund	100.00
08/09/2018	28711	2018-114-ONE	Kelsey Greene Description: Mini Hawk Camp cancelled refund, Mini Hawk Camp cancelled refund	174.00
08/09/2018	28712	2018-113-ONE	Lea Prince Description: Mini Hawk camp cancelled refund, Mini Hawk camp cancelled refund	348.00
08/09/2018	28713	12372-01	Lincoln Aquatics Description: Chlorine Lagoon 07/26/18, Chlorine Lagoon 07/26/18, Chlorine, Lagoon 07/25/18, Chlorine, Lagoon 07/25/18	2,692.06
08/09/2018	28714	2018-102-ONE	Marsha Campbell Description: Cancel T&T for 08/08 w/fee, Cancel T&T for 08/08 w/fee	27.50
08/09/2018	28715	2018-105-ONE	Martin Martinez Description: Hall rental dep refund 07/14, Hall rental dep refund 07/14	300.00
08/09/2018	28716	2018-112-ONE	Marya Osucha Description: Kidz Kamp refund 07/30-08/03, Kidz Kamp refund 07/30-08/03	170.00
08/09/2018	28717	2018-045	Mason A. Sanchez Description: RES FF Shifts 07/03-07/30/18, RES FF Shifts 07/03-07/30/18	480.00
08/09/2018	28718	2018-115-ONE	Matt McCool Description: Mini Hawk camp cancelled refunds, Mini Hawk camp cancelled refunds	348.00
08/09/2018	28719	2018-111-ONE	Matthew Craig Description: Cancelled Swim lessons refund, Cancelled Swim lessons refund	120.00
08/09/2018	28720	ONE0117	Melanie Skinner Description: Inst. VBall Camp 07/01-08/05/18, Inst. VBall Camp 07/01-08/05/18	417.00
08/09/2018	28721	2018-PS	Michael Grassle Description: ice reimb for Carlos, event 08/04, ice reimb for Carlos, event 08/04	42.79

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08/09/2018	28722	2018-052	Nicole Macauley Description: Inst. Shabby Chic 07/11-08/01/18, Inst. Shabby Chic 07/11-08/01/18	118.20
08/09/2018	28723	00395 03	PG&E Description: Elec Parks 06/25-07/24/18, Elec Parks 06/25-07/24/18	2,030.75
08/09/2018	28724	00395 03	PG&E Description: Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18	9,354.46
08/09/2018	28725		Voided Check	0.00
08/09/2018	28726	01000-01	Public Employee's Union Local 1 Description: UnionDues Payroll 08/10/18, UnionDues Payroll 08/10/18	162.39
08/09/2018	28727	2018-100-ONE	Roy Martin Description: BB camp overchg refund Cruz 07/16, BB camp overchg refund Cruz 07/16	55.00
08/09/2018	28728	2018-108-ONE	Sara Williams Description: Vball clinic refund, Vball clinic refund	84.00
08/09/2018	28729	2018-110-ONE	Shaun Haley Description: Cancelled Swim lesson refund, Cancelled Swim lesson refund	60.00
08/09/2018	28730	2018-116-ONE	Shauna Trana Description: Flag Football cancel refund 09/15, Flag Football cancel refund 09/15	110.00
08/09/2018	28731	2018-99-ONE	Shingle Springs Heating & Air Description: Rep Check per D. Stahlman Mens Ball, Rep Check per D. Stahlman Mens Ball	470.00
08/09/2018	28732	2018-117-ONE	Susan Sheehan Description: Gazebo deposit refund 08/05, Gazebo deposit refund 08/05	100.00
08/09/2018	28733	2018-001	Tina Lynn Goins Description: August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018	75.00
08/09/2018	28734	19418 01	TPX Communications Description: Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018	1,251.94
08/09/2018	28735	07612 02	U.S. Bank Description: Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18	9,421.55
08/09/2018	28736		Voided Check	0.00
08/09/2018	28737		Voided Check	0.00
08/09/2018	28738	19314 01	Uptown Studios, Inc Description: Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018	350.00
08/09/2018	28739	2018-121-ONE	USA Stars Academy Corp. Description: Full Refund Hall/Kitch 08/18, Full Refund Hall/Kitch 08/18, Refund AV Equip cancel for 08/18, Refund AV Equip cancel for 08/18	1,455.00
08/09/2018	28740	212121 01	Vavrinek, Trine, Day & Co., LLP Description: Prof Svcs CPA July 2018, Prof Svcs CPA July 2018	5,705.00
08/13/2018	28741	50535 01	Barbara Barisone Description: Inst. Water Aerobics July 2018, Inst. Water Aerobics July 2018	300.00
08/13/2018	28742	09548 01	Cap City Sports Academy LLC Description: Inst. FF Camp 07/23-07/27/18, Inst. FF Camp 07/23-07/27/18	1,189.00
08/13/2018	28743	09613 01	GALLS Description: FF Badges, FF Badges	875.94
08/16/2018	28744	05625 02	ADM Screening Description: Pre-emp testing, Pre-emp testing	45.00

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08/16/2018	28745	2018-036	Airespring Inc. Description: Internet July 2018, Internet July 2018, Internet July 2018	561.16
08/16/2018	28746	50042 01	Airgas National Carbonation Description: CO2 Pool 08/02/18, CO2 Pool 08/02/18, CO2 Lagoon 08/02/18, CO2 Lagoon 08/02/18	465.32
08/16/2018	28747	2018-22-ONE	Aquatics by Armando Description: AFO class - Marty Oct 2018, AFO class - Marty Oct 2018	350.00
08/16/2018	28748	19304 01	AT&T Calnet 3 Description: FD phones 07/10-08/09/18, FD phones 07/10-08/09/18, FD phones 07/10-08/09/18, FD phones 07/10-08/09/18	23.03
08/16/2018	28749	16241 01	Blain Stumpf Description: CM Park Soil replacement 08/13, CM Park Soil replacement 08/13	40.76
08/16/2018	28750	04803 01	Blue Ribbon Personnel Services Description: Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18	3,666.38
08/16/2018	28751	19208 01	Camino Power Tool Description: FD89 auto parts, FD89 auto parts	83.16
08/16/2018	28752	2018-031	Cintas Corporation #622 Description: HH Supplies 08/09/18, HH Supplies 08/09/18	281.13
08/16/2018	28753	17704 01	CoreLogic Solutions LLC Description: CC&R mthly software July 2018, CC&R mthly software July 2018	165.00
08/16/2018	28754	00045 01	De Lage Landen Description: FD88 copies (old invc not pd), FD88 copies (old invc not pd), FD89 Copier lease August, FD89 Copier lease August	264.93
08/16/2018	28755	19133 01	DSA Technologies, Inc Description: Contract new computers 4, Contract new computers 4, Server/Software updating 07/24, 25, Server/Software updating	9,805.12
08/16/2018	28756	19754 01	Ellamae J. Wooten Description: EW Mtgs 08/06,07,15, EW Mtgs 08/06,07,15	300.00
08/16/2018	28757	04383 01	Flying Ace T-Shirts Inc. Description: FD88 shirts, etc., FD88 shirts, etc., FD88 shirts, etc.	499.68
08/16/2018	28758	10092 01	Folsom Officials Association Description: Adult Softball 07/21-08/09/18, Adult Softball 07/21-08/09/18	672.00
08/16/2018	28759	2018-103-ONE	Girl Scouts, Heart of Central CA Description: T&T August cancelled vendor, T&T August cancelled vendor	40.00
08/16/2018	28760	08659-01	HealthSmart Benefit Solutions, Inc Description: Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision	161.07
08/16/2018	28761	19223 01	Holly Morrison Description: HM Mtgs 08/07,07,15, HM Mtgs 08/07,07,15	300.00
08/16/2018	28762	50351 01	Hunt & Sons Description: Fuel 08/03/18, Fuel 08/03/18, Fuel 08/03/18, Fuel 08/10/18, Fuel 08/10/18, Fuel 08/10/18	2,763.55
08/16/2018	28763	2018-054	Jamie Bardwell Description: RES FF shift 06/23, RES FF shift 06/23, RES FF shifts 07/07, 14, RES FF shifts 07/07, 14	120.00
08/16/2018	28764	2018-055	Joel Burns Description: RES FF Shifts 07/09, 29, RES FF Shifts 07/09, 29	80.00
08/16/2018	28765	ONE01018	Katie Jones Description: Refund 14 extra ent passes 08/04, Refund 14 extra ent passes 08/04	21.00

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08/16/2018	28766	18350 01	Loomis Description: Arm car svc August, Arm car svc August, Arm car svc August	497.82
08/16/2018	28767	19381 01	Margaret Mohr Description: MM Mtgs 07/03, 08/07, 15, MM Mtgs 07/03, 08/07, 15	300.00
08/16/2018	28768	18997 01	Mountain Democrat Description: Pub Notice Budget 08/6/18, Pub Notice Budget 08/6/18, Pub Notice Tax Rate 08/6/18, Pub Notice Tax Rate 08/6/18	37.13
08/16/2018	28769	19345 01	National Aquatic Services, Inc Description: Pool Pump repair 08/13/18, Pool Pump repair 08/13/18	986.41
08/16/2018	28770	2018-053	PoolEquip, LLC Description: Grating replacement @ pool edge, Grating replacement @ pool edge, Sample Grate for pool (shipping), Sample Grate for pool (shipping)	4,606.25
08/16/2018	28771	191112 02	Prentice, Long & Epperson PC Description: Legal svcs mtgs/calls 07/03-07/27, Legal svcs mtgs/calls 07/03-07/27	1,404.00
08/16/2018	28772	00372 06	Riebes Auto Parts Description: FD89 Auto Maint., FD89 Auto Maint.	94.25
08/16/2018	28773	19358 01	Road-Tech Safety Services, Inc Description: Barricades/Signs CC 08/07/18, Barricades/Signs CC 08/07/18	521.62
08/16/2018	28774	2018-122-ONE	Sam Henderson Description: FF program cancelled refund 09/15, FF program cancelled refund 09/15	115.00
08/16/2018	28775	07347 01	Sierra Nevada Tire & Wheel Description: 2015 FD89 truck tires, 2015 FD89 truck tires	1,841.34
08/16/2018	28776	19154 01	Stephen Beck Description: Fri & Sat Futsal 07/13/18-08/25/18, Fri & Sat Futsal 07/13/18-08/25/18	441.60
08/16/2018	28777	03946 07	Verizon Business Description: FD phone carrier access July 2018, FD phone carrier access July 2018, FD phone carrier access July 2018, FD phone carrier access July 2018	14.97
08/16/2018	28778	17384 01	Vermont Systems, Inc Description: Rec Training 08/16, Rec Training 08/16, Rec Training 08/16	150.00
08/16/2018	28779	2018-026	William Clark Description: FF class reimb 07/17/18, FF class reimb 07/17/18	150.00
08/23/2018	28780	50042 01	Airgas National Carbonation Description: C02 Pool 08/10/18, C02 Pool 08/10/18	222.70
08/23/2018	28781	2018-056	Applied Landscape Materials, Inc. Description: Bark for Parks 08/17, Bark for Parks 08/17	2,637.00
08/23/2018	28782	2018-056	Applied Landscape Materials, Inc. Description: Bark for Parks 08/17, Bark for Parks 08/17	7,911.00
08/23/2018	28783	04803 01	Blue Ribbon Personnel Services Description: Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18	1,125.00
08/23/2018	28784	15586 01	Capital Private Patrol Description: Priv Patrol Parks Sept 2018, Priv Patrol Parks Sept 2018, Priv Patrol CC Sept 2018, Priv Patrol CC Sept 2018	1,400.00
08/23/2018	28785	50309 01	Carbon Copy Inc. Description: FD89 Copies August 2018, FD89 Copies August 2018, FD88 Copies August 2018, FD88 Copies August 2018, CSD	165.60
08/23/2018	28786	2018-033	Celestine Carey Description: Senior crafts reimb 05/25-08/08/18, Senior crafts reimb 05/25-08/08/18	58.12

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08/23/2018	28787	2018-125-ONE	Chelsea Ann Cherney Description: Dep Refund Gazebo 08/04, Dep Refund Gazebo 08/04	100.00
08/23/2018	28788	2018-031	Cintas Corporation #622 Description: CC Janitorial Supplies 08/16, CC Janitorial Supplies 08/16	297.16
08/23/2018	28789	111222 01	Cynthia J. Gillihan Description: New truck lettering 2018, New truck lettering 2018	225.88
08/23/2018	28790	2018-123-ONE	Debbie Hutchings Description: Dep Refund Gazebo 07/28, Dep Refund Gazebo 07/28	100.00
08/23/2018	28791	19133 01	DSA Technologies, Inc Description: Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018	1,649.00
08/23/2018	28792	2018-126-ONE	Ezequiel Soto Description: Dep refunds Hall 08/03-04, Dep refunds Hall 08/03-04	600.00
08/23/2018	28793	51535 01	Folsom Lake Ford Description: 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks)	27,439.05
08/23/2018	28794	ONE0129	Gnana Gedela Description: Dep Ref W Hall - cancel fee 12/01, Dep Ref W Hall - cancel fee 12/01	250.00
08/23/2018	28795	12617 01	Highlander Termite & Pest Control Description: Pest Cont. CC 08/15/18, Pest Cont. CC 08/15/18	75.00
08/23/2018	28796	50330 01	Hillyard Inc. Description: Parks Supplies 08/15/18, Parks Supplies 08/15/18	580.20
08/23/2018	28797	19297 01	Kathleen Matranga-Cooper Description: Res 2018-12 Recorder Office, Res 2018-12 Recorder Office	97.50
08/23/2018	28798	12372-01	Lincoln Aquatics Description: Mur Acid Pool 08/07/18, Mur Acid Pool 08/07/18, SM006917 credit 7/3, SM006917 credit 7/3	413.83
08/23/2018	28799	20494 02	Line-X of Placerville , Inc. Description: 2018 F250 truck rack (Parks), 2018 F250 truck rack (Parks)	541.24
08/23/2018	28800	15050 01	Mad Science of Sacramento Valle Description: Inst. Spy Academy 07/16-07/27/18, Inst. Spy Academy 07/16-07/27/18	869.40
08/23/2018	28801	00395 03	PG&E Description: Elec 07/19-08/19/18, Elec 07/19-08/19/18, Elec 07/19-08/19/18, Elec 07/19-08/19/18	11,088.06
08/23/2018	28802	00395 03	PG&E Description: Elec 07/18-08/16/18, Elec 07/18-08/16/18	9.86
08/23/2018	28803	00395 03	PG&E Description: Elec 07/17-08/15/18, Elec 07/17-08/15/18, Elec 07/17-08/15/18, Elec 07/17-08/15/18	275.54
08/23/2018	28804	01000-01	Public Employee's Union Local 1 Description: Dues 08/24/18, Dues 08/24/18	165.26
08/23/2018	28805	2018-128-ONE	Ramon Soto Description: Reimb for gas for parks truck, Reimb for gas for parks truck	5.00
08/23/2018	28806	00372 06	Riebes Auto Parts Description: Shop supplies 08/20/18, Shop supplies 08/20/18	18.80
08/23/2018	28807	2018-124-ONE	Sherry Kessler Description: Dep Refund Flagpole 08/11, Dep Refund Flagpole 08/11	100.00

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08/23/2018	28808	2018-043	Shred City LLC Description: Shred 13 boxes 08/16/18, Shred 13 boxes 08/16/18	39.00
08/23/2018	28809	15672 01	SiteOne Landscape Supply Description: CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18	166.30
08/23/2018	28810	19269 01	Stratus Environmental, Inc Description: Lake Environ Report Apr-July 2018, Lake Environ Report Apr-July 2018	2,528.70
08/23/2018	28811	2018-56-ONE	Sue Reed Description: Inst. H2O Zumba July 2018, Inst. H2O Zumba July 2018	200.00
08/23/2018	28812	03946 07	Verizon Business Description: Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless Tab	582.64
08/23/2018	28813	03946 05	Verizon Wireless Description: Phones FD 07/10-08/09/18, Phones FD 07/10-08/09/18	6.51
08/23/2018	28814	2018-127-ONE	Veronica Reyes Description: Canceled Ballet Class refund-fee, Canceled Ballet Class refund-fee	50.00
08/23/2018	28815	2018-034	Vicky Neibauer Description: Mileage & Pkg Reimbs 08/20, 21, Mileage & Pkg Reimbs 08/20, 21	104.68
08/23/2018	28816	50205 01	Wayne's Locksmith Description: Keys per Craig, Keys per Craig	205.68
08/23/2018	28817	2018-027	WEST Consultants, Inc. Description: Cont. CP Dam EAP 07/06-07/12/18, Cont. CP Dam EAP 07/06-07/12/18	2,350.00
08/30/2018	28818	05625 02	ADM Screening Description: pre-emp testing 08/23, pre-emp testing 08/23	45.00
08/30/2018	28819	50042 01	Airgas National Carbonation Description: Co2 Pool 08/18/18, Co2 Pool 08/18/18	232.66
08/30/2018	28820	14315 01	Alhambra Description: Water 08/01/18, Water 08/01/18, Water 08/01/18, Water 08/01/18, Water 08/29/18, Water 08/29/18, Water 08/29/18	104.34
08/30/2018	28821	10637 01	Angius & Terry LLP Description: Gen Council CC&R July 2018, Gen Council CC&R July 2018	840.00
08/30/2018	28822	50255 01	Arnolds for Awards Description: FD signature stamp MS, FD signature stamp MS	21.40
08/30/2018	28823	19304 01	AT&T Calnet 3 Description: Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18	449.16
08/30/2018	28824	50535 01	Barbara Barisone Description: Inst. H2O aerobics August 2018, Inst. H2O aerobics August 2018	300.00
08/30/2018	28825	2018-058	Blake Rayback Description: RES FF shifts 07/18,26,31, RES FF shifts 07/18,26,31, RES FF shift 06/27, RES FF shift 06/27	160.00
08/30/2018	28826	04803 01	Blue Ribbon Personnel Services Description: JS Temp 08/13-08/19/18, JS Temp 08/13-08/19/18	469.88
08/30/2018	28827	2018-101-ONE	Bre Bertolino Description: Vendor Cancel T&T Aug refund, Vendor Cancel T&T Aug refund	32.50
08/30/2018	28828	08292 01	California Overhead Door Inc. Description: FD roller door repair, FD roller door repair	180.00

Run Date: 09/07/18
Run Time: 12:15 PM**Accounts Payable Check Register**

User: LAU

Date	Check	Vend ID	Name	Amount
08/30/2018	28829	2018-031	Cintas Corporation #622 Description: Janitorial Supplies 08/23, Janitorial Supplies 08/23, Janitorial Supplies 08/30/18, Janitorial Supplies 08/30/18	600.39
08/30/2018	28830	14879 01	Conforti Plumbing, Inc Description: Skate Park drinking fountain repair, Skate Park drinking fountain repair	1,166.08
08/30/2018	28831	00045 01	De Lage Landen Description: FD88 copier lease 08/15-09/14/18, FD88 copier lease 08/15-09/14/18	95.49
08/30/2018	28832	00295 01	Delta Dental of California Description: Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018,	1,152.61
08/30/2018	28833		Voided Check	0.00
08/30/2018	28834	00555 01	Department of Justice Description: Fingerprinting July 2018, Fingerprinting July 2018, Fingerprinting July 2018, Fingerprinting July 2018	96.00
08/30/2018	28835	19082 01	Dept.of the CA Highway Patrol Description: Sum Spect Patrol 2018, Sum Spect Patrol 2018	2,034.36
08/30/2018	28836	2018-059	Donovan Hickman Description: RES FF shift 06/27, RES FF shift 06/27, RES FF shifts 07/10,17,26, RES FF shifts 07/10,17,26, RES FF shifts 08/07,14,21,28	240.00
08/30/2018	28837	04024 01	EDC Sheriff's Department Description: livescans 07/02 & 07/22, livescans 07/02 & 07/22, livescans 07/02 & 07/22	24.00
08/30/2018	28838	2018-004	Ewing Irrigation Products, Inc. Description: Irrig Supplies, Parks 08/14, Irrig Supplies, Parks 08/14	214.50
08/30/2018	28839	2018-25-ONE	Foothill Tree Service Description: Lake haul off debris, Lake haul off debris	2,920.00
08/30/2018	28840	2018-064	Golden State Equipment Repair Description: CC Ice Machine review for repair, CC Ice Machine review for repair, CC Ice Machine Parts & repair, CC Ice Machine Parts & repair	608.86
08/30/2018	28841	2018-060	Grant Leon Description: RES FF shifts 06/25, 28, RES FF shifts 06/25, 28, RES FF shifts 07/11, 24, RES FF shifts 07/11, 24	160.00
08/30/2018	28842	19351 01	Gregory Schwegler Description: Paramedic class reimb 07/28, Paramedic class reimb 07/28	200.00
08/30/2018	28843	19362 01	Greyson A. Wright Description: Paramedic Lic renewal Reimb 08/14, Paramedic Lic renewal Reimb 08/14	200.00
08/30/2018	28844	50351 01	Hunt & Sons Description: Fuel 08/17/18, Fuel 08/17/18, Fuel 08/17/18, Fuel 08/24/18, Fuel 08/24/18, Fuel 08/24/18	2,725.00
08/30/2018	28845	10111 01	International Code Council, Inc. Description: CPFDP Member Dues, CPFDP Member Dues	135.00
08/30/2018	28846	19389 01	Interwest Consulting Group, Inc. Description: Bell Woods Imps Plan checks, Bell Woods Imps Plan checks	372.50
08/30/2018	28847	2018-057	Joseph Erik White Raffoul Description: RES FF shift 06/21, RES FF shift 06/21, RES FF shifts 07/12,18,25, RES FF shifts 07/12,18,25	160.00
08/30/2018	28848	2018-019	Joshua C. Marks Description: Janitorial bathrooms Aug 16-30, Janitorial bathrooms Aug 16-30, Janitorial bathrooms Aug 16-30	1,470.00
08/30/2018	28849	10123 01	JS West Propane Gas Description: Propane Pool 08/20/18, Propane Pool 08/20/18	837.06
08/30/2018	28850	2018-065	Justin Rivera Description: RES FF shifts 07/07,15,17,18, RES FF shifts 07/07,15,17,18, RES FF shifts 08/07,17,19,26, RES FF shifts 08/07,17,19,26	320.00

Run Date: 09/07/18
Run Time: 12:15 PM**Accounts Payable Check Register**

User: LAU

Date	Check	Vend ID	Name	Amount
08/30/2018	28851	2018-063	Kate Magoolaghan Description: Reimb Misc CC&R items Aug 2018, Reimb Misc CC&R items Aug 2018, Reimb Misc CC&R items Aug 2018, Reimb	150.10
08/30/2018	28852	111222 0	Laura Sanders-Ito Description: Mileage/Parking reimb Calpers class, Mileage/Parking reimb Calpers class	42.10
08/30/2018	28853	2018-047	Lucille Colquhoun Description: Adult Softball shirts 08/28, Adult Softball shirts 08/28	209.04
08/30/2018	28854	2018-045	Mason A. Sanchez Description: RES FF shifts 08/4,5,8,9,18,25, RES FF shifts 08/4,5,8,9,18,25	240.00
08/30/2018	28855	2018-111-ONE	Matthew Craig Description: Swim lessons refund, Swim lessons refund	60.00
08/30/2018	28856	2018-061	Michael Garrison Description: Paramedic Lic renewal Reimb 08/14, Paramedic Lic renewal Reimb 08/14	200.00
08/30/2018	28857	2018-PS	Michael Grassle Description: Miles personal vehicle reimb Aug 18, Miles personal vehicle reimb Aug 18	117.18
08/30/2018	28858	18997 01	Mountain Democrat Description: FD88 subscription dues 07/30, FD88 subscription dues 07/30	12.87
08/30/2018	28859	00395 03	PG&E Description: Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18	3,208.87
08/30/2018	28860	00372 06	Riebes Auto Parts Description: FD Eng 88 parts 08/14, FD Eng 88 parts 08/14, Lake truck parts 08/30, Lake truck parts 08/30	159.56
08/30/2018	28861	04732 01	Sam's Club Direct Description: Campout Food 07/20, Campout Food 07/20	258.11
08/30/2018	28862	15534 01	SCI Consulting Group Description: LLAD's Assmt Admin FY18/19, LLAD's Assmt Admin FY18/19, LLAD's Assmt Admin FY18/19, LLAD's Assmt Adm	7,162.08
08/30/2018	28863		Voided Check	0.00
08/30/2018	28864	00970 04	Shingle Spring/Cameron Park Ch Description: 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Mem	148.00
08/30/2018	28865	2018-062	Sierra Landscape Materials, Inc.	350.62
08/30/2018	28866	17954 01	Ski Air Incorporated Description: Com Cntr AC repairs 08/20/18, Com Cntr AC repairs 08/20/18	1,150.67
08/30/2018	28867	2018-066	Spencer Aquilina Description: RES FF shift 06/17/18, RES FF shift 06/17/18, RES FF shifts 07/03,04,21,22, RES FF shifts 07/03,04,21,22, RES F	360.00
08/30/2018	28868	2018-129-ONE	Stephen Coburn Description: Swim lesson cancellation refund, Swim lesson cancellation refund	130.00
08/30/2018	28869	52064 01	Target Specialty Products Description: Grass Mix Park & LLad's, Grass Mix Park & LLad's, Grass Mix Park & LLad's, Grass Mix Park & LLad's	2,997.75
08/30/2018	28870	07612 02	U.S. Bank Description: Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 0	11,882.57
08/30/2018	28871		Voided Check	0.00
08/30/2018	28872		Voided Check	0.00
08/30/2018	28873	03946 05	Verizon Wireless Description: FD wireless 07/16-08/15/18, FD wireless 07/16-08/15/18, FD Phones 07/16-08/15/18, FD Phones 07/16-08/15/18, F	706.60
08/30/2018	28874	17384 01	Vermont Systems, Inc Description: RecTrac phone training part 2 8/16, RecTrac phone training part 2 8/16, RecTrac phone training part 2 8/16	450.00

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Run Time: 12:15 PM

Accounts Payable Check Register

User: LAU

Date	Check	Vend ID	Name	Amount
08/30/2018	28875	19244 01	Walker's Office Supplies, Inc. Description: CC&R stamps, CC&R stamps	44.94

Total Reconciled Checks:	0.00
Total Reconciled Check Amount Paid:	0.00
Total Unreconciled Checks:	229.00
Total Unreconciled Check Amount Paid:	1,867,861.48
Total Void Checks:	12.00
Total Void Check Amount Paid:	350.62

SELECTION CRITERIA:

Check Date Range: 08/01/18 Through 08/31/18

Bank: OPR

Check Sort Option: Date Then Check

Check Status Option: Both Reconciled and Unreconciled Checks

Check Process Option: Both Good and Voided Checks

Pay Method: Checks Only

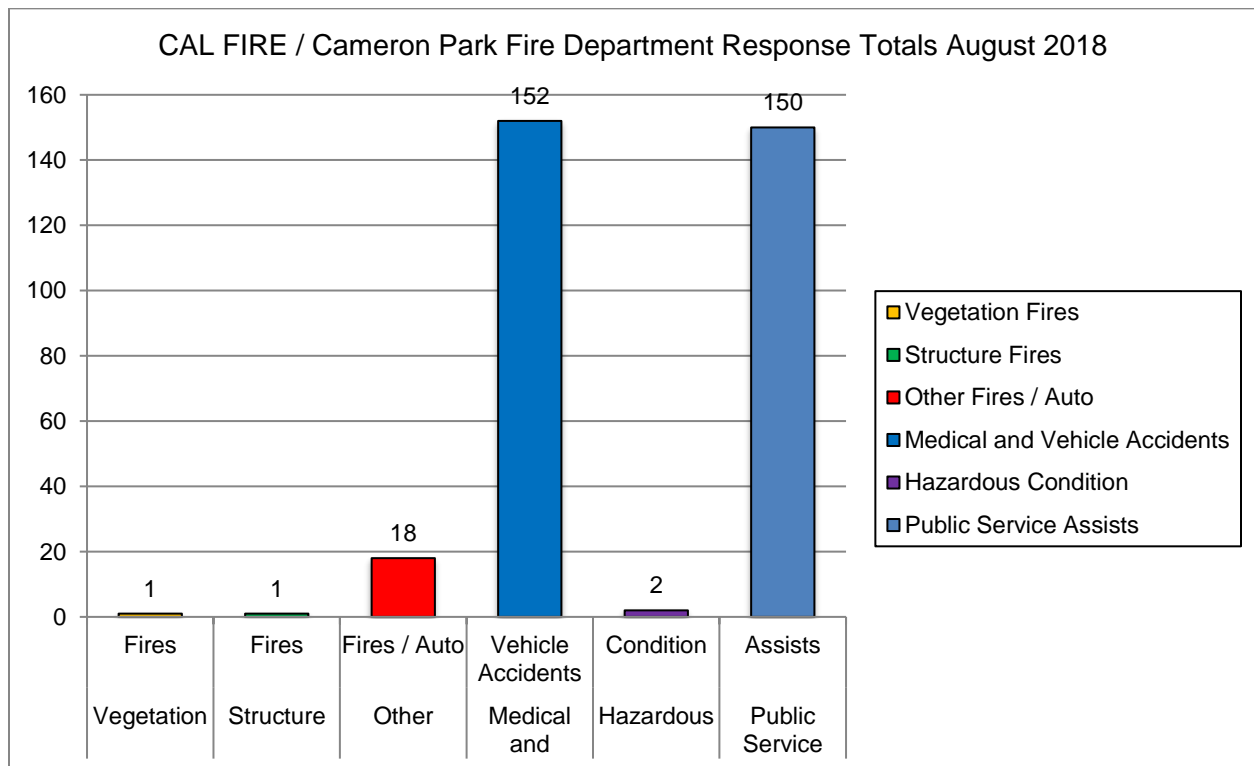


CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Michael Smith, Battalion Chief
Regarding #7c: Fire Department Report for the September 19, 2018 - Board Meeting

Recommended Action: Receive and File

Incidents for the Month of August 2018

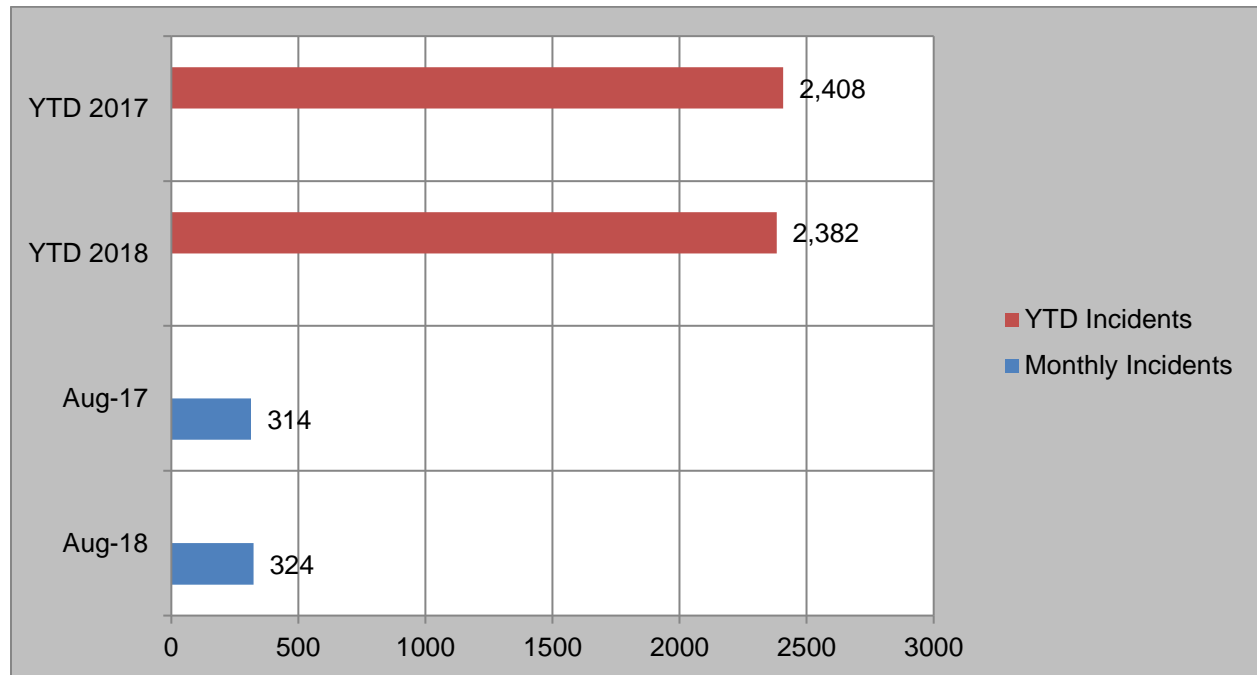


Incidents have increased for the month by 3% in comparison to August 2017.

Incidents totals have decreased by 1% for the calendar year compared to 2017.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- The Community Clean Up is scheduled for this Saturday. Donations are used to support your Fire Department Explorer Program. Station 88 and 89 personnel, Cameron Park Fire Department Residents and Explorers, and CAL FIRE personnel from other stations, will be assisting the public with disposing of their unwanted items at this event.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

CAL FIRE/Cameron Park fire personnel were busy in August, responding to 324 calls.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Apparatus

We are gathering quotes and financing options to purchase a replacement engine that was scheduled to occur in 2016.

FIRE PREVENTION

Weed Abatement Update

- We are updating the Weed Abatement Ordinance to allow for year round abatement actions.
- Fire Prevention Specialists are working with the CSD CC&R official to handle weed abatement issues within the District.
- Fire Prevention Specialists are still making phone calls to follow up with vacant lot owners who do not comply with our ordinance. We are also continuing with inspections at non-compliant properties.
- Continuing to field complaints via phone and emails from local concerned citizens regarding weed abatement on both improved and unimproved lots. Fire Prevention Specialists follow up with callers to understand the nature of the complaint and then contact the property owners to try to get the properties cleared.
- **81% of vacant lots are in compliance with the ordinance.**

Replace your batteries and Test your smoke detectors: It just takes only a moment to ensure your smoke detectors work. If you do have a fire, they could save your life.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: September 19, 2018

FROM: Tina Helm, Recreation Supervisor
Sarah Fridrich, Recreation Coordinator

AGENDA ITEM #7D: Recreation Department Report

RECOMMENDED ACTION: Receive and File

- Labor Day at the Pool was on Monday, September 4th and over 200 people attended. Donated movie tickets were used for a raffle prize with about 75 entries, and almost 100 hot dogs were sold.
- The Fall 2018 Activity Guide was delivered on September 5th, later than expected due to a delivery truck breaking down.
- The kiosk at Cameron Park Lake is closed for the season as of Monday, September 3rd.
- The pool is only open for two more weekends, and the last day it will be open is Sunday, September 16th.
- Dave West Field, and Christa McAuliffe Field have been filled from September to November. Local leagues such as Prospector Soccer, Motherlode Rugby, and the CPCSD Flag Football program have taken over the fields after school.
- Pooch Plunge at the Lake had over 100 dogs attend to swim and walk with their owners around the Cameron Park Lake.
- Upcoming events include the Halloween Carnival and Pumpkin Patch on October 20th, the Christmas Craft Faire on November 17th, the 2nd Annual Tree Lighting on November 30th, the Santa Run and Pancake Breakfast on December 1st, and the Santa Parade on December 7th, 8th, and 9th, which is scheduled for the following weekend if it rains.
- More training on Rec Trac along with scheduled updates have helped staff learn how to better schedule facilities and add/update CSD classes.
- Summer is coming to an end. The Recreation Department has dropped from over 50 seasonal staff to about 15, and will continue to drop as the pool closes for the season and more staff leave for college.
- Staff continues to meet with the Senior Leadership Council to expand programs in a manner consistent with our plan. The Art Room has been busy with programs, and health, educational and fitness programs were also expanded in the last Activity Guide.
- Sarah Fridrich has reached her six-month mark as Recreation Coordinator as of September 7th.



Agenda Transmittal

DATE: September 19, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #7E: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General information

Summer is starting to slow down. Staff are working hard to get the sports fields ready for soccer, baseball, and rugby, etc. Staff are working to achieve 3" mow height that the sports fields should be cut at for our user groups. Recreation staff will be organizing a meeting in October with all the sports groups to discuss inclement weather and expectations for preventing field damage. The District is also looking into a way to be more efficient with how we clean up leaves. We are hoping to have a process in place this fall. The District's new vehicle (2018 Ford F250) for LLAD's is on the road and is a much needed addition to our fleet of trucks.

Cameron Park Lake

The District is utilizing a community service worker to weed eat and clean up the brush around the lake.

Sports Parks/Fields

Christa McAuliffe Park/Skate Park

- The drinking fountain at the Skate Park has been repaired.
- Staff applied a fall post emergent to help control the growth of Poe Anna grass.

Rasmussen Park

Staff discovered that the water source to the parking lot trees had been shut off/capped. Some of the trees are stressing out. Staff was able to discover the location of the shut off and are exploring what to do with the trees moving forward. This item may be addressed in the District's Budget Plan of Action tasks in browning out ornamental landscaping.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Eastwood Park

- Staff cleaned up and replanted the entrance to the Eastwood subdivision, and have received positive feedback from neighbors.
- Staff are preparing to overhaul the irrigation system this fall. It could use some much needed TLC.

Gateway Park

Staff noticed a significant amount of dead limbs on large oak trees throughout the park, many of which are posing a safety issue. Staff and the Growlersberg crew will take out as much as possible to try to eliminate the cost of having a tree service come out to do the work.

Bar J A

We are currently receiving bids to have the asphalt pathway repaired as existing tree roots have started lifting up the pathway.

Community Center

- The control panel on the kitchen ice machine failed and was repaired by Gold State Repair Appliance Company.
- Ski Air came out and repaired the damaged air conditioning unit at the life guard office.
- Staff installed 20 new plants and added 12 yards of bark to clean up the outside of the pool area.

Cal Fire / Weed Abatement

- Growlersberg crew spent several days in August clearing the creeks out at Bonanza Park which were full of blackberries. Staff went in behind Growlersberg and started spraying herbicide to control the blackberry growth.
- Growlersberg crew cleaned out the creeks around the Community Center. Staff sprayed out all the woody brush after they completed the cleanup.

Staff Training

- Carlos Faucett and Marty Kramer will be attending the Aquatics Facilities Operators (AFO) course in October.
- Mike Merritt will be attending an irrigation class in October hosted by Rain Bird.
- Greg Dalbeck and Craig Schuler received some in-house welding training on Friday September 7th.
- All full-time maintenance staff attended the Elk Grove Equipment Expo on September 14th.



Agenda Transmittal

DATE: September 19, 2018

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM # 7F: **CC&R COMPLIANCE DEPARTMENT REPORT**

RECOMMENDED ACTION: **Receive and File**

Operations

- Staff is continuing to develop a more efficient process for handling violations. Staff has identified a software program that could greatly reduce the amount of time currently required to process each CC&R violation. Research into this software is currently ongoing. Staff is also looking at improvements to the District website to allow residents to check the status of active violations online.
- Staff has enrolled in upcoming training webinars related to The Brown Act and Special Districts in order to gain increased knowledge. These trainings may also count towards SDRMA credits which can lower the Districts Liability insurance cost. Staff will continue to participate in additional training sessions on a regular basis.

Architectural Review Committee

- Architectural Review Committee reviewed 20 Project Applications in August. Of which, 18 were approved, 1 held over to September pending additional information and 1 was denied due to insufficient setbacks.
- Staff presented a proposal to the CC&R Committee to increase ARC fees which have remained unchanged since March 1, 2005. A survey of other ARC (ACC) fees charged by other Special Districts and the actual cost of processing ARC applications was taken into consideration. The committee has requested further research to be done for some line items and staff will present an updated proposal at the committee meeting in October.

CC&R Workshop

Staff held an open forum workshop on September 12, 2018. The workshop was well attended with approximately 40 community members present. Staff provided general information about CC&Rs and enforcement as well as Architectural Review. The workshop lasted an hour and a half with the majority of time being dedicated to Q&A and community input. Staff will be taking ideas from the workshop to help develop ways to improve the services provided by the CC&R Office and encourage community engagement in regards to CC&Rs. Additional workshops will be held in the future.

CC&R Enforcement

The CC&R Office continued to receive a consistent volume of notifications for potential violations in addition to violations observed by staff while conducting other inspections. Staff continues to work with a backlog while the new Compliance Officer is trying to develop more efficient processes.

Initial Notice	19
Final Notice	11
Pre-Legal Notices	1
Pending	2
In process	42
Referred to outside agency	2
Cleared	29
Total	106



Agenda Transmittal

DATE: September 19, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: PUBLIC HEARING FOR PUBLIC COMMENT ON THE INTENTION TO FORM THE BELL WOODS DEVELOPMENT COMMUNITY FACILITIES DISTRICT (CFD) AND LEVY SPECIAL TAXES TO FUND CERTAIN SERVICES

RECOMMENDED ACTION:

- 1) Continue the Public Hearing for October 17, 2018, at 6:30 p.m., for Public Comment on the District's Intention to Form the CFD for the Bell Woods Development and the Levy of Special Taxes to Fund Certain Services
- 2) Direct the District Clerk to Publish a Notice of Public Hearing for the Formation of the CFD

BUDGET IMPACT: There is no impact on the District's finances or to the General Fund.

At the August 15th meeting, the Board:

- Accepted the Petition, Consent, and Waiver from the landowners requesting the formation of a Community Facilities District (CFD) to fund certain services;
- Adopted Resolution No. 2018-16, Adopting Local Goals and Policies for CFDs; and
- Adopted Resolution No. 2018-17, Declaring Intention to Establish Community Facilities District No. 2018-01 (Bell Woods) and Authorize the Levy of a Special Tax to Fund Certain Services.

The Board also set a public hearing date for September 19, 2018, at 6:30 p.m., for public comment on the District's intention to form the CFD for the Bell Woods development and the levy of special taxes to fund certain services. There was a delay in recording the Bell Woods development map with El Dorado County (per Resolution No. 2018-17) which resulted in a delay in making the proper public hearing notifications.

It is recommended the Board continue the public hearing to the October 17th meeting. The next steps include:

- A landowner special tax election ballot will be mailed to the landowners within the CFD, who will be asked to vote on whether they approve or disapprove of the formation of the CFD.
- The public hearing will be held on October 17, 2018, at approximately 6:30 p.m.
- The District Board will adopt a resolution calling a Landowner Special Tax Election for the formation of the CFD.
- The election will be held at approximately 6:30 p.m. on October 17, 2018, at which time the District Clerk opens the ballots, tallies the vote and announces the results of the election.
- The Board will adopt a resolution of formation of the CFD.
- The Board will adopt a resolution declaring results of the Landowner Special Tax Election, determining validity of prior proceedings, and directing recording of the Notice of Special Tax Lien.



Agenda Transmittal

DATE: September 19, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: RESOLUTION NO. 2018-13 AND MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND CAMERON PARK COMMUNITY SERVICES DISTRICT EMPLOYEES ASSOCIATION

RECOMMENDED ACTION: Approve Resolution No. 2018-13 and MOU

BUDGET ACCOUNT: SALARIES, ACCOUNT 5000 IN ALL DEPARTMENTS EXCEPT FIRE

BUDGET IMPACT: Year 1 Impact is \$16,842; Total in 5 Years = \$52,900

¼ percent of total District Budget

BACKGROUND

Since 2003, the District has updated the Memorandum of Understanding (MOU) between the Cameron Park Community Services District Employee Association (CPCSDEA) through a series of resolutions agreed upon by Cameron Park Community Services District (District) Board of Directors and CPCSDEA. In 2017, the District and CPCSDEA agreed to work towards a new MOU in early 2018.

OVERVIEW OF CHANGES

The following list summarizes the changes in the MOU:

- Three year contract July 1, 2018 to June 30, 2021; either party may re-open to discuss issues or concerns that arise during the term of the MOU.
- Grievances are appealed to arbitration instead of the Board of Directors; cost of arbitration is shared 50/50.
- Future employees will have 2.5% annual step increase instead of 5%; salary scale is increased four additional steps (2.5% each) for long-time employees.
- Eliminate sick leave buy-out for all employees; reduce vacation cap to 240 from 400.

- 4% salary increase each year for next 3 years = 12% total at end of contract to bring wages closer to wages offered in similar agencies in El Dorado County.
- Probation reduced to six months from one year.
- Strengthen tuition reimbursement to 75% up to \$1,000 per year.

The most significant change to the MOU is the salary increase. Staff compared District salaries to El Dorado County and City of Placerville for similar positions. The proposed salary increases brings the District salaries closer to these neighboring agencies.

District full-time employee salaries represent 6.4% of the total District budget. Total impact of the salary increase in Year 1 is \$16,842, which represents ¼ percent of the District's total budget. In trade, the District has lessened an unfunded liability by eliminating the pay-out of sick leave and reduced the balance of vacation which can be accrued.

CONCLUSION

Employees are the District's most valuable asset. They are entrusted with providing enriching programs to youth, keeping parks and facilities safe, ensuring accuracy in financial transactions, and providing excellent customer service. This agreement acknowledges the employees' service to the District and compensates employees a fair wage. District management continues to work to minimize costs related to full-time employees, including pension and health care. Staff anticipates reporting back on both those items in January timeframe.

Attachments

A: Resolution No. 2018-13

B: Memorandum of Understanding

RESOLUTION NO. 2018-13
OF THE BOARD OF DIRECTORS OF THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
September 19, 2018

**RESOLUTION APPROVING THE
MEMORANDUM OF UNDERSTANDING BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND
CAMERON PARK COMMUNITY SERVICES DISTRICT
EMPLOYEES ASSOCIATION**

WHEREAS, Cameron Park Community Services District (District) staff and Cameron Park Community Services District Employees Association (CPCSDEA) negotiated in good faith for several months; and

WHEREAS, The District staff and CPCSDEA agreed upon the terms and conditions for the Memorandum of Understanding (MOU) which contains benefits to both the District and CPCSDEA.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District hereby approves the Memorandum of Understanding between Cameron Park Community Services District and Cameron Park Community Services District Employees Association, July 1, 2018 to June 30, 2021; and

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the General Manager to execute the agreement on behalf of the Board of Directors of the Cameron Park Community Services District.

PASSED AND ADOPTED BY THE Board of Directors of the Cameron Park Community Services District at a meeting held on 19th day of September 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
AND
THE
CAMERON PARK COMMUNITY SERVICES DISTRICT EMPLOYEES
ASSOCIATION (CPCSDEA)**

July 1, 2018 through June 30, 2021

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**CHAPTER I
RECOGNITION AND ADMINISTRATIVE MATTERS**

ARTICLE 1: PREAMBLE AND RECOGNITION

- A. This Memorandum of Understanding (MOU) is entered into by and between the Cameron Park Community Services District Employees Association, hereinafter referred to as the "CPCSDEA" and the Cameron Park Community Services District, hereinafter referred to as the "District." It is the intent and purpose of this Memorandum to set forth the understanding of the parties regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between employees represented by the CPCSDEA and the District.
- B. For the purpose of meeting and conferring in accordance with the Myers-Milias-Brown Act, the CPCSDEA is formally recognized as the exclusive representative of all the following job classifications:
- Accounting Specialist
 - CC&R Enforcement Officer
 - Maintenance Worker II
 - Park Maintenance Foreman
 - Parks Supervisor
 - Receptionist
 - Recreation Coordinator
 - Recreation Supervisor
- C. The parties to this Memorandum of Understanding agree that neither shall discriminate against any person in the administration of this agreement on the basis of race, color, ancestry, religion, sex, age, national origin, sexual orientation, or as described in the Americans With Disabilities Act.
- D. The desire of this MOU is to create a mutually beneficial relationship between the members of the CPCSDEA and the District, relating to employee development and economic growth of the District.

ARTICLE 2: EMPLOYEE RIGHTS

- A. Notwithstanding the provisions of this agreement, employees shall retain all rights provided for in Government Code 3500.
- B. For the purpose of this Memorandum of Understanding, the terms "employee" and "Personnel" shall refer exclusively to those employees who are members in the CPCSDEA.

ARTICLE 3: POLICIES AND PROCEDURES

Copies of all District Policies and Procedures, Rules and Regulations shall be made available to each represented employee by the District upon initial employment and throughout their term of employment.

ARTICLE 4: BENEFITS AND WAIVER CLAUSE

- A. The parties further agree that all terms and conditions of this Memorandum of Understanding, whether stated herein or incorporated by reference, shall be maintained and continue for the life of this agreement, except in case of severe financial hardship, in which case, the Board and the CPCSDEA agree to meet and confer over the impact of the MOU.
- B. All wages, hours, and other terms and conditions of employment shall be maintained and remain unchanged until a successor Memorandum of Understanding is entered into between the District and the CPCSDEA.
- C. If any article or provision of this agreement or any portion thereof, or, the application of such to any person or circumstance is inconsistent with applicable law or is otherwise held to be invalid by a court of competent jurisdiction, the remainder of this agreement or the application of such portion to persons or circumstances other than those as to which it is held invalid shall not be affected.

ARTICLE 5: SUCCESSOR CLAUSE

- A. This agreement shall be binding upon any organization which, during the term of this agreement, succeeds the CPCSDEA as the recognized employee/employer organization.

ARTICLE 6: TERM OF AGREEMENT

- A. The terms and conditions of this Memorandum of Understanding are effective July 1, 2018 and shall remain in full force and effect until June 30, 2021; and shall remain in full force and effect year to year, thereafter, unless either party gives written notice, by certified mail, or their intent to alter, amend, or modify this MOU not more than ninety (90) days nor less than sixty (60) days prior to the expiration date of this MOU.

**CHAPTER II
COMPENSATION**

ARTICLE 7: SALARY

- A. Employees shall be compensated in accordance with the provisions of this agreement and the Fair Labor Standards Act, as amended.
- B. Employee shall be compensated pursuant to Attachment A. Each job classification is assigned a salary range and employees in each job classification shall be compensated accordingly.
 - 1. Employee hired prior to July 1, 2018: Employees shall move through the salary range up to Step 9 in step increments of approximately 5%. For example, an employee on step 1 shall move on his/her anniversary date to step 3, followed by step 5, and so on up to step 9. Employees shall move from step 9 to steps 10, 11, 12, and 13 on his/her anniversary date in increments of approximately 2.5%. Step 13 shall be the final step of the salary range.

2. Employees hired on or after July 1, 2018: Employees shall move through the salary range in step increments of approximately 2.5%. For example, an employee on step 1 shall move on his/her anniversary date to step 2, then to step 3, and so on up to Salary Step 13. Step 13 shall be the top and final step of the salary range.

Salary range movement shall be in accordance with CPCSD Personnel Policies and Procedures.

- C. Effective July 1, 2018, the employees listed below shall be placed in the following salary steps in the classes and salary ranges shown on Attachment A. Employees shall retain their anniversary dates.

Name	Job Classification	Salary Step Placement
Sarah Fridrich	Recreation Coordinator	Step 2
Craig Shuler	Parks Supervisor	Step 2
Curtis Osze	Maintenance Worker II	Step 3
Laura Sanders-Ito	Accounting Specialist	Step 3
Lyle Eickert	CCR Compliance Officer	Step 9
Raul Godoy	Maintenance Worker II	Step 3
Tina Helm	Recreation Supervisor	Step 9
Susan Settle	Receptionist	Step 4

- D. Salary Increases:

1. Effective the first full pay period in July 2018, all job classifications listed on Attachment A shall receive a 4% increase.
2. Effective the first full pay period in July 2019, all job classifications listed on Attachment A shall receive a 4% increase.
3. Effective the first full pay period in July 2020, all job classifications listed on Attachment A shall receive a 4% increase.

ARTICLE 8: OVERTIME COMPENSATION

- A. All hours worked, which exceed the employee's regular forty (40) hour week, shall be considered overtime (exception see Article 9-A1), and shall be compensated at a rate of one and one-half (1.5) times the employee's normal rate of pay, up to fifty-six (56) hours and then at two (2) times the employee's normal rate of pay. The District may require employees to work flexible work schedules to reduce the need for overtime pay or CTO.
 1. Time worked in excess of 44 hours per week for employees on a 09/80 schedule.
- B. Employees shall be paid a two (2) hour minimum, at the overtime rate, for each callback received during non-duty hours.
- C. Pursuant to Article 17, employees may reserve the right to take compensatory time off for

compensatory time earned verses overtime pay.

ARTICLE 9 : UNIFORM/ BOOT ALLOWANCE

- A. If a uniform is required by the District, such uniform will be provided and replaced by the District at no cost to the employee.
- B. All required safety clothing/equipment (i.e., boots, glasses, etc.) shall be provided by the District at no cost to the employee.
- C. The District may require employees to purchase and wear steel toe boots. Employees required to purchase steel toe boots shall be reimbursed \$150.00.

**CHAPTER III
HEALTH AND RETIREMENT PLANS**

ARTICLE 10: HEALTH PLANS: MEDICAL, VISION AND DENTAL

- A. The District participates in the PERS health program. Employees may enroll in any plan offered by PERS. The District agrees to contribute monthly an amount up to 100% of the cost for Kaiser employee only, and an amount up to 50% of the cost of for Kaiser dependent coverage. Employees who select a PERS health plan that exceeds this contribution shall pay the difference. Employees who select a plan that is less than this contribution shall not be paid the difference.
- B. The District will provide Dental and Vision Insurance. The District will pay the full cost of coverage for employees. Employees may add dependent coverage. The District agrees to pay 50% of the cost of dependent coverage.
- C. During the term of this Agreement, the District agrees to meet with CPCSDA to increase dental benefits; provided, however, that there is no increase benefit cost to the District.

ARTICLE 11: RETIREMENT PLANS

- A. The District shall maintain retirement benefits in accordance with its current contract with the Public Employees Retirement Systems (PERS).
 - 1. For employees remaining in continuous District employment, commencing before July 1, 2003, the District agrees to pay both the District's and the employee's contribution to PERS for the term of this agreement.
 - 2. For employees commencing District employment on or after July 1, 2003, the District shall pay the District's portion of the contribution to PERS. The employee shall pay the employee's portion of the PERS contribution.

ARTICLE 12: RETIREE HEALTH BENEFITS

- A. For employees hired prior to July 1, 2007, the District will pay 100% of the employee health care and 80% of dependent cost of the Kaiser rate (per Resolution 2017-12, August 29, 2017).
- B. For employees hired on or after July 1, 2007, the District will pay 50% of the employee health care cost at the Kaiser rate.
- C. The District does not contribute to the cost of Dental and Vision Insurance for retirees.

ARTICLE 13: WORK RELATED DISABILITY BENEFITS

Represented employees who are disabled from performance of their normal duties as a result of a work-related injury or illness may have their duties modified to accommodate the injury or illness. Such changes in duties will be made on a case by case basis as determined by the District. Employees who are unable to work due to a work-related injury or illness shall have their wages and benefits provided exclusively through state law pertaining to worker's compensation. There shall be no diminishment of benefits while on disability.

A. Eligibility

Employees become eligible for District paid, automatic coverage on their first day of permanent employment.

B. Benefits

Employees are entitled to a maximum of one (1) year of full pay and employment benefits for disability. If an employee's disability is not "permanent and stationary" at the end of one (1) year, the employee may use CTO, vacation, sick leave, or benefits on a coordinated basis with any remaining Workers Compensation benefits up to full pay. When this option is used, any benefits from Workers Compensation shall be assigned to the District with the leave used charged on a pro rata share. Employment benefits will be maintained for employees while receiving Workers Compensation benefits whether or not such benefits are supplemented by other District leave benefits.

C. Exhaustion of Other Paid Leave

Employees who continue to be medically disabled following a discontinuation of Workers Compensation benefits, and who subsequently exhaust their available CTO, vacation and sick leave, will henceforth pay the District the entire premium amount for continuation of any insurance benefits, unless the employee is terminated or retired.

D. District Notice Return to Work Physical

Employees absent due to a work-related disability shall keep the District informed of their condition, treatment, improvement, and expected date of return to duty. When employees are physically able to resume normal duties, they shall be required to provide the District with their treating physician's verification.

E. State Disability Insurance (SDI)

SDI is provided for all District employees and shall be paid for by the employee.

**CHAPTER IV
LEAVES AND HOLIDAYS**

ARTICLE 14: GENERAL LEAVE PROVISIONS

- A. The District reserves the right to cancel leave if due cause is shown (i.e., staffing shortage, disaster, Act of God, declaration of war) and if notice of cancellation is given at least seventy-two (72) hours prior to leave commencing. The District shall reimburse employee all lost monies regarding leave (i.e., non-refundable plane fare, non-refundable room reservation fee, non-refundable cruise fees, non-refundable train fare, etc.) up to \$350.00 to cover any deductible for vacation/trip insurance secured by an affected employee.
- B. In the event the District cancels an employee's vacation or CTO, the District guarantees that the employee will not lose canceled time due to any restrictions, and that the employee has one (1) calendar year in which to take canceled time. In the event that the canceled time is vacation time and is not taken within the year authorized, the employee which is owed the canceled vacation time shall have first priority for vacation in the next vacation bid period.

ARTICLE 15: VACATIONS AND LEAVE OF ABSENCE

- A. Vacation time is an employee benefit program designed to compensate employees for time not worked due to vacations or holidays. Use of vacation time shall be only up to those hours accrued and must be either scheduled in advance, in accordance with the Vacation Selection Procedure (Section D), or, by submission of a Leave Request Form to the General Manager through the Department Head no later than two (2) weeks prior to leave commencing, except in the case of an emergency.
- B. Accrual of vacation is on a bi-weekly basis in accordance with the following schedule and is posted to each employee's account at the end of each pay period.

<u>Years of Service</u>	<u>Employee Vacation Accrual</u>
After six (6) months	40 hours (one (1) week)
12 months to 59 months	80 hours (two (2) weeks)
60 months to 119 months	120 hours (three (3) weeks)
120 months to 176 months	160 hours (four (4) weeks)
180 months or over.	200 hours (five (5) weeks)

C. Maximum Vacation Accrual

Vacation credits may be accrued to a maximum of twice the employee's accrual rate, not to exceed

240 hours. On a case by case basis, the District may grant an exception to the 240-hour maximum. This District encourages all employees to use their vacation leave to keep balances below the 240-hour maximum.

D. Vacation Selection Procedure

1. Vacation/leave requests shall be submitted no later than two (2) weeks prior to the commencement of such vacation/leave. Employees are encouraged to submit requests as soon as practical.
2. Employees on scheduled vacation time or CTO may cancel any portion of the leave covered by sick leave, bereavement leave or industrial injury/disability.

E. Partial Vacation Time Usage

Personnel shall be permitted to use up to fifty percent (50%) of their accrued vacation time per calendar year as hourly leave time.

F. Catastrophic Illness/Injury Leave Program

The District will maintain a voluntary Catastrophic Illness Leave Program. Employees will be allowed to donate vacation and/or sick leave time to employees that have exhausted their vacation, CTO, and where appropriate, sick leave benefits.

G. Leave of Absence Without Pay

Temporary Leaves of Absence without pay may be granted by the General Manager for a period not to exceed six (6) months. Leaves of absence for more extended periods must be submitted to the Meet and Confer process. No sick leave or vacation benefits shall accrue to an employee during such periods of absence. The District will make no contribution to retirement, medical or other benefits during that period, but benefits may be continued upon payment of the total premiums or fees to the District by the employee. Accrued vacation and sick leave shall not be lost by virtue of such approved leave of absence.

- H. The District shall upon employee separation, retirement or death, pay employee or designated beneficiary for 100% of accumulated vacation hours within thirty (30) days.

ARTICLE 16: SICK LEAVE

- A. Represented employees shall accrue sick leave at the rate of one day per month (8 hours). Unused sick leave may be accumulated without limit from year to year. Use of sick leave shall be administered in accordance with District policy.
- B. In the event of death of the employee, the District will pay to the employee's designated beneficiary one hundred percent (100%) of accumulated sick leave up to 960 hours.
- C. A pregnant employee shall be permitted to utilize their accumulated sick leave for illness or disability caused or contributed by pregnancy, miscarriage, abortion, child birth, or for

recovery from any of the foregoing.

- D. Donation of leave time is limited to one (1) week, see Article 15-F. A minimum of 120 hours should be maintained by the employees - any sick hours above this minimum can then be donated.
- E. The employee has the right to use any amount of accumulated sick leave for catastrophic illness/accident including those affecting immediate family members. Immediate family shall be defined to mean spouse, child, brother, sister, parents or parents of spouse, or domestic partner.

ARTICLE 17: COMPENSATORY TIME OFF

- A. When an employee works overtime, he/she has the option of either getting paid at one and one-half (1.5) times their base hourly rate, or receiving compensatory time off (CTO) hours at a rate of one and one-half (1.5) times the overtime hours worked.
- B. Employees may elect to buy out any or all of their CTO at 100% of current rate base pay, including all incentives. All CTO must be used by the end of the fiscal year or will be bought out. Buy-out of CTO will be on a one-time, annual basis by written request to the General Manager. Requests for buy-out of CTO must be submitted no later than May 1, for payment in July.
- C. Compensated time off requests must be submitted to the Department Head on a Leave Request Form at least five (5) days in advance of its being taken, except in the case of emergency and waived by the Department Head.
- D. The District shall upon non-disciplinary separation, retirement or death, pay employee or designated beneficiary for accumulated compensatory time within thirty (30) days or time allowed by law.
- E. Employees may accrue a maximum of 120 hours of CTO.

ARTICLE 18: EDUCATIONAL LEAVE/REIMBURSEMENT

- A. Educational leave can be taken for the purpose of attending classes directly related to the employee's present position or to a position within the normal line of promotion within the District service for the employee's current classification.
 - 1. Seventy-five (75%) of all fees and expenses incurred by members for education and training shall be paid by the District, after completion of the one-year period in B. below, for a maximum of \$1,000.00 per year per employee.
- B. Employees shall be eligible for educational leave after one (1) year of continuous, full-time employment.
- C. Requests for educational leave must be submitted and approved by the General Manager on a Leave Request Form at least five (5) days in advance of its proposed taking.

- D. Requests for educational leave will be granted on a first-come, first-serve basis. Seniority shall be a determining factor only when educational leave requests are submitted simultaneously.
- E. No individual employee may take more than one hundred (100) hours of educational leave per calendar year.
- F. Training required by the District shall not count against an employee's maximum educational leave benefit.
 - 1. District Required Training: Such education or training which may be required by the District as a condition of continued employment in the employee's present position shall be reimbursed at 100%, or paid directly by the District, and shall take place on District time, as approved by the General Manager.
- G. The District shall reimburse employees pursuant to Section A.1. above for the tuition and necessary materials upon successful completion of the following approved courses/classes. The following are illustrative only.
 - 1. Any higher level of education, such as college/tech school, courses related to the employee's field, or a degree in said field.
- H. Employees shall continue to accrue all pay and benefits while on educational leave.

ARTICLE 19: CPCSDEA BUSINESS LEAVE

- A. One (1) CPCSDEA representative shall be granted reasonable paid release time to represent CPCSDEA members during the Grievance Procedure and the Disciplinary Action Process and Appeals Procedure. B. During a scheduled meet and confer session, as many as two (2) members of the employees' negotiating committee or other CPCSDEA members may be granted release time from a regularly scheduled eight (8) hour shift without loss of compensation or other benefits for the period beginning thirty (30) minutes before and not more than thirty (30) minutes after any scheduled meet and confer session. Such release time shall include reasonable travel time to and from the employee's duty location and the scheduled meeting location.
- C. Employee schedules shall be flexible to minimize any overtime impact to the District for the represented employee's participation in the CPCSDEA Business Leave.

ARTICLE 20: BEREAVEMENT LEAVE

- A. Employees shall be eligible for up to forty (40) hours of leave without loss of pay for the purpose of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping with the emotional consequences of death in the immediate family. Employee shall certify to the District their relationship to the deceased and provide substantiation to support the request by submission of an inter-office memorandum to the General Manager. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather,

mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other person with whom the employee co-habitats, or any other person approved by the General Manager. Vacation of CTO benefits and/or leaves of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

ARTICLE 21: JURY DUTY/COURT LEAVE

- A. Members summoned for jury service will be released from scheduled duty without loss of pay for those periods they are required to be present at the courthouse. Jury duty fees shall be reimbursed to the District.
- B. To receive pay for work time lost, the employee must provide the District with a statement signed by an official of the court, certifying the employee's service as a juror or appearance in court for that purpose, the date or dates of attendance, and the time released from attendance.
- C. All members required to make any court appearance on behalf of the District shall be compensated at their regular rate for regular shift hours.

ARTICLE 22: HOLIDAYS

- A. The District shall observe official holidays in accordance with the following designated holiday schedule. Those represented employees who work on any of the following holidays shall be compensated at one and a half (1h) times their hourly rate of pay for actual holiday hours worked.
 - 1. New Year's Day - January 1st
 - 2. Martin Luther King's Birthday- January 18th
 - 3. Lincoln's Birthday- February 12th
 - 4. President's Day- 3rd Monday in February
 - 5. Memorial Day - Last Monday in May
 - 6. Independence Day- July 4th
 - 7. Labor Day - First Monday in September
 - 8. Columbus Day - Second Monday in October
 - 9. Veteran's Day- November 11th10. Thanksgiving Day- 4th Thursday in November
 - 11. Day after Thanksgiving- Fourth Friday in November
 - 12. Christmas Eve Day - When December 25th falls on a Thursday, December 26th shall be observed as the Christmas Eve Day.
 - 13. Christmas Day - December 25th
 - 14. Personal Days (two per year)
- B. Any employee that works on a holiday has the option to be paid at the overtime rate or take equal compensatory time off.

ARTICLE 23: REPORTING OF ACCRUED TIME-OFF BENEFITS

A. Reporting Time-Off Benefits

The District shall keep accurate records of the accrual and use of time-off and report leave balances to employees at each pay period.

**CHAPTER V
HOURS, SCHEDULES AND STAFFING**

ARTICLE 24: DUTY HOURS AND SCHEDULE

- A. For all full-time and part-time employees, the normal work week shall consist of eight hours a day, five (5) days per week, exclusive of the lunch period. Hours for Administration and Recreation shall generally be from 8 a.m. to 5 p.m., Parks will generally be from 7 a.m. to 4 p.m. The District may require employees to work flexible work schedules consistent with District policy.
- B. All employees shall be provided a meal period of not less than thirty (30) minutes nor more than one (1) hour, which shall be scheduled in the middle of the eight (8) hour work day. Additional meal time shall be provided for any time worked over twelve (12) hours.
- C. Formal breaks shall be provided as close to the mid-point of each four (4) hour work period for a period of fifteen (15) minutes each.

ARTICLE 25: STANDBY/CALL IN PAY

- A. Employees may be placed on Standby status by the District. Standby shall be for a period of not less than 8 hours. Employees on Standby shall be ready and able to come into work at any time during the Standby period. Employees on Standby shall be reachable by cell phone and remain in close geographic proximity to the District. An employee placed on Standby shall be compensated 3 hours of straight time pay for every 8 hours of assigned Standby. Employees on Standby who are called into work shall receive a minimum 2 hours straight time pay in addition to Standby pay.

**CHAPTER VI
PROBATION, PROMOTION, GRIEVANCE, AND DISCIPLINE**

ARTICLE 26: PROBATIONARY PERIODS FOR NEWLY HIRED EMPLOYEES

- A. All new District employees shall serve a six (6) month probationary period.
- B. For seniority and benefit purposes, upon completion of the six (6) month probationary period, employment shall accrue from initial date of hire.

ARTICLE 27: PROMOTION

- A. All notices regarding vacancies shall be posted for fifteen (15) days at all District bulletin boards prior to any outside applicants being interviewed.
- B. When promotional vacancies become available, reasonable efforts will be made to fill these positions within ninety (90) calendar days.

ARTICLE 28: GRIEVANCE PROCEDURE

Purpose

The CPCSDEA and the District agree to work together to solve grievances in an orderly manner within a reasonable time period. To provide methods of administering employee-employer relations through the establishment of uniform and orderly methods of communication between employees and the District.

Policy

- 1. Any employee has the right to file a grievance free of fear from intimidation, or coercion from any party.
- 2. Grievances may be initiated by the employee, or by the CPCSDEA representative on the employee's behalf.
- 3. The CPCSDEA's first contact regarding job and working conditions is with the employee's Department Head. The Department Head shall attempt to settle grievances informally at this level. The grievant has the right to be present at any meeting with the District without the loss of pay or benefits. The employee representative selected by the grievant shall have the same right to be present without loss of pay or benefits.

4. Definition

A grievance is a claim, charge, or dispute involving the following:

- 1. The interpretation or application of any District rule, regulation, policy or procedure affecting an employee's wages, hours, or other terms and conditions of employment.
- 2. The interpretation or application of the provisions of this MOU.

Procedural Due Process

Prior to any removal of an employee for cause, the District must follow the Disciplinary Action process as described in Article 28 of this MOU.

Grievance by CPCSDEA

A grievance filed by the CPCSDEA must bear the signature of an CPCSDEA representative.

Time to File

Failure to process a timely grievance, as spelled out below, shall act as a bar to the claim alleged. The time limits specified at any step in the procedure may be extended in any specific instance by mutual agreement of the District and the CPCSDEA representative. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.

Steps of the Grievance Procedure

1. The grievant and his CPCSDEA representative shall discuss the grievance in an informal fashion with the person designated in charge, in a good faith effort, to resolve the grievance prior to the formal step. This meeting must take place within ten (10) business days in which the grievant (employee or CPCSDEA representative) knows, or in the exercise of reasonable diligence should have known, of the event giving rise to the grievance.
2. If the grievance is not settled at step 1 (informal step), the grievance shall then be presented to the Department Head in writing by the CPCSDEA representative within ten (10) business days. The grievance should state the violation and the suggested remedy. The Department Head shall have ten (10) business days to reply in writing. If the reply is not submitted by the Department Head in ten (10) business days, or if there is no reply, then the grievance may be appealed to Step 2. If the grievance is settled to everyone's satisfaction then the basis for settlement shall be noted and acknowledged accordingly.
3. If the grievance is not settled in step 2, then it shall be presented in writing by the CPCSDEA representative to the General Manager within ten (10) business days of receipt of the reply. The General Manager shall meet with the grievant and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The General Manager shall provide an answer in writing to the grievant and the CPCSDEA representative within ten (10) business days after conclusion of the meeting.
4. Upon receipt of the CPCSDEA representative's written request for appeal of the disciplinary action, the Board of Directors shall meet with the employee and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The Board of Directors shall provide an answer in writing to the employee regarding the appeal within ten (10) business days after the conclusion of the meeting.

ARTICLE 29: DISCIPLINARY ACTION PROCESS AND APPEALS PROCEDURES

- A. As used herein, "disciplinary action" or "action" means verbal, writing, written reprimand,

reduction of rank, or pay step, suspension, demotion, termination or other action having disciplinary effect.

- B. Any employee may be reduced in rank or pay step, suspended, demoted, terminated, or otherwise disciplined by notifying the employee of the action, pending the service upon him or her of a notice of intent to discipline. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.

- C. The illustrations of unacceptable conduct cited below are intended to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more common types of employment conduct violations. However, because conditions of human conduct is unpredictable, no attempt has been made to establish a complete and exhaustive list herein. Should there arise instances of unacceptable conduct not included in the following list, the District may likewise find it necessary and appropriate to initiate disciplinary action in accordance with the policies and procedures contained herein.
 - 1. Fraud in securing employment.
 - 2. Insubordination during work hours.
 - 3. Under the influence of alcohol or illegal drugs while on duty.
 - 4. Manufacture, possession, sale or use of illegal controlled substances, or abuse of legal controlled substances.
 - 5. Absence without excused leave.
 - 6. Willful violation of any of the rules set forth in the policies and procedures manuals of the District.
 - 7. Unlawful physical altercation while on duty.
 - 8. Theft of District property.
 - 9. Any act or conduct that is discriminatory toward another person's race, color, national origin, age, sex, (including sexual harassment, marital status or pregnancy condition), sexual orientation, or religious beliefs.

D. Disciplinary Action Documentation

The District will employ the use of the following forms when dealing with counseling and disciplining employees:

- 1. Counseling Memo: The form used by supervisors and officers of the District to notify personnel that a specific behavior is unacceptable and could result in disciplinary action if continued. The Counseling Memo is retained in the employee's personnel file for three (3) months and does not constitute disciplinary action or a reprimand. It is simply used to document, in writing, a counseling session held between a supervisor and an employee.

- 2. Notice of Disciplinary Action: The form used to document disciplinary action following the completion of a pre-disciplinary ("Skelly") hearing. The Notice of Disciplinary Action may serve to document a written reprimand, suspension, demotion in step or rank, termination, or any other form of disciplinary action. The Notice of Disciplinary Action is kept in the employee's personnel file.

3. Anonymous complaints made against an employee shall be investigated as deemed appropriate by the District. If any credence is given to the complaint, a copy shall be forwarded to the CPCSDEA representative within ten (10) business days.

E. Disciplinary Action Process

The following procedure is hereby established for disciplinary action taken by the District against CPCSDEA members:

1. Emergency Suspension: Notwithstanding any provision of this article, an employee against whom disciplinary action is to be taken may be immediately suspended, with pay, upon verbal notification to employee and immediate written notification to the CPCSDEA representative, pending a notice of intended disciplinary action and a pre-disciplinary hearing when it is in the best interest of the District.
2. Prior to the proposed imposition of disciplinary action, excluding verbal and written reprimand, the District shall give written notice to the employee. The written notice of intended disciplinary action shall be personally delivered to the employee or sent to the CPCSDEA representative. The affected employee shall therein be given the opportunity to request a pre-disciplinary hearing within ten (10) business days or waive such right to this pre-disciplinary hearing. The contents of the written notice shall include, but need not be limited to, the following:
 - a. A statement in ordinary and concise language outlining in detail the specific violations of District rules, regulations, ordinances, or any state or federal law that the employee is alleged to have violated.
 - b. The contemplated disciplinary action and the reason(s) for that specific action.
 - c. Copies of all material pertaining to the charges including, but not limited to, tape recordings, reports, memorandums, transcripts, witness statements, and all other evidence.
 - d. A complete statement of the employee's rights and responsibilities as they pertain to the Disciplinary Action Process and Appeals Procedure.
3. Within ten (10) business days from the service of the notice of intent to discipline, the employee must request a pre-disciplinary or "Skelly" hearing pursuant to Skelly vs. State Personnel Board (1975) 15 cal.3d 194, 124 Cal.Rptr. 14. The employee has the right to be represented by an attorney, labor representative or other representative of his choice in all stages of the Disciplinary Action Process.
4. Within ten (10) business days following the pre-disciplinary hearing, if disciplinary action is still contemplated, the General Manager shall serve upon the employee a Notice of Disciplinary Action, if he or she still intends to proceed with disciplinary action.

F. Appeal of Disciplinary Action – Binding Arbitration

All members of the CPCSDEA Bargaining Unit, having successfully completed the applicable probationary period, shall have the right to appeal any form of punitive or

disciplinary action affecting the employee including, but not limited to, termination, demotion, suspension, and written reprimands.

1. Within ten (10) work days after receipt of the Notice of Disciplinary Action, disciplinary actions may be appealed to arbitration. Notice of the appeal must be filed with the CPCSD General Manager. If the employee fails to file a notice of appeal within this time period, the disciplinary action shall become final and there shall be no further appeal.
2. The decision of the arbitrator shall be final and binding on the parties. No appeal or review of the arbitrator's decision by Writ or other mechanism before any court, administrative tribunal or any other forum on any legal theory or basis shall be possible.
3. Appeals of disciplinary actions to arbitration shall be pursuant to the following procedure:
 - a. An appeal of a disciplinary action is a complaint of a permanent employee of whether there was cause for the disciplinary action taken against the employee.
 - b. The parties to the discipline hearing and to the selection of the arbitrator shall be the employee, who may be represented by CPCSDEA, self-represented, or independent counsel, and the District.
 - c. The employee shall be entitled to appear personally at the hearing and produce evidence.
 - d. The fees and expenses of the arbitrator, a court reporter and transcript if required by the arbitrator, shall be shared equally by the parties.

CHAPTER VII MISCELLANEOUS PROVISIONS

ARTICLE 30: EXPOSURE TO CONTAGIOUS DISEASES IN THE COURSE AND SCOPE OF EMPLOYMENT

- A. The District will pay the cost of any co-payment incurred by an employee who receives baseline screening for Hepatitis B, Tuberculosis, and AIDS related diseases through the employee's primary health care plan. Further, the District will pay the cost of any co-payment incurred by an employee who receives vaccinations against Hepatitis B, Tuberculosis and Influenza through the employee's primary health care plan. If baseline screenings and/or vaccinations are not covered under the employee's primary health care plan, the District will pay one-hundred percent (100%) of the cost of such screenings and vaccinations.
- B. The District will, as soon as possible notify the CPCSDEA representative of all exposures, work related accidents, or incidents.

ARTICLE 31: SAFETY

- A. District shall include two (2) members of the CPCSDEA in all Safety Committee functions.
- B. The District shall continue to provide for the safety of employees during the hours of their

employment. In this regard, the District agrees that it will receive and consider written recommendations with respect to unsafe working conditions from any employee or the Association; and the employee and the Association agree that they will afford their safety recommendations and ideas to the District.

- C. The District shall immediately make all reasonable efforts to correct all unsafe conditions brought to its attention by the CPCSDEA.
- D. The District, shall hold bi-weekly safety meetings with employees.
- E. All equipment provided and maintained by the District shall be safe and adequate for its normal and intended use.

ARTICLE 32: SENIORITY

- A. The District shall establish a seniority list of regular status employees in the CPCSDEA Bargaining Unit which shall be updated by the District by January 1st of each year and immediately be posted on the bulletin board of each district work location for thirty (30) days.
- B. District seniority shall be based on total unbroken service of employees in the District. The actual date of hire shall be used for this determination.
- C. In the event two or more persons are hired on the same calendar date, seniority in the District shall be determined by lottery.

ARTICLE 33: REDUCTION IN FORCE

- A. The CPCSDEA and the District shall make every reasonable effort to cooperate so as to avoid economic or other circumstances which would require a reduction in District staffing.
- B. Reduction in Force

All employees retain the right to "bump down" into CPCSDEA Bargaining Unit positions if a reduction in force takes place. The employee's seniority with the District will be the sole determining factor regarding "bump down rights" in such an instance. The specific position the CPCSDEA employee bumps down into will be determined pursuant to the employee's meeting specific job descriptions as defined in the job descriptions as determined by the General Manager.

- C. The District will not hire part-time or grant funded-employees to fill or replace positions where lay-offs have occurred.

ARTICLE 34: MILEAGE REIMBURSEMENT

- A. In the event an employee is required to use their personal automobile on authorized District business, including inter-District travel or paid training, they shall be reimbursed at the current approved IRS rate per mile. Employees are to submit such reimbursement requests at the end

of each month in which required travel occurred. The request shall contain the date of travel, purpose and mileage for each complete trip.

ARTICLE 35: BOARD PACKETS

- A. The District shall provide to the CPCSDEA representative, at no cost, a copy of the Board Agenda and information packet for every regular and special meeting of the Board of Directors no later than it is available to the general public.

ARTICLE 36: NO STRIKE

- A. The District and the CPCSDEA recognize and acknowledge that the work performed by CPCSDEA members is consistent to the quality of life of citizens in the District.
- B. The District agrees that there will be no lock-out of employees, and the CPCSDEA agrees that there will be no strike for the life of this MOU.

ARTICLE 37: BLOOD DONATION AND VOTING

- A. Each represented employee shall be allowed to receive up to two (2) hours paid time-off to donate blood up to and including four (4) times a year. The employee's Department Head shall approve in advance and may require verification of donation.
- B. Each represented employee shall be allowed to receive up to one (1) hour paid time-off for the purpose of voting. The employee's Department Head may require verification of same.

ARTICLE 38: GENERAL REOPENER

- A. Either party to this MOU shall have the right to reopen this MOU on issues/concerns that may arise during the term of this MOU. Should either party choose to reopen this MOU, the parties agree to meet in good faith. No change to this MOU shall be made without the agreement of both parties.

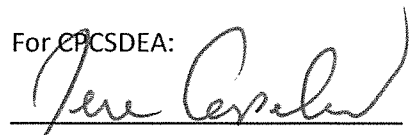
ARTICLE 39: SIGNATURES

- A. This Memorandum of Understanding is hereby executed this _____ day of _____, 2018, by the District/CPCSDEA representatives whose signatures appear below on behalf of their respective organizations.

For the District:

Jill Ritzman, General Manager

For CPCSDEA:



Jere Copeland, Representative

ATTACHMENT A

**Cameron Park Community Services District
Job Classification Salary Ranges -- Represented**

	Current Entry Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Current Top Step 9	Step 10	Step 11	Step 12	Step 13
Accounting Specialist	\$32,231	\$33,037	\$33,863	\$34,709	\$35,577	\$36,466	\$37,378	\$38,313	\$39,270	\$40,252	\$41,258	\$42,290	\$43,347
Receptionist	\$22,961	\$23,535	\$24,123	\$24,726	\$25,345	\$25,978	\$26,628	\$27,293	\$27,976	\$28,675	\$29,392	\$30,127	\$30,880
Maintenance Worker II	\$28,453	\$29,164	\$29,893	\$30,641	\$31,407	\$32,192	\$32,997	\$33,822	\$34,667	\$35,534	\$36,422	\$37,333	\$38,266
Recreation Coordinator	\$32,231	\$33,037	\$33,863	\$34,709	\$35,577	\$36,466	\$37,378	\$38,313	\$39,270	\$40,252	\$41,258	\$42,290	\$43,347
Parks Maintenance Forman	\$34,735	\$35,603	\$36,493	\$37,406	\$38,341	\$39,299	\$40,282	\$41,289	\$42,321	\$43,379	\$44,464	\$45,575	\$46,715
Recreation Supervisor	\$40,949	\$41,973	\$43,022	\$44,098	\$45,200	\$46,330	\$47,488	\$48,675	\$49,892	\$51,140	\$52,418	\$53,729	\$55,072
CC&R Enforcement Officer	\$43,911	\$45,009	\$46,134	\$47,287	\$48,470	\$49,681	\$50,923	\$52,196	\$53,501	\$54,839	\$56,210	\$57,615	\$59,055
Parks Supervisor	\$45,698	\$46,840	\$48,011	\$49,212	\$50,442	\$51,703	\$52,996	\$54,321	\$55,679	\$57,071	\$58,497	\$59,960	\$61,459

Cameron Park Community Services District



Agenda Transmittal

DATE: September 19, 2018

FROM: Kathy Matranga-Cooper, Interim Special Projects Coordinator

AGENDA ITEM #11: **CONFLICT OF INTEREST CODE**

RECOMMENDATION: Approve Resolution No. 2018-25

INTRODUCTION

The Cameron Park Community Services District's (District) Policy 1020, Conflict of Interest, references a Conflict of Interest Code (Code) and an Appendix A which designates members of the Board of Directors and employees affected by Policy 1020. The Political Reform Act requires local special districts to review its Conflict of Interest Code every even-numbered year. For this year, the District was required inform El Dorado County of any pending changes no later than August 24, 2018.

DISCUSSION

Slight changes to the Code and Appendix A are required to be consistent with the District's current staff organizational chart. In addition, references to Consultants were omitted because Consultants serve in an assistant or advisory role to staff. Staff notified the County by the required August 24 deadline that changes were needed. The proposed document changes were posted publicly for the required 45 day comment period, which ended on August 20, 2018.

SUMMARY

Staff is recommending that the Board approve Resolution 2018-25. By approving the resolution, changes will be made to the District's Policy No. 1020 and the Conflict of Interest. The proposed changes will update Appendix A to be consistent with the current staff organizational chart, and strikes references to Consultants.

Exhibits:

- A. Resolution No 2018-25
- B. District Policy 1020 Conflict of Interest, which includes the Conflict of Interest Code (in track changes)

**RESOLUTION No. 2018-25
of the Board of Directors
of the Cameron Park Community Services District
September 19, 2018**

**A RESOLUTION REVISING THE CAMERON PARK COMMUNITY
SERVICES DISTRICT CONFLICT OF INTEREST POLICY NO. 1020**

WHEREAS, the Cameron Park Community Services District Conflict of Interest Code was last approved in August, 2014, and is in need of revision; and

WHEREAS, the Political Reform Act, Government Code §81000 et seq., requires state and local government agencies to review its conflict of interest code every even-number year and adopt and promulgate the code as needed. The Fair Political Practices Commission (FPPC) has adopted a regulation, 2 California Code of Regulations §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference into a local conflict of interest code, and may be amended by the FPPC; and

WHEREAS, the terms of 2 California Code of Regulations §18730 and any amendment to it duly adopted by the FPPC are hereby incorporated herein by this reference and, along with the Conflict of Interest Code, constitute the conflict of interest of the Cameron Park Community Services District (District). This conflict of interest policy supersedes all prior codes, which are hereby rescinded; and

WHEREAS, the District has submitted to the El Dorado County Recorder-Clerk a Notice of Intention to Amend a Conflict-of-Interest Code;

NOW THEREFORE BE IT RESOLVED, that the District adopts the attached Policy No. 1020 Conflict of Interest, which includes the Conflict of Interest Code.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 19th day of September 2018 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Cameron Park Community Services District.

1020.2 Designated employees shall file statements of economic interests with the Registrar of Voters, County of El Dorado.

CONFLICT OF INTEREST CODE FOR CAMERON PARK COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the CAMERON PARK COMMUNITY SERVICES DISTRICT. **This conflict of interest code supersedes all prior codes, which are hereby rescinded.**

Designated employees shall file **original signed** statements of economic interests with the CAMERON PARK COMMUNITY SERVICES DISTRICT, who will make the statements available for public inspection and reproduction **during normal business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday.** [Government Code Section 81008.] Statements for all designated employees will be retained by the CAMERON PARK COMMUNITY SERVICES DISTRICT.

Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations:

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of

the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.; and

(C) The filing officer is the same both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statement, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

² See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the Deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code, and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office with a date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) **Section 7. Manner of Reporting.**

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) **Investments and Real Property Disclosure.**

When an investment or an interest in real property³ is required to be reported,⁴

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real

the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000)

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of

property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designed employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

body of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b) and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$440~~ \$470.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$440~~ \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subsections (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has

direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

- a. The date the loan was made.
- b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth Two Thousand Dollars (\$2,000.00) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$440~~ \$470 or more provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 to 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

NOTE: Authority Cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502, 89503 Government Code

APPENDIX A

PART I – DESIGNATED EMPLOYEES

The positions listed below constitute the list of designated positions required by the Cameron Park Community Services District Conflict of Interest Code. The individuals in the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Part II.

Position	Disclosure Category
Attorneys	6
Board Members	1-5
CC&R Compliance Officer	1-5
Consultants	1-5
Finance/Human Resources Officer	1-5
General Manager	1-5
Parks Superintendent	1-5
Recreation Superintendent	1-5
Recreation Supervisor	1-5
Senior Accountant	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including but not limited to those services listed in Exhibit B attached hereto and incorporated herein by this reference.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to park and recreational, fire suppression and emergency medical services.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or

- b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial and banking services of the type utilized by the District, including but not limited to financial and/or banking institutions and/or investment vehicles that are of the type in which this District is empowered to invest its funds.
6. **Consultants Attorneys** shall disclose all sources of income, interests in real property and investments and business positions in business entities as set forth in disclosure categories 1 through 5 above.

~~The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.~~

Designation of Consultants Required to File Annual Form 700's.

~~The General Manager has determined that the duties performed by the following consultants may have an impact on governmental decision making by the Board of Directors which requires that such consultants annually disclose their economic interests by filing a Form 700 with the District.~~

At the present time the General Manager designates the District's General Legal Counsel as the consultant who is required to file an annual Form 700 since the services performed by District's General Legal Counsel may influence government decision-making by the District Board of Directors.

~~The General Manager hereby determines that all other consultants currently utilized by the District including its auditor, landscape architect, and various engineering and architectural firms have been hired to perform a range of duties that are so limited in scope that they should not be required to fully comply with the disclosure requirements described in this Code. The scope of services provided by such consultants are limited in scope since they are limited to particular projects and do not involve general District operations. In addition, the services provided by such consultants do not typically require making recommendations to the Board of Directors on issues before them, and therefore are not likely to influence the decision making of the Board of Directors. On the other hand, the services provided by the District's General Legal Counsel typically can involve a wide variety of issues encountered by the Board of Directors and often require the making of recommendations to the Board of~~

Directors, which justifies the disclosure requirement ~~for that consultant~~.

DRAFT

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Irrigation equipment including but not limited to pipes, valves, fittings, pumps, motors, etc.
- Construction and building materials
- Fire protection equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment, including pumping equipment computer hardware and software
- Architectural services
- Custom farming services such as weed abatement, etc.
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies and brokerages
- Legal service providers
- Bank and trust companies
- Financial advisory firms



Agenda Transmittal

DATE: September 19, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #12: **BUDGET TO ACTUALS FOR THE PERIOD JULY 1 – JULY 31, 2018**

RECOMMENDATION: **RECEIVE AND FILE**

INTRODUCTION

One of the key milestones of Fiscal Year 2018-19 is the full implementation and utilization of Abila. Staff has been training on the use of Abila and transferring data from FinTrac to Abila in preparation for full implementation and utilization of our new financial system. Staff entered our first Accounts Payable run in Abila with the mailing of checks the week ending September 6. We have also began processing deposits and system accounting documents.

DISCUSSION

Although we are making great strides in our efforts to implement and utilize Abila, we have yet to have the necessary data entered into the Abila system to allow for a year to date budget to actuals report out of Abila. Some of the work is predicated on financial reports from the County. We are hoping to have the budget fully imported into Abila by the week ending September 13 and the final data transfers from FinTrac to Abila by the week ending September 20. Given this timeline, we should be able to have a budget to actual report by the end of September.

Staff have completed an excel spreadsheet denoting the budget to actuals for July 1 – July 31 which is attach for your review. No financial anomalies are apparent with one month of financial statistics to report.

Attachment A: FY 2018-19 Budget to Actuals, July 1-31.

CAMERON PARK COMMUNITY SERVICES DISTRICT

Attachment A

Final Budget
General Fund Summary
 Fiscal Year 2018-19 Actual
 July 1 - July 31, 2018

FY 2018-19					
ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
4110	Property Tax	\$ 3,994,388	\$ -	\$ 3,994,388	100%
4113	Franchise Fees	167,000	-	167,000	100%
4115	CC&R Special Tax	-	-	-	0%
4118	Delinquent Costs and Penalties	-	-	-	0%
4120	Quimby Fees	31,000	-	31,000	100%
4125	Fire Development	-	-	-	0%
4132	Fire - Plan Review	18,000	-	18,000	100%
4133	Plan Review Fund 9	-	-	-	0%
4135	Special Assessments	-	-	-	0%
4140	Arc Review Fees	-	-	-	0%
4142	Tuition	10,000	-	10,000	100%
4145	Youth Programs	37,962	3,806	34,156	90%
4146	Adult Programs	29,669	1,083	28,586	96%
4147	Youth Sports	98,418	5,795	92,623	94%
4148	Adult Sports	16,488	960	15,528	94%
4149	Camp Revenues	12,804	5	12,799	100%
4153	Senior Programs	-	1,130	(1,130)	0%
4154	Recreation Programs	12,522	-	12,522	100%
4170	Special Events	42,000	900	41,100	98%
4180	CP Lake Day - Kiosk	40,800	7,099	33,701	83%
4181	CP Lake Season Pass	37,680	371	37,310	99%
4182	CP Lake Reservations	9,960	-	9,960	100%
4183	Summer Kids Camp	40,800	12,318	28,482	70%
4184	CP Lake Concessions	7,800	3,252	4,548	58%
4185	Community Center Rentals	78,000	6,609	71,392	92%
4186	Gym Use Fees	28,800	1,368	27,433	95%
4187	Community Center Pool Use Fees	161,406	31,379	130,027	81%
4190	Parks/Field Use Revenue	42,614	-	42,614	100%
4195	Special Event Park Rental	-	-	-	0%
4209	Brochure Ads	1,000	-	1,000	100%
4215	Grill'n & Chill'n	-	-	-	0%
4220	Summer Spectacular	30,800	24,652	6,148	20%
4250	Donations	-	-	-	0%
4255	Sponsorships	30,000	-	30,000	100%
4260	JPA Reimbursable	1,150,000	-	1,150,000	100%
4261	Training Admin. Fee	-	-	-	0%
4262	Fire Apparatus Equip	150,000	-	150,000	100%
4320	Title III - Fire Safety	-	-	-	0%
4350	Special Assessments	-	-	-	0%
4400	Reimbursement	20,000	-	20,000	100%
4410	Weed Abatement	34,136	1,960	32,176	94%
4450	Settlements	-	-	-	0%
4505	Interest	9,600	97	9,503	99%
4600	Other Income	3,000	-	3,000	100%
<i>Total Revenues</i>		<u>\$ 6,346,647</u>	<u>\$ 102,782</u>	<u>\$ 6,243,865</u>	<u>98%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

General Fund Summary
Fiscal Year 2018-19 Actual
July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5000	Salaries - Permanent	\$ 485,245	\$ 38,661	\$ 446,584	92%
5010	Salaries - Seasonal	265,399	42,430	222,969	84%
5020	Overtime	5,500	1,721	3,779	69%
5130	Health Benefits	158,513	10,680	147,833	93%
5135	Retired: Health	88,547	7,403	81,144	92%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	1,600	136	1,464	91%
5160	Retiree Benefits	197,860	139,607	58,253	29%
5170	Worker's Compensation	17,730	7,361	10,369	58%
5180	FICA/Medi Employer	1,477	3,944	(2,467)	-167%
5190	UI/TT Contribution	19,029	3,157	15,872	83%
	<i>Total salaries and benefits</i>	<u>1,240,900</u>	<u>255,100</u>	<u>985,800</u>	<u>79%</u>
5209	Advertising/Marketin	\$ 35,250	\$ 677	\$ 34,573	98%
5210	Agency Admin	96,668	-	96,668	100%
5215	Agriculture	13,186	984	12,202	93%
5220	Audit/Accounting	93,913	-	93,913	100%
5221	Bank Charge	12,000	571	11,429	95%
5230	Clothing/Uniforms	8,250	-	8,250	100%
5231	Computer Software	26,600	12,126	14,474	54%
5235	Contractual Services	68,915	12,123	56,792	82%
5236	Contractual - PS	3,763,473	-	3,763,473	100%
5240	Contract Services -	58,768	42,551	16,217	28%
5250	Director Comp	13,500	1,200	12,300	91%
5260	Employer FICA/MED	7,200	4,561	2,639	37%
5265	Educational Material	7,250	-	7,250	100%
5270	Elections	18,000	-	18,000	100%
5275	Equipment-Minor/Smal	15,000	(555)	15,555	104%
5280	Ext Data Processing	-	-	-	0%
5282	Refund -- Deposit	-	-	-	0%
5285	Fire & Safety Sup	3,150	249	2,901	92%
5290	Fire Prevent & Insp	900	-	900	100%
5295	Fire Turnout Gear	31,000	2,446	28,554	92%
5296	Fire: Resident Shift	29,200	12,092	17,108	59%
5300	Food	7,000	324	6,676	95%
5305	Fuel	71,000	6,980	64,020	90%
5310	Govt Fees & Permits	23,500	-	23,500	100%
5315	Household Supplies	25,000	3,547	21,453	86%
5316	Instructors	74,190	10,839	63,352	85%
5317	Interest	-	-	-	0%
5320	Insurance	77,150	80,334	(3,184)	-4%
5335	Legal Services	15,000	1,260	13,740	92%
5340	Maint. - Vehicle Sup	2,000	-	2,000	100%
5345	Maint. - Buildings	75,000	458	74,542	99%
5350	Maint. - Equipment	42,400	1,394	41,006	97%
5355	Maint. - Grounds	81,155	1,357	79,798	98%
5360	Maint. Radio/Phones	2,000	-	2,000	100%
5365	Maint. Tires & Tubes	14,000	-	14,000	100%
5370	Maint. Vehicle	34,000	1,302	32,698	96%
5375	Medical Supplies	1,450	-	1,450	100%
5380	Memberships/Subscrip	10,910	-	10,910	100%
5385	Mileage Reimburse	4,400	260	4,140	94%
5395	Miscellaneous	-	(52)	52	0%
5400	Office Supplies	10,500	(2)	10,502	100%
5405	Pool Chemicals	30,000	7,051	22,949	76%
5410	Postage	4,000	356	3,644	91%
5415	Printing	500	135	365	73%
5420	Professional Service	105,333	27,328	78,005	74%
5421	Program Supplies	17,410	1,728	15,682	90%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

General Fund Summary

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5425	Public & Legal Not	600	-	600	100%
5430	Radios	500	-	500	100%
5431	Refund -- Activity/P	-	2,283	(2,283)	0%
5435	Rent/Lease - Bldgs	10,950	-	10,950	100%
5440	Rent/Lease - Equip	2,000	300	1,700	85%
5455	Staff Development	17,250	(663)	17,913	104%
5460	Grill'n & Chill'n	-	-	-	0%
5465	Special Events	8,000	640	7,360	92%
5466	Summer Spectacular	52,000	16,513	35,487	68%
5470	Telephone	31,400	3,854	27,546	88%
5480	Travel/Lodging	10,000	-	10,000	100%
5486	Tuition	1,000	-	1,000	100%
5490	Utilities - Water	79,200	-	79,200	100%
5492	Utilities - Elec/Gas	98,116	32,154	65,962	67%
5493	Utilities - Garbage	-	-	-	0%
5500	Vandalisim	3,000	-	3,000	100%
5501	Cal Fire In Kind Pur	-	-	-	0%
5625	Capital Equipment Ex	138,278	-	138,278	100%
5626	Fire Engine	-	-	-	0%
		-	-	-	0%
	<i>Total services and supplies</i>	<u>5,482,415</u>	<u>288,705</u>	<u>5,193,710</u>	<u>95%</u>
	<i>Total Expenditures</i>	<u>\$ 6,723,315</u>	<u>\$ 543,805</u>	<u>\$ 6,179,510</u>	<u>92%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

1000 - Administration

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4110	Property Tax	\$ -	\$ -	\$ -	0%
4110	Property Tax	316,342	-	316,342	100%
4113	Franchise Fees	167,000	-	167,000	100%
4261	Training Admin. Fee/Reimbursement	-	-	-	0%
4400	Reimbursement	-	-	-	0%
4505	Interest	-	-	-	0%
4505	Interest	9,600	97	9,503	99%
4600	Other Income	-	-	-	0%
	<i>Total Revenues</i>	<u>\$ 492,942</u>	<u>\$ 97</u>	<u>\$ 492,845</u>	<u>100%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 263,923	\$ 18,968	\$ 244,955	93%
5010	Salaries - Seasonal	-	994	(994)	0%
5020	Overtime	1,000	633	367	37%
5130	Health & Dental	58,773	4,154	54,619	93%
5135	Retired: Health	19,821	2,280	17,541	88%
5150	Vision Insurance	425	48	377	89%
5160	CalPERS Employer Retirement	113,806	1,186	112,620	99%
5170	Worker's Compensation	7,918	775	7,143	90%
5180	FICA/Medicare Employer Contribution	421	393	28	7%
5190	UI/TT Contribution	7,680	72	7,608	99%
	<i>Total salaries and benefits</i>	<u>473,767</u>	<u>29,503</u>	<u>444,264</u>	<u>94%</u>
5209	Advertising/Marketing	3,000	32	2,968	99%
5210	Agency Administration Fee	6,767	-	6,767	100%
5220	Audit/Accounting	89,080	-	89,080	100%
5221	Bank Charge	3,000	571	2,429	81%
5230	Clothing/Uniforms	2,000	-	2,000	100%
5231	Computer Software	-	6,618	(6,618)	0%
5232	Computer Hardware	-	-	-	0%
5235	Contractual Services	68,915	-	68,915	100%
5240	Contract Services - Other	-	11,156	(11,156)	0%
5250	Director Compensation	9,900	1,200	8,700	88%
5260	EDC Department Agency	1,800	1,140	660	37%
5265	Educational Materials	-	-	-	0%
5270	Elections	18,000	-	18,000	100%
5275	Equipment-Minor/Small Tools	-	-	-	0%
5300	Food	2,400	19	2,381	99%
5315	Household Supplies	-	-	-	0%
5317	Interest	-	-	-	0%
5320	Insurance	3,800	30,826	(27,026)	-711%
5335	Legal Services	15,000	1,260	13,740	92%
5345	Maint. - Buildings	-	25	(25)	0%
5350	Maint. - Equipment	1,400	80	1,320	94%
5355	Maint. - Grounds	-	-	-	0%
5380	Memberships/Subscriptions	8,300	-	8,300	100%
5385	Mileage Reimbursement	100	-	100	100%
5395	Miscellaneous	-	(57)	57	0%
5400	Office Supplies	3,000	(2)	3,002	100%
5410	Postage	1,100	356	744	68%
5415	Printing	-	-	-	0%
5420	Professional Services	23,500	19,075	4,425	19%
5425	Publications & Legal Notices	100	-	100	100%
5435	Rent/Lease - Bldgs	650	-	650	100%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

1000 - Administration

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5440	Rent/Lease - Equipment	-	-	-	0%
5455	Staff Development	1,500	(725)	2,225	148%
5466	Summer Spectacular	-	89	(89)	0%
5470	Telephone	6,000	454	5,546	92%
5480	Travel/Lodging	-	-	-	0%
5492	Utilities - Elec/Gas	13,500	5,838	7,662	57%
5493	Utilities - Garbage	-	-	-	0%
5625	Capital Equipment Expense	-	-	-	0%
	<i>Total services and supplies</i>	<u>282,812</u>	<u>77,956</u>	<u>204,856</u>	<u>72%</u>
	<i>Total Expenditures</i>	<u>\$ 756,579</u>	<u>\$ 107,459</u>	<u>\$ 649,120</u>	<u>86%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

3000 - Fire & JPA

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4110	Property Tax	\$ 2,768,422	\$ -	\$ 2,768,422	100%
4132	Fire - Plan Review	18,000	-	18,000	100%
4133	Plan Review Fund 9	-	-	-	0%
4142	Tuition	10,000	-	10,000	100%
4260	JPA Reimbursable	1,150,000	-	1,150,000	100%
4262	Fire Apparatus Equipment Reimb	150,000	-	150,000	100%
4410	Weed Abatement	34,136	1,960	32,176	94%
	<i>Total Revenues</i>	<u>\$ 4,130,558</u>	<u>\$ 1,960</u>	<u>\$ 4,128,598</u>	<u>100%</u>
<i>Expenditures</i>					
5010	Salaries-Permanent	\$ 30,582	\$ 3,620	\$ 26,962	88%
5135	Health - Retired	60,278	3,791	56,487	94%
5160	CalPERS Employer Retirement	1,896	51,146	(49,250)	-2598%
5170	Worker's Comp	917	1,317	(400)	-44%
5180	FICA/Medicare Employer	443	277	166	37%
5190	UI/TT Contribution	917	155	762	83%
	<i>Total salaries and benefits</i>	<u>95,033</u>	<u>60,306</u>	<u>34,727</u>	<u>37%</u>
5209	Advertising/Marketin	250	7	243	97%
5210	Agency Administration Fee	67,668	-	67,668	100%
5220	Audit/Accounting	-	-	-	0%
5230	Clothing/Uniforms	2,500	-	2,500	100%
5231	Computer Software	7,500	-	7,500	100%
5235	Contractual Services	-	-	-	0%
5236	Contractual - Provider Services	3,763,473	-	3,763,473	100%
5240	Contractual Services Other	55,000	29,995	25,005	45%
5250	Director Compensation	2,400	-	2,400	100%
5260	EDC Department Agency	1,800	1,140	660	37%
5265	Educational Materials	6,500	-	6,500	100%
5275	Equipment-Minor/Small Tools	2,000	-	2,000	100%
5285	Fire & Safety Supplies	1,500	-	1,500	100%
5295	Fire Turnout Gear	31,000	2,446	28,554	92%
5296	Fire- Volunteer/Resident	29,200	12,092	17,108	59%
5300	Food	1,500	-	1,500	100%
5305	Fuel	62,000	6,980	55,020	89%
5310	Government Fees/Permits	3,000	-	3,000	100%
5315	Household Supplies	6,000	-	6,000	100%
5316	Instructors	-	-	-	0%
5320	Insurance	35,150	22,460	12,690	36%
5335	Legal Services	-	-	-	0%
5340	Maint. - Vehicle Supplies	-	-	-	0%
5345	Maint. - Buildings	11,000	3	10,997	100%
5350	Maint. - Equipment	15,000	1,011	13,989	93%
5355	Maint. - Grounds	3,000	-	3,000	100%
5360	Maint. Radio/Phones	2,000	-	2,000	100%
5365	Maint. Tires & Tubes	12,000	-	12,000	100%
5370	Maint. Vehicle	25,000	853	24,147	97%
5380	Memberships/Subscriptions	850	-	850	100%
5400	Office Supplies	4,000	-	4,000	100%
5410	Postage	2,500	-	2,500	100%
5415	Printing	500	135	365	73%
5420	Professional Services	4,200	588	3,612	86%
5425	Publications & Legal Notices	500	-	500	100%
5430	Radios	500	-	500	100%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

3000 - Fire & JPA

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5440	Rent/Lease - Equipment	-	-	-	0%
5455	Staff Development	10,000	62	9,938	99%
5470	Telephone	15,000	1,005	13,995	93%
5480	Travel/Lodging	1,000	-	1,000	100%
5490	Utilities - Water	7,000	-	7,000	100%
5492	Utilities - Electric/Gas	25,000	3,209	21,791	87%
5625	Capital Equipment Expense	138,278	-	138,278	100%
	<i>Total services and supplies</i>	<u>4,355,769</u>	<u>81,985</u>	<u>4,273,784</u>	<u>98%</u>
	<i>Total Expenditures</i>	<u>\$ 4,450,802</u>	<u>\$ 142,292</u>	<u>\$ 4,308,510</u>	<u>97%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

4000 - Parks

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4110	Property Tax	\$ 711,880	\$ -	\$ 711,880	100%
4181	Cameron Park Lake Revenue	18,840	-	18,840	100%
4182	Reservations	7,968	-	7,968	100%
4185	Community Center Rentals	-	-	-	0%
4190	Parks/Field Use Revenue	37,574	-	37,574	100%
4250	Donations	-	-	-	0%
4400	Reimbursement	-	-	-	0%
4600	Other Income	-	-	-	0%
4120	Quimby Fees	31,000	-	31,000	100%
	<i>Total Revenues</i>	<u>\$ 807,262</u>	<u>\$ -</u>	<u>\$ 807,262</u>	<u>100%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 123,924	\$ 8,442	\$ 115,482	93%
5010	Salaries - Seasonal	29,400	-	29,400	100%
5020	Overtime	500	335	165	33%
5135	Health - Retired	8,448	1,331	7,117	84%
5130	Health Benefit	53,027	1,841	51,186	97%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	482	54	428	89%
5160	Retiree Benefits	29,317	85,168	(55,851)	-191%
5170	Worker's Comp	4,600	2,325	2,275	49%
5180	FICA/Medicare Employ	-	183	(183)	0%
5190	UI/TT Contribution	4,600	243	4,357	95%
	<i>Total salaries and benefits</i>	<u>254,298</u>	<u>99,924</u>	<u>154,374</u>	<u>61%</u>
5209	Advertising/Marketing	1,000	32	968	97%
5210	Agency Administration Fee	17,400	-	17,400	100%
5215	Agriculture	13,186	984	12,202	93%
5220	Audit/Accounting	-	-	-	0%
5221	Bank Charge	2,500	-	2,500	100%
5230	Clothing/Uniforms	2,000	-	2,000	100%
5231	Computer Software	4,000	-	4,000	100%
5235	Contractual Services	-	7,031	(7,031)	0%
5240	Contract Services - Other	-	500	(500)	0%
5250	Director Compensation	1,200	-	1,200	100%
5260	EDC Department Agency	1,800	1,140	660	37%
5265	Educational Material	750	-	750	100%
5275	Equipment-Minor/Small Tools	10,000	-	10,000	100%
5285	Fire & Safety Supplies	1,250	249	1,001	80%
5300	Food	1,000	-	1,000	100%
5305	Fuel	9,000	-	9,000	100%
5310	Government Fees/Permits	16,000	-	16,000	100%
5315	Household Supplies	3,000	943	2,057	69%
5320	Insurance	20,050	27,048	(6,998)	-35%
5335	Legal Services	-	-	-	0%
5340	Maint. - Vehicle Sup	2,000	-	2,000	100%
5345	Maint. - Buildings	47,000	79	46,921	100%
5350	Maint. - Equipment	13,000	-	13,000	100%
5355	Maint. - Grounds	70,155	1,344	68,811	98%
5365	Maint. Tires & Tubes	2,000	-	2,000	100%
5370	Maint. Vehicle	8,000	449	7,551	94%
5375	Medical Supplies	500	-	500	100%
5380	Memberships/Subscriptions	1,000	-	1,000	100%
5385	Mileage Reimburse	500	-	500	100%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

4000 - Parks

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5395	Miscellaneous	-	-	-	0%
5400	Office Supplies	1,500	-	1,500	100%
5405	Pool Chemicals	15,000	3,240	11,760	78%
5410	Postage	-	-	-	0%
5415	Printing	-	-	-	0%
5420	Professional Services	41,500	3,050	38,450	93%
5425	Publications & Legal Notices	-	-	-	0%
5435	Rent/Lease - Bldgs	-	-	-	0%
5440	Rent/Lease - Equipment	2,000	-	2,000	100%
5455	Staff Development	4,500	-	4,500	100%
5466	Summer Spectacular		2,131	(2,131)	0%
5470	Telephone	4,700	1,066	3,634	77%
5486	Tuition	1,000	-	1,000	100%
5490	Utilities - Water	22,200	-	22,200	100%
5492	Utilities - Electric/Gas	50,000	11,432	38,568	77%
5500	Vandalism	3,000	-	3,000	100%
5501	Cal Fire In Kind Purchases	-	-	-	0%
5625	Capital Equipment Expense	-	-	-	0%
	<i>Total services and supplies</i>	<u>393,691</u>	<u>60,718</u>	<u>332,973</u>	<u>85%</u>
	<i>Total Expenditures</i>	<u>\$ 647,989</u>	<u>\$ 160,642</u>	<u>\$ 487,347</u>	<u>75%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

5000 - Recreation

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4110	PropertyTax	\$ 197,744	\$ -	\$ 197,744	100%
4145	Youth Programs	37,962	2,020	35,942	95%
4146	Adult Programs	29,669	293	29,376	99%
4147	Youth Sports	98,418	1,858	96,560	98%
4148	Adult Sports	16,488	810	15,678	95%
4149	Camp Revenues	12,804	5	12,799	100%
4154	Recreation Program	12,522	-	12,522	100%
4170	Special Events	42,000	900	41,100	98%
4180	CP Lake Day - Kiosk	40,800	7,099	33,701	83%
4181	CP Lake Season Pass	18,840	371	18,470	98%
4182	CP Lake Reservations	1,992	-	1,992	100%
4183	Summer Kids Camp	40,800	-	40,800	100%
4184	CP Lake Concessions	7,800	1,783	6,018	77%
4186	Gym Use Fees	14,400	-	14,400	100%
4187	Community Center Pool Use Fees	75,150	-	75,150	100%
4190	Parks/Facility Revenue	5,040	-	5,040	100%
4195	Special Event Park Rental	-	-	-	0%
4209	Brochure Ads	1,000	-	1,000	100%
4215	Grill'n & Chill'n	-	-	-	0%
4220	Summer Spectacular	30,800	24,652	6,148	20%
4255	Sponsorships	30,000	-	30,000	100%
4400	Reimbursement	20,000	-	20,000	100%
4600	Other Income	3,000	-	3,000	100%
	<i>Total Revenues</i>	<u>\$ 737,229</u>	<u>\$ 39,790</u>	<u>\$ 697,439</u>	<u>95%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 36,181	\$ 7,194	\$ 28,987	80%
5010	Salaries - Seasonal	156,417	14,290	142,127	91%
5020	overtime	2,000	743	1,257	63%
5130	Health Benefit	32,921	2,681	30,240	92%
5135	Retired: Health	-	-	-	0%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	412	35	377	92%
5160	Retiree Benefits	24,454	659	23,795	97%
5170	Worker's Compensation	988	1,395	(407)	-41%
5180	FICA/Medicare Employer Contribution	-	1,241	(1,241)	0%
5190	UI/TT Contribtuion	2,525	1,086	1,439	57%
	<i>Total salaries and benefits</i>	<u>255,898</u>	<u>29,324</u>	<u>226,574</u>	<u>89%</u>
5209	Advertising/Marketing	31,000	323	30,677	99%
5210	Agency Administration Fee	4,833	-	4,833	100%
5220	Audit/Accounting	4,833	-	4,833	100%
5221	Bank Charge	3,000	-	3,000	100%
5230	Clothing/Uniforms	1,000	-	1,000	100%
5231	Computer Software	12,600	2,754	9,846	78%
5235	Contractual Services	-	-	-	0%
5240	Contract Services - Other	3,768	-	3,768	100%
5260	EDC Department Agency	1,800	1,140	660	37%
5275	Equipment-Minor/Small Tools	-	-	-	0%
5282	Refund -- Deposit	-	-	-	0%
5285	Fire & Safety Sup	-	-	-	0%
5300	Food	2,100	287	1,813	86%
5310	Govt Fees & Permits	-	-	-	0%
5316	Instructors	74,190	4,120	70,070	94%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

5000 - Recreation

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5320	Insurance	7,950	-	7,950	100%
5335	Legal Services	-	-	-	0%
5345	Maint. - Buildings	-	-	-	0%
5350	Maint. - Equipment	1,000	53	947	95%
5375	Medical Supplies	800	-	800	100%
5380	Memberships/Subscriptions	460	-	460	100%
5385	Mileage Reimbursement	3,800	-	3,800	100%
5395	Miscellaneous	-	5	(5)	0%
5400	Office Supplies	2,000	-	2,000	100%
5410	Postage	400	-	400	100%
5415	Printing	-	-	-	0%
5420	Professional Services	9,840	1,386	8,454	86%
5421	Program Supplies	17,410	127	17,283	99%
5431	Refund -- Activity/Pass	-	1,411	(1,411)	0%
5435	Rent/Lease - Bldgs	10,300	-	10,300	100%
5440	Rent/Lease - Equipment	-	150	(150)	0%
5455	Staff Development	500	-	500	100%
5465	Special Events	8,000	640	7,360	92%
5466	Summer Spectacular	52,000	14,172	37,828	73%
5470	Telephone	3,700	468	3,232	87%
5480	Travel/Lodging	-	-	-	0%
5492	Utilities - Elec/Gas	6,616	5,838	778	12%
	<i>Total services and supplies</i>	<u>263,900</u>	<u>32,873</u>	<u>231,027</u>	<u>88%</u>
	<i>Total Expenditures</i>	<u>\$ 519,798</u>	<u>\$ 62,198</u>	<u>\$ 457,600</u>	<u>88%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

7000 - COMMUNITY CENTER

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4145	Community Center You	\$ -	\$ 1,786	\$ (1,786)	0%
4146	Community Center Adu	-	790	(790)	0%
4147	Youth Sports	-	3,937	(3,937)	0%
4148	CC Adult Sports	-	150	(150)	0%
4153	Senior Programs	-	1,130	(1,130)	0%
4183	Summer Kids Camp	-	12,318	(12,318)	0%
4184	Community Center Con	-	1,469	(1,469)	0%
4185	Community Ctr Rental	78,000	6,609	71,392	92%
4186	CC Gym Rental	14,400	1,368	13,033	91%
4187	Community Center Poo	86,256	31,379	54,877	64%
4400	Reimbursement	-	-	-	0%
4154	Recreation Program	-	-	-	0%
4190	Facility Use Revenue	-	-	-	0%
	<i>Total Revenues</i>	<u>\$ 178,656</u>	<u>\$ 60,935</u>	<u>\$ 117,721</u>	<u>66%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 61,217	\$ 4,056	\$ 57,161	93%
5010	Salaries - Seasonal	49,000	23,526	25,474	52%
5020	Overtime	2,000	9	1,991	100%
5130	Health Benefits	13,792	2,004	11,788	85%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	281	-	281	100%
5160	Retiree Benefits	28,387	1,448	26,939	95%
5170	Worker's Compensation	3,307	1,550	1,757	53%
5180	FICA/Medicare Employer Contribution	613	1,849	(1,236)	-202%
5190	UI/TT Contribution	3,307	1,600	1,707	52%
	<i>Total salaries and benefits</i>	<u>161,904</u>	<u>36,042</u>	<u>125,862</u>	<u>78%</u>
5209	Advertising/Marketing	-	283	(283)	0%
5215	Agriculture	-	-	-	0%
5220	Audit/Accounting	-	-	-	0%
5221	Bank Charge	3,500	-	3,500	100%
5230	Clothing/Uniforms	750	-	750	100%
5231	Computer Software	2,500	2,754	(254)	-10%
5235	Contractual Services	-	5,092	(5,092)	0%
5240	Contract Services - Other	-	900	(900)	0%
5260	EDC Department Agency	-	-	-	0%
5275	Equipment-Minor/Small Tools	3,000	(555)	3,555	119%
5282	Refund -- Deposit	-	-	-	0%
5285	Fire & Safety Supplies	400	-	400	100%
5290	Fire Prevent & Insp	900	-	900	100%
5300	Food	-	19	(19)	0%
5310	Government Fees/Permits	4,500	-	4,500	100%
5315	Household Supplies	16,000	2,604	13,396	84%
5316	Instructors	-	6,719	(6,719)	0%
5320	Insurance	10,200	-	10,200	100%
5335	Legal Services	-	-	-	0%
5340	Maint. - Vehicle Supplies	-	-	-	0%
5345	Maint. - Buildings	17,000	351	16,649	98%
5350	Maint. - Equipment	12,000	250	11,750	98%
5355	Maint. - Grounds	8,000	13	7,987	100%
5370	Maint. Vehicle	1,000	-	1,000	100%
5375	Medical Supplies	150	-	150	100%
5380	Memberships/Subscrip	300	-	300	100%

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

7000 - COMMUNITY CENTER

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
5385	Mileage Reimbursement	-	260	(260)	0%
5400	Office Supplies	-	-	-	0%
5405	Pool Chemicals	15,000	3,812	11,188	75%
5410	Postage	-	-	-	0%
5415	Printing	-	-	-	0%
5420	Professional Services	26,293	3,229	23,064	88%
5421	Program Supplies	-	1,601	(1,601)	0%
5431	Refund -- Activity/Pass	-	872	(872)	0%
5435	Rent/Lease - Bldgs	-	-	-	0%
5440	Rent/Lease - Equipment	-	150	(150)	0%
5455	Staff Development	750	-	750	100%
5465	Special Events	-	-	-	0%
5466	Summer Spectacular	-	121	(121)	0%
5470	Telephone	2,000	861	1,139	57%
5480	Travel/Lodging	9,000	-	9,000	100%
5490	Utilities - Water	50,000	-	50,000	100%
5492	Utilities - Electric/Gas	3,000	5,838	(2,838)	-95%
5625	Capital Equipment Expense	-	-	-	0%
	<i>Total services and supplies</i>	<u>186,243</u>	<u>35,173</u>	<u>151,070</u>	<u>81%</u>
	<i>Total Expenditures</i>	<u>\$ 348,147</u>	<u>\$ 71,215</u>	<u>\$ 276,932</u>	<u>80%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT
Final Budget
Fund 02 - CC&R
Fiscal Year 2018-19 Actual
July 1 - July 31, 2018

FY 2018-19					
ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
	Fund Bal From County	19,141			
4115	CC&R Special Tax	\$ -	\$ -	\$ -	0%
4118	Delinquent Costs and Penalties	-	-	-	0%
4135	Special Assessment	81,600	-	81,600	100%
4140	Arc Review Fees	19,800	800	19,000	96%
4400	Reimbursement	-	-	-	0%
4450	Settlements	-	-	-	0%
4505	Interest	-	-	-	0%
	<i>Total Revenues</i>	<u>\$ 120,541</u>	<u>\$ 800</u>	<u>\$ 100,600</u>	<u>83%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 46,120	\$ 16,054	\$ 30,066	65%
5020	Overtime	-	95	(95)	0%
5130	Health Benefits	9,192	123	9,069	99%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	132	22	110	84%
5160	CalPERS Employer Retirement	17,601	361	17,240	98%
5170	Worker's Comp	1,384	387	997	72%
5180	FICA/Medicare Employ	-	230	(230)	0%
5190	UI/TT Contribuion	1,384	174	1,210	87%
	<i>Total salaries and benefits</i>	<u>75,813</u>	<u>17,446</u>	<u>58,367</u>	<u>77%</u>
5209	Advertising/Marketing	500	7	493	99%
5210	Agency Administration Fee	2,000	-	2,000	100%
5220	Audit/Accounting	-	-	-	0%
5221	Bank Charge	200	-	200	100%
5230	Clothing/Uniform	250	-	250	100%
5231	Computer Software	7,980	165	7,815	98%
5235	Contractual Services	-	-	-	0%
5240	Contractual Services	3,768	-	3,768	100%
5250	Director Compensation	-	-	-	0%
5260	EDC Department Agency	1,500	-	1,500	100%
5275	Equipment-Small Tools	-	-	-	0%
5300	Food	100	-	100	100%
5305	Fuel	950	-	950	100%
5320	Insurance	2,850	767	2,083	73%
5335	Legal Services	20,000	656	19,344	97%
5345	Maint. - Buidlings	-	-	-	0%
5350	Maint. - Equipment	200	13	187	93%
5370	Maint. Vehicle	1,100	186	914	83%
5380	Memberships/Subscrip	30	-	30	100%
5400	Office Supplies	1,000	-	1,000	100%
5410	Postage	300	-	300	100%
5415	Printing	-	-	-	0%
5420	Professional Services	-	821	(821)	0%
5425	Publications & Legal Notices	-	-	-	0%
5435	Rent/Lease - Bldgs	-	-	-	0%
5470	Telephone	2,000	354	1,646	82%
5492	Utilities - Elec/Gas	-	-	-	0%
	<i>Total services and supplies</i>	<u>44,728</u>	<u>2,969</u>	<u>41,759</u>	<u>93%</u>
	<i>Total Expenditures</i>	<u>\$ 120,541</u>	<u>\$ 20,415</u>	<u>\$ 100,126</u>	<u>83%</u>

CAMERON PARK COMMUNITY SERVICES DISTRICT

Final Budget

Fund 30-50 - LLADs

Fiscal Year 2018-19 Actual

July 1 - July 31, 2018

FY 2018-19

ACCOUNT	ACCOUNT DESC.	FINAL BUDGET	July 2018 Actual	Remaining Budget	% Remaining Budget
<i>Revenues</i>					
4135	Special Assessments	\$ 286,423	\$ -	\$ 286,423	100%
4190	Facility Use Revenue	3,200	\$ -	\$ 3,200	100%
4350	Special Assessments	-	-	-	0%
4998	Auditor Adj- Fund Balance	-	-	-	0%
4505	Interest Income	13,900	-	13,900	100%
	<i>Total Revenues</i>	<u>\$ 303,523</u>	<u>\$ -</u>	<u>\$ 303,523</u>	<u>100%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 98,955	2,605	\$ 96,350	97%
5336	Salaries - Permanent	-	-	-	0%
5130	Health Benefits	13,140	-	13,140	100%
5140	Dental Insurance	-	-	-	0%
5150	Vision Insurance	181	-	181	100%
5160	Retiree Benefits	1,590	-	1,590	100%
5170	Worker's Comp	4,098	-	4,098	100%
5180	FICA/Medicare Employ	-	-	-	0%
5190	UI/TT Contribution	-	-	-	0%
	<i>Total salaries and benefits</i>	<u>117,964</u>	<u>2,605</u>	<u>115,359</u>	<u>98%</u>
5210	Agency Admin Fee	\$ -	\$ 5,172	\$ (5,172)	0%
5215	Agriculture	-	590	(590)	0%
5235	Contractual Service	-	2,318	(2,318)	0%
5230	Clothing/Uniforms	-	-	-	0%
5240	Contractual Service	-	-	-	0%
5255	District Overhead	-	-	-	0%
5275	Equipment-Minor/Small Tools	-	-	-	0%
5305	Fuel	-	-	-	0%
5335	Legal Services	-	-	-	0%
5340	Maint. - Vehicle Sup	-	-	-	0%
5350	Maint. - Equipment	4,900	3,842	1,058	22%
5355	Maint. Grounds	49,705	305	49,400	99%
5370	Maint. - Vehicle	2,750	-	2,750	100%
5400	Office Supplies	6,500	-	6,500	100%
5455	Staff Development	1,600	-	1,600	100%
5470	Telephone	901	-	901	100%
5420	Professional Services (Engineering)	18,000	-	18,000	100%
5490	Utilities - Electric	111,690	12	111,678	100%
5492	Utilities- Electric/Gas	-	9,409	(9,409)	0%
5495	Utilites - Water/Irr	20,558	-	20,558	100%
5625	Capital Equipment Expense	-	-	-	0%
5500	Vandalism	-	-	-	0%
5625	Capital Improvement	61,120	-	61,120	100%
9999	Reconciliation Account	-	-	-	0%
	<i>Total services and supplies</i>	<u>277,724</u>	<u>21,648</u>	<u>256,076</u>	<u>92%</u>
	<i>Total Expenditures</i>	<u>\$ 395,688</u>	<u>\$ 24,253</u>	<u>\$ 371,435</u>	<u>94%</u>



Agenda Transmittal

DATE: September 19, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: **RESPONSE TO GRAND JURY REPORT, CASE 17-01**

RECOMMENDED ACTION: **APPROVE GRAND JURY RESPONSE AND REVISION OF POLICY NO. 4090 TRAINING**

BACKGROUND

The El Dorado County Grand Jury publicly released a report on June 8, 2018, Case 17-01: Cameron Park Community Services District (Attachment A). The Grand Jury investigated multiple claims of employee harassment, disruptive behavior at board meetings, a U.S. Department of Labor investigation and fiscal concerns at the Cameron Park Community Services District (District). The Grand Jury looked for significant systemic issues that might continue to hamper the District's ability to govern and provide services to its residents.

DISCUSSION

The report contains ten Findings and five Recommendations. The District is instructed to respond to Findings F3, F7, F8, F9, and F10; and all of the Recommendations within 90 days from the release of the report. The District was granted a 30-day extension for the response to October 8, 2018. Staff prepared the following response to the Findings and Recommendations. The Budget and Administration Committee reviewed, discussed, edited and supported moving the response on to the Board for consideration.

F3. District Policy 4090 about training is inadequate in that it does not require training for directors, even topics where California State law requires training.

Response: Respondent Agrees with Finding. While District Policy 4090 does not specify required training for directors, the District has followed California State law in requiring that directors receive *Harassment Prevention Training* and *Ethics AB 1234 Compliance Training*. In addition, special training is periodically provided for directors, especially the newer members. In 2018, training topics included:

- What is a Special District?
- Parliamentary Procedure
- The Brown Act and Ethics
- Finance for Special Districts

Additional training will be provided as directors express the need and staff will be editing the current policy and providing a recommendation to the Board of Directors.

F7. There are significant deficiencies with the District's financial record keeping.

Response: Respondent Disagrees Partially with Finding. Until 2016, the District adhered to auditing practices and results of audits showed no abnormalities. The District is currently behind one year, and will be current by early 2019.

Over the past 18 months, there has been a turnover of all the Finance Office staff. Permanent employees left and were unsuccessfully replaced with individuals provided by a temp agency. Once the current General Manager took over, the temporary employees were, once again, replaced with permanent employees. These employees have a vested interest in staying with the District and have been instrumental in making improvements to the department.

District has also procured a new financial software system to replace the old, unsupported system, and the transition to the new system is occurring now. The first financial report is scheduled to be released to the Board at the September Board meeting.

The Rec Trac program registration and facility use reservation system tracks the District's revenues, and is being updated to the most current module. Once updated (expected late Fall 2018), these software systems will represent the District tracking methodology for all expenditures and revenues.

A dual audit is scheduled for early 2019 for Fiscal Years 2016-17 and 2017-18 to bring the District current.

F8. There may be opportunities to increase revenue-generating use of District facilities.

Response: Respondent Agrees with Findings. Staff are exploring all areas to increase use of the District's facilities, especially the Community Center. Fees are being reviewed and compared to surrounding agencies with comparable facilities. Fee adjustments will be presented to the Board. A survey is also being considered to determine residents' needs and what we can do to meet these needs, thus increasing revenue-generating use. Great customer service is a District goal to increase returning and new clients.

F9. The District Strategic Plan is not being used to guide policy decisions.

Response: Respondent Disagrees Wholly with Finding. Under previous General Manager, the Five-Year Strategic Plan (Plan) was updated in 2016, which was a public process with community and all staff involved. These goals were compared with the goals of other District plans:

- Marketing Plan
- Five-Year Forecast and Assessment
- Fire Department Master Plan
- Goals
- Capital Improvement Plan

The purpose of this comparison was to determine similar goals and create a plan with a timeline to prioritize and achieve these goals. Shortly after this was created, the District underwent a major transition and that General Manager left the District. The current General Manager reviewed the Plan when she began employment, but it was not used as a guide and resource in the first months. The Plan has been pulled for review and being actively used as a guide for future budget decisions. Staff will work with the Budget and Administration Committee to begin citing the Strategic Goals in all Board reports.

F10. The District website is missing links to important district documents.

Response: The District Disagrees Partially with Finding. In March, 2016, the website was revised and made compliant with the Americans with Disabilities Act (ADA). Since then, the process for updating the website fell to several staff, and there was not centralized process to ensure the website had current, accurate information. A few missing documents, such as the Strategic Plan, along with the District Fiscal Year 2018-19 budget, are now posted. Staff are meeting with the website contractor this week to discuss roles, responsibilities and processes for improvements.

R1. District should amend Policy 4090 no later than October 31, 2018 to mandate training for directors and managers. Mandatory training should, at a minimum, include topics on ethics and harassment required by State law.

Response: Recommendation will be implementing in next 60 days. Attached in Track Changes is Policy 4090 for the Committees review (Attachment B).

R2. Newly-appointed directors and the general manager should attend the California Special Districts Association Leadership Academy no later than December 31, 2018.

Response: Recommendation requires further analysis during budget process, not to exceed six months. The next Leadership Academy will be April 2019 in San Diego and July 2019 in Napa; details regarding costs have not been released and District attendee(s) will be determined. The General Manager attended the California Special District Association (CSDA) General Manager Leadership Summit in June 2018, with a full scholarship provided by the Special District Leadership Academy, which had many similar topics as the Leadership Academy. The board clerk is scheduled to attend the Board Secretary/Clerk Conference in October and staff have applied for another scholarship. Funds for training is limited and will be contained within the budget; webinars will be encouraged.

Board members have actively sought training in recent years from CSDA, especially on-line webinars and Gold Country Chapter trainings. Topics included ethics, financial planning and risk management (*What is a Special District, Parliamentary Procedure, The Brown Act and Ethics, Your Role as a Director and Finance for Special Districts*). The District hosted a series on local government which Board members attended February through May 2018. Topics included what is a special district, special district financing, parliamentary procedures, and Brown Act and ethics. Information about additional opportunities for ongoing training have been provided to the Board members.

R3. District staff should develop a written plan by October 31, 2018 designed to increase rental revenues from district facilities.

Response: Recommendation is being implemented in next three months. Staff are reviewing District facility use fees and comparing those fees to surrounding communities to ensure the District remains competitive and consistent with industry standards. A District Marketing Plan was approved in 2017 which provided guidance to staff on maximizing revenues. A report is scheduled for the Board's review in October that will recommend new and revised fees in all business areas of the District, including the Community Center, architectural review, Fire Marshal and recreation programs. Efforts are being made to ensure responsible use of District facilities to protect the asset. Staff are also working to improve customer service to drive an increase in use as well. Revenues for the community center are trending upward.

R4. The Board should review and update the Strategic Plan as needed by October 31, 2018.

Response: Recommendation has been implemented. In a recent Board Budget staff report, the Strategic Plan's goals were cited to ensure that the budget adjustments would be consistent with the Strategic Plan. Staff will continue to cite how District projects, programs and initiatives are consistent with the Strategic Plan by citing the Strategic Goal in Board staff reports.

R5. No later than October 31, 2018, the District should provide resources and training for staff to update and maintain the District website.

Response: Recommendation is being implemented and is to be completed in next three months. There has been a recent turnover of several key staff positions. Staff has begun meeting with Uptown Studios, the District's website contractor, to determine services, roles, responsibilities, costs and provide training. Staff's plan is to evaluate the current website and make changes that will be consistent with the California Special District Association's Transparency Certificate. This change may take several months, and staff have a goal to apply for a Transparency Certificate in 2019.

Next Steps

If approved, the response will be sent to the Presiding Judge at El Dorado Superior Court, Honorable Suzanne N. Kingsbury.

FINANCIAL IMPACT

There may or may not be a financial impact to the District. Staff have budgeted for training and website costs, and any additional costs may be offset by increased revenues related to fees. Any financial impact will either be absorbed in the current budget or be requested in upcoming budget adjustments.

Attachments

A: Grand Jury Report, Case 17-01

B: Proposed Changes - Policy 4090 Training

STATE OF CALIFORNIA

GRAND JURY
El Dorado County

P.O. Box 472
Placerville, California 95667
(530) 621-7477 Fax: (530) 295-0763
grand.jury@edcgov.us



CONFIDENTIAL

June 4, 2018

Holly Morrison, President
Cameron Park Community Services District Board of Directors
5202 Country Club Drive
Cameron Park, CA 95682

Dear Ms. Morrison,

The 2017-2018 El Dorado County Grand Jury has completed the attached report, **17-01 CAMERON PARK COMMUNITY SERVICES DISTRICT**. It is being provided to you at least *two days in advance of its public release*, as required by California Penal Code §933.05 (f):

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

Please refer to the section REQUEST FOR RESPONSES near or at the end of the report for the timing of your response, if any, as required by the Penal Code.

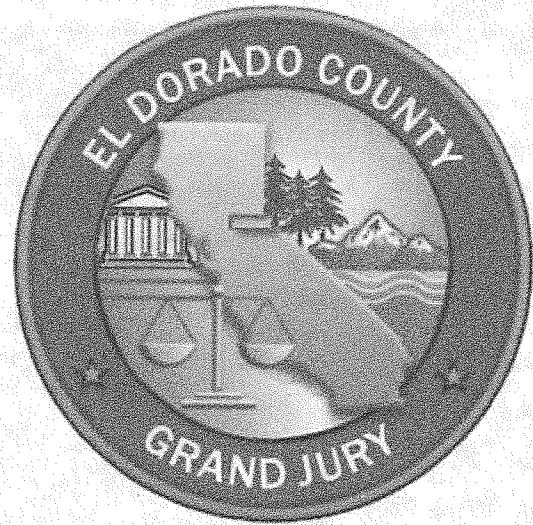
Please keep in mind that this report must be kept confidential until its public release by the Grand Jury.

Sincerely,

A handwritten signature in black ink that reads "Tom Simpson". The signature is written in a cursive, slightly slanted style.

Tom Simpson, Foreperson

EL DORADO COUNTY
2017-2018 GRAND JURY
REPORT



CAMERON PARK
COMMUNITY SERVICES DISTRICT

CASE 17-01 • JUNE 4, 2018

Public Release

JUNE 8, 2018

EL DORADO COUNTY 2017-2018 GRAND JURY

CAMERON PARK COMMUNITY SERVICES DISTRICT

Case 17-01 • June 30, 2018

The Grand Jury investigated multiple claims of employee harassment, disruptive behavior at board meetings, a U.S. Department of Labor investigation and fiscal concerns at the Cameron Park Community Services District.

BACKGROUND

Cameron Park is an unincorporated community in El Dorado County, California, about 30 miles east of Sacramento and 70 miles west of South Lake Tahoe. Located along the US Highway 50 corridor on the western slope of the Sierra Nevada, it covers about nine square miles and has approximately 19,000 residents.

A Community Services District is a form of independent local government providing various services in unincorporated areas of a county. The Cameron Park Community Services District (CPCSD or District) was formed in 1961. It is led by a five-member elected Board of Directors and an appointed general manager. Today, the CPCSD administers fire and emergency services, parks and recreation, lighting and landscaping, solid waste disposal and recycling for residents and enforces covenants, conditions and restrictions (CC&R's) of various homeowners associations.

The CPCSD came to the attention of the Grand Jury when citizens claimed the Board failed to act upon complaints of bullying and harassment of District employees by the General Manager. In March 2017, the District was investigated by the U.S. Department of Labor for failing to properly pay overtime to employees. The Grand Jury looked for significant systemic issues that might continue to hamper the District's ability to govern and provide services to its residents.

METHODOLOGY

- Reviewed prior grand jury reports about this, and other, special districts.
- Interviewed District officials, employees, Cameron Park residents and El Dorado County officials.
- Attended Board meetings and a workshop.
- Examined District facilities.
- Reviewed reports from El Dorado County agencies on specific aspects of CPCSD.
- Reviewed District policies and procedures.
- Reviewed the District Five-year Strategic Plan.
- Reviewed District annual budgets.
- Reviewed District Board of Directors meeting agendas and minutes.
- Reviewed the District website as well as other websites pertinent to the operation of special districts in California.
- Reviewed the U.S. Department of Labor document, *Back Wage Compliance and Payment Agreement*, regarding non-payment of District employees for overtime worked.

DISCUSSION

Overall, the Grand Jury found the district is making progress towards correcting the issues investigated.

Board Meetings

The Grand Jury learned of disrespectful and disruptive behavior by members of the public at Board of Directors meetings. Grand Jurors who attended meetings observed directors maintaining a professional and respectful demeanor despite occasional citizen discord and outbursts.

Board meetings observed by the Grand Jury met California public meeting requirements, including advance posting of board meeting agendas on the District website and allowing public input at meetings. Adopted minutes of prior board meetings are posted on the website. Board meetings were conducted in a professional and organized manner by District directors and staff.

Reports of Sheriff Deputies at board meetings were investigated. An incident where a County Deputy Sheriff was called in response to public disruption at a board meeting in November 2015 was documented. The Deputy removed a disruptive member of the audience. On at least one other occasion Sheriff Deputies were preemptively stationed at a board meeting in anticipation of potential disturbances.

The District recently implemented videotaping of board meetings. Video recordings are available via the District website.

Directors

Some observers maintain that the timing of past director resignations were orchestrated by the Board of Directors to facilitate the appointment of selected individuals to positions on the Board rather than open elections. A review of the election and appointment of District directors since 2000 did not find any unusual patterns of resignations and appointments. Though there were a few appointments, a far greater number of directors were selected through the normal election process, some serving two or more four-year terms.

Two board members resigned in 2017 at about the same time the General Manager resigned. The Grand Jury determined that both resignations were for personal reasons and unrelated to any issues on the board. Two new directors were sought. A public process to solicit and interview applicants was conducted by the District. New directors were appointed in September 2017.

Training

The Grand Jury found formal training or orientation is not provided to new directors upon assuming office. New directors are provided binders containing the District's policies, procedures and information on the District's programs. Although District policy 4090 defines training for elected directors, it is general in nature and only encourages training for directors. It does not require training, nor does it address mandatory ethics and sexual harassment training required under California law.

District staff advised the Grand Jury that training on public meeting laws, requirements for elected public officials, good governance and other related topics would be useful to both new and existing directors.

The District has access to a variety of training opportunities. Membership in the California Special Districts Association (CSDA) includes a Special District Leadership Academy session on essential governance responsibilities. The District scheduled a series of public workshops on special district governance and operations starting in early February 2018. They will be attended by District board members and staff and are open to the public. The initial workshop was conducted with the assistance and support of CSDA staff.

Public Outreach/Community Involvement

The General Manager resigned in April 2017 amid citizen claims that the board failed to act upon complaints of bullying and harassment of district employees by the General Manager.

The District conducted a public workshop in Fall 2017 to obtain community input regarding the selection of a new general manager. Input from this meeting was used to help determine the desirable qualifications and characteristics used in the recruitment. Recruitment was conducted with the assistance of a professional executive recruitment firm. A new General Manager was found and subsequently hired in November 2017.

Employee Morale

The Grand Jury investigated poor employee morale and loss of long term employees in key positions. Employee morale clearly declined under the previous general manager. A U.S. Department of Labor investigation initiated by a CPCSD employee, found that District employees were due significant back pay for overtime worked. Employee complaints prompted the District to hire a firm specializing in employment law to investigate the complaints. While the nature of those complaints are confidential personnel matters and not subject to grand jury investigation, it appears that employee turnover seems to have been a symptom of a greater organizational morale problem. Recent indications show that employee morale is improving under new management.

Recordkeeping

District finances are somewhat in disarray. More than two years elapsed without an audit by an independent certified public accountant as required by district policy. An audit was underway at the time that this investigation was conducted by the Grand Jury.

Separate from the regular financial audit process, the District hired a certified public accounting firm to perform forensic accounting to determine and correct problems and uncertainties with past financial records. While the Grand Jury did not delve into the details of this process, the accounting firm has been working on financial records since July 2017 and continues as of the writing of this report. The Board took a major step toward improving financial record-keeping when they approved hiring a Finance Director / Human Resources Manager at the January 17, 2018 board meeting. The position was subsequently filled in March.

Revenue

Revenue is a continuing challenge as it is with many government agencies. Most revenue comes from sources beyond the District's control such as property taxes. One source that can be influenced is rental of District facilities for public use. The District website has a facilities rental page identifying the many facilities available for rent along with complete rental information and an application.

Additional revenue comes from district programs and activities fees. The District publishes a brochure of programs and activities that is delivered to residents, as well as publicizing the programs and activities via its website, social media and local print media. The calendar shows the programs and activities offered are robust and varied.

Strategic Plan

The District adopted a five-year Strategic Plan in February 2016. It provides a roadmap for policy and decision making over a five-year period. It identified nine strategic elements where the District would focus time and resources over the next five years and to provide a roadmap for decision making.

- A. Optimize Reserve Programs
- B. Increase Revenues
- C. Increase Participation in Programs and Facilities Usage
- D. Continue to Follow Existing Top-Level Plans
- E. Maintain and Improve Fire Service
- F. Enhance Our Relations with the County and the Community
- G. Strengthen Community Partnerships
- H. Address Deferred Maintenance Needs
- I. Stay Ahead of Best Practices for Administration of the District

The Grand Jury determined that the plan might provide a reasonable guide for good governance, administration, policy and decision making. However, there is little evidence that it has been widely followed, considered or referenced by the board and staff since it was adopted.

Website

Review of the Strategic Plan led the Grand Jury on a partially successful journey through the District website, www.cameronpark.org, to find reports and documents referenced in the Strategic Plan. While the website was updated with professional contract assistance in the recent past, it is still missing links to important documents. The website is current on things like board meeting agendas and minutes, district budgets, financial audit information and other matters of public interest. The District does not have an employee with training and skills in website design and administration to keep the website up to date.

FINDINGS

- F1. District Board meetings were conducted in a professional manner, even when confronted with disruptive and disrespectful behavior from members of the community.
- F2. The Grand Jury determined that there were no unusual patterns in the resignations and appointments of directors.
- F3. District Policy 4090 about training is inadequate in that it does not require training for directors, even for topics where California State law requires training.
- F4. The California Special Districts Association Leadership Academy is a valuable training opportunity for newly-appointed or elected district officers and newly-appointed general managers.
- F5. The District has taken a number of positive steps to enhance public outreach and encourage community involvement.
- F6. Employee morale is improving under the new leadership in District staff and the Board.
- F7. There are significant deficiencies with the District's financial record keeping.
- F8. There may be opportunities to increase revenue-generating use of District facilities.
- F9. The District Strategic Plan is not being used to guide policy decisions.
- F10. The District website is missing links to important district documents.

RECOMMENDATIONS

- R1. The District should amend Policy 4090 no later than October 31, 2018 to mandate training for directors and managers. Mandatory training should, at a minimum, include the topics on ethics and harassment required by State law.
- R2. Newly-appointed directors and the general manager should attend the California Special Districts Association Leadership Academy no later than December 31, 2018.
- R3. District staff should develop a written plan by October 31, 2018, designed to increase rental revenue from district facilities.
- R4. The Board should review and update the Strategic Plan as needed by October 31, 2018.
- R5. No later than October 31, 2018, the District should provide resources and training for staff to update and maintain the district website.

ATTACHMENTS

- A. CPCSD Policy 4090 – *Training, Education and Conferences.*
- B. U.S. Department of Labor *Back Wage Compliance and Payment Agreement.*

REQUEST FOR RESPONSES

This Grand Jury report is an account of an investigation or review. It contains findings and recommendations, and names those who should respond to each finding and each recommendation pertaining to matters under the respondent’s control.

In accordance with California Penal Code §933 and §933.05 responses to Findings F3, F7, F8, F9 and F10 and all Recommendations are requested from The Cameron Park Community Services District Board of Directors.

The written response of each named respondent will be reprinted in a publication to the citizens of El Dorado County. Each must include the name of the Grand Jury report along with the name and official title of the respondent.

California Penal Code Section 933.05 mandates specific requirements for responding to grand jury reports. You are advised to review the Penal Code sections and carefully read the pertinent provisions included below before preparing your official response. Each respondent must use the formats below for each separate finding and recommendation identified above.

Please pay attention to required explanations and time frames. Incomplete or inadequate responses are likely to prompt further investigative inquiries by the grand jury and/or the court.

Response to Findings

Finding F# *[Retype the text of the finding as written in the Grand Jury report, # is the finding number in the report.]*

Response: *[Review California Penal Code section 933.05 (a) (1) and (2). Respondents must specify one of three options – a) Respondent agrees with finding, b) Respondent disagrees wholly with finding or c) Respondent disagrees partially with finding. If respondent uses option b or c then the response shall specify the portion of the finding that is disputed and shall include an explanation.]*

IMPORTANT NOTE ABOUT GRAND JURY FINDINGS

Grand Jury Findings are derived from testimony and evidence. All testimony and evidence given to the Grand Jury is confidential by law, and it is the Grand Jury’s responsibility to maintain it. California Penal Code §929 provides “... the name of any person, or facts that lead to the identity of any person who provided information to the grand jury, shall not be released.” Further, 86 Ops. Cal. Atty. Gen. 101 (2003) prohibits grand jury witnesses from disclosing anything learned during their appearance including testimony given. This is to ensure the anonymity of witnesses and to encourage open and honest testimony.

Response to Recommendations

Response R# *[Retype the text of the recommendation as written in the Grand Jury report, # is the recommendation number in the report.]*

Response: *[Review California Penal Code section 933.05 (b) (1) - (4). Respondents must specify one of four options – a) recommendation has been implemented, b) recommendation has not been implemented but will be implementing noting a timeframe, or c) recommendation requires further analysis or study noting a timeframe not to exceed six months from date Grand Jury Report was issued or d) recommendation will not be implemented because it is not warranted or reasonable, with an explanation.]*

Response Times

The California Penal Code specifies response times.

PUBLIC AGENCIES

The governing body of any public agency (also referring to a department) must respond within 90 days from the release of the report to the public.

ELECTIVE OFFICERS OR AGENCY HEADS

All elected officers or heads of agencies/departments are required to respond within 60 days of the release of the report to the public.

Failure to Respond

Failure to respond as required to a grand jury report is a violation of California Penal Code Section 933.05 and is subject to further action that may include further investigation on the subject matter of the report by the grand jury.

Where to Respond

All responses must be addressed to the Presiding Judge of the El Dorado County Superior Court.

Honorable Suzanne N. Kingsbury
Presiding Judge of the El Dorado County Superior Court
1354 Johnson Blvd, Suite 2
South Lake Tahoe CA 96150

Response via Email to courtadmin@eldoradocourt.org is preferred.

The Court requests that you respond electronically with a Word or PDF document file to facilitate economical and timely distribution.

California Penal Code Section 933

933.

(a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

(d) As used in this section "agency" includes a department.

California Penal Code Section 933.05

933.05

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decisionmaking authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences
POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reim-
bursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Business Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Finance Division Manager, together with validated receipts.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

ATTACHMENT A

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

ATTACHMENT B

U.S. Department of Labor

Wage and Hour Division
Federal Building
2800 Cottage Way
Room W-1836
Sacramento, CA 95825-1886
916-978-6123
916-978-6125



UNITED STATES DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

IN THE MATTER OF: :
Cameron Park Community Services District
Case ID 1804805

BACK WAGE COMPLIANCE AND PAYMENT AGREEMENT

This agreement is entered into March 08, 2017 by and between the Secretary of Labor, United States Department of Labor, (hereinafter referred to as "the Secretary"), and Cameron Park Community Services District dba Cameron Park Community Services District (hereinafter referred to as "the employer").

The Secretary, through Investigator De La Torre of the Wage and Hour Division, United States Department of Labor, conducted an investigation of the employer's business under FLSA. The investigation covered the employer's operations from 01/20/2015 to 01/19/2017.

As a result of that investigation monetary violations were found resulting in 5 due back wages in the amount of \$15,372.12.

In order to resolve this matter, the parties to this Agreement stipulate and agree to the following:

1. The employer represents that it is presently in full compliance with all applicable provisions of the FLSA, and will continue to comply therewith in the future.
2. The employer agrees to pay the back wages due the employees in question in the amounts shown for the periods indicated on the Summary of Unpaid Wages attached hereto and made a part hereof.
3. Cameron Park Community Services District agrees to pay directly to the employees the amounts due (less legal payroll deductions) on or before 03/24/2017 and to deliver to the Secretary's representative by 03/31/2017 evidence of payment including any signed WH-58 receipt forms the Employer has received at that time.
4. The Employer agrees to provide the Secretary's representative with a listing of all unlocated employees, their last known address, social security number (if possible), and their gross and net amounts due no later than 04/23/2017. The District Office will notify the Employer when a person has been located to issue a check.
5. In the event that any employees cannot be located, or refuse to accept the back wages, the employer agrees to deliver to the Secretary's representative a cashier's or certified check, payable to "Wage and Hour Division - Labor" to cover the total net due all such employees on or before 06/22/2017. After three years, any monies which have not been distributed because of inability to locate the proper persons or because of their refusal to accept payment shall be covered into the Treasury of the United States as miscellaneous receipts.
6. The employer agrees to provide the Secretary's representative no later than 06/22/2017 any

ATTACHMENT B

- remaining signed WH-58 receipt forms not yet provided to Wage and Hour or a cancelled check (or some reasonable facsimile) for every person the employer has paid per this agreement.
7. The employer hereby waives all rights and defenses which may be available by virtue of statute of limitations, including but not limited to section 6 of the Portal-to-Portal Act (29 U.S.C. 255).
 8. Any defaulted balance shall be subject to the assessment of interest and penalty interest at rates determined by the U. S. Treasury as required by the Debt Collection Improvement Act of 1996 (Public Law 104-134) published by the Secretary of the Treasury in the Federal Register and other delinquent charges and administrative costs shall also be assessed.
 9. In the event of default, the Department intends to pursue additional collection action that may include, but is not limited to, administrative offset, referral of the account to credit reporting agencies, private collection agencies, and/or the Department of Justice.
 10. Any rights to challenge or contest the validity of this Agreement are hereby waived.
 11. By entering into this agreement, the Wage Hour Division does not waive its right to conduct future investigations under the Fair Labor Standards Act and to take appropriate enforcement action, including assessment of civil money penalties, with respect to any violations disclosed by such investigations.

Approved by the following parties

Cameron Park Community Services District
BY ITS OFFICER

UNITED STATES DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

 Name: *Jan Cabal*
 Title: *General Manager*
 Dated: *3/8/17*

Richard E. Newton
 Richard E. Newton *for:*
 District Director
 Dated: *3/8/2017*

EL DORADO COUNTY GRAND JURY 2017-2018

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Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 4090

4090.1 Staff and members of the Board of Directors are strongly encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of staff or Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.1.2 Required training includes:

- Harassment¹
- Ethics²

4090.1.3 Suggested training includes:

- What is a Special District
- Parliamentary Procedure
- The Brow Act
- Your Role as a Director
- Finance for Special Districts

4090.2 It is the policy of the District to strongly encourage staff and Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. A training budget will be approved as part of the District's annual budget process.

¹ AB 1825 and AB 1661 make at least two hours of sexual harassment prevention training every two years mandatory for all supervisory employees and officials.

² Government Code Sections 53234 et seq require all Directors, designated staff and member of all commissions, committees and other bodies that are subject to the Brown Act to receive two hours of training in general ethics principles and ethics law relevant to public services within one year of election or appointment to the Board of Directors and at least once every two years thereafter. All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4090.2.1 The General Business Manager or designee is responsible for making arrangements for staff and Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by staff and Directors, or which are billed to the District by staff and Directors, shall be submitted to the Finance/Human Resources Officer Division Manager, together with validated receipts and proof of participation after completing training.

4090.2.2 Attendance by staff and Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors General Manager prior to incurring any reimbursable costs. Training costs will be constrained by the District's annual budget.

4090.2.3 Expenses to the District for staff and Board of Directors' training, education and conferences should be kept to a minimum by utilizing webinars when appropriate; and for travel, using recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Staff and/or Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.