



Budget and Administration Committee

Tuesday, December 4, 2018

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. District Draft Capital Improvement Projects List** (J. Ritzman, S. Moranz, M. Grassle)
- 2. Overtime Policy** (V. Neibauer)
- 3. Retiree Medical Benefits** (oral report, V. Neibauer)
- 4. Check Register for Month of October** (V. Neibauer)

5. Staff Updates (Oral, V. Neibauer)

6. Items for the January Committee Meeting

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



**Budget and Administration Committee
Tuesday, November 13, 2018**

6:30 p.m.

2502 Country Club Drive, Cameron Park

Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:43pm

ROLL CALL – MM/HM

ADOPTION OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

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DEPARTMENT MATTERS

PUBLIC COMMENT

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- 1. District Draft Capital Improvement Projects List** (J. Ritzman, S. Moranz, M. Grassle)
- 2. Adding Community Members on Board Standing and Ad Hoc Committees** (J. Ritzman)
- 3. Best Practices for Board Appointments to Standing Committees** (J. Ritzman)
- 4. First Quarter Budget to Actuals Report** (V. Neibauer)

5. **Bell Woods Drainage Plans from El Dorado County; Letter to County Department of Transportation**
(J. Ritzman, A. Bane)

6. **Check Register for Month of October** (V. Neibauer)

7. **Staff Updates** (Oral, V. Neibauer)

8. **Items for the December Committee Meeting**

- *Overtime Policy*
- *Retiree Medical Benefits*
- *District Capital Improvement Projects List*

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

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 9:06pm



Agenda Transmittal

DATE: December 4, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: DISTRICT DRAFT CAPITAL IMPROVEMENT PROJECTS LIST

RECOMMENDED ACTION: Review, Discuss and Provide Feedback

INTRODUCTION

Staff is returning to the Budget and Administration Committee with a draft Capital Improvement Project list for the Fire and Parks Departments. These lists are compiled from the Fire Department Master Plan, Parks and Recreation Master Plan Update, Browning Reserve Study, and staff's on-the-ground assessments of the District's facilities and assets.

RECOMMENDATION

Staff is recommending the Budget and Administration Committee:

- Provide feedback regarding the report format and content, including priority, project scope/description, and alternate funding source.
- Consider including identified items in the FY2018/19 Mid-Year Budget Adjustment which the Budget and Administration Committee and Board of Directors will consider in January/February 2019.

DISCUSSION

Staff revised the attached Capital Improvement Plan based on feedback received at the November Budget and Administration Committee meeting. Fire Department staff continues to assess necessary equipment for operations, and will have more information for the upcoming fiscal year budget.

For future fiscal years, this document becomes a tool for budgeting purposes for staff and the Board. Items listed on the Capital Improvement Plan will be reviewed and considered in the upcoming Fiscal Year 2019/20 and beyond. The Plan will be updated annually during the District's budget development process.

Attachments

A: Fire Department Capital Improvement Project List

B: Parks Department Capital Improvement Project List

C: Summary Sheet Fire and Parks Departments FY 2018-19 and FY 2019-2020

FY 2018-2019 Mid Year Budget Adjustment

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high	x	general fund	financing
Fire		light vehicles	50,000	high	x	general fund	financing
TOTAL =			175,000				-
High priority =			175,000				
medium priority =			-				

Fire Department Capital Improvement Projects (draft)

Explanations/Descriptions

12/4/2018

FY 2018-2019 Mid Year budget Adjustments

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
Light vehicles	Included in Fire Dept. Master Plan – lease payments

FY 2019-2020

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high, annual replace	x	general fund	financing
Fire		2 light vehicles	50,000	high	x	general fund	financing
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x	general fund	
Fire		SCBA - Self Contained Breathing App	15,000	high, annual replace	x	general fund	
Fire		rescue tools	30,000	high, annual replace	x	general fund	
Fire		ALS cardiac monitors	30,000	high, annual replace	x	general fund	
Fire		replacement fire hose	9,000	high, annual replace	x	general fund	
Fire	89	metal fence with electric gates	28,000	high		general fund	
Fire	88	air conditioning replacement	14,000	high		general fund	
Fire	89	replace building HVAC units	35,000	high		general fund	
Fire	89	kitchen appliance replacement	8,000	medium		general fund	
Fire	89	replace all portable & mobile radios	140,000	medium		general fund	
TOTAL =			534,000				-
High priority =			336,000				
medium priority =			148,000				

Fire Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2019-2020

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
Light Vehicles	Replace two light vehicles
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Fence & Gates	For security purposes
88/AC unit	Replace Air Conditioning Unit
89/HVACs	Replace HVAC units
89/Appliances	Kitchen appliance replacement
89/Radios	Replace all portable and mobile radios

FY2020-2021

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high, annual replace	x	rental revenues	financing
Fire		2 light vehicles	50,000	high	x	general fund	financing
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x		
Fire		SCBA - Self Contained Breathing Apps	15,000	high, annual replace	x		
Fire		rescue tools	30,000	high, annual replace	x		
Fire		ALS cardiac monitors	30,000	high, annual replace	x	JPA Ambulance	30,000
Fire		replacement hose	9,000	high, annual replace	x		
Fire	89	extractor	8,000	high			
Fire	89	replace convault meter	5,000	high			
Fire	89	replace 4 rear bay doors	20,000	medium			
Fire	88	engine bay floors	8,000	medium			
Fire	89	front apron repair	20,000	medium			
Fire	89	replace all portable & mobile radios	140,000	medium			
TOTAL =			510,000				30,000
High priority =			272,000				
medium priority =			188,000				

Fire Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2020-2021

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
Light Vehicles	Replace two light vehicles
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Extractor	
89/Convault meter	
89/Rear Doors	Replace 4 rear bay doors
88/Engine bay floors	
89/Front apron repair	
89/Radios	Replace all portable and mobile radios

FY 2021-2022

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high, annual replace	x	rental revenues	
Fire		2 light vehicles	50,000	high	x	general fund	financing
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x		
Fire		SCBA - Self Contained Breathing App	15,000	high, annual replace	x		
Fire		rescue tools	30,000	high, annual replace	x		
Fire		cardiac monitors	30,000	high, annual replace	x	JPA Ambulance	30,000
Fire		replacement hose	9,000	high, annual replace	x		
Fire	89	update/replace fitness equipment	6,000	high			
Fire	89	repair & seal coat all asphalt	5,000	medium			
Fire	89	replace all portable & mobile radios	140,000	medium			
		TOTAL =	460,000				30,000
		High priority =	265,000				
		medium priority =	145,000				

Fire Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2021-2022

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
Light Vehicles	Replace two light vehicles
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Fitness Equip	Update and replace fitness equipment
89/asphalt repair	Repair and seal coat all asphalt
89/Radios	Replace all portable and mobile radios

FY 2022-23

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high, annual replace	x	rental revenues	
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x		
Fire		SCBA - Self Contained Breathing App	15,000	high, annual replace	x		
Fire		rescue tools	30,000	high, annual replace	x		
Fire		cardiac monitors	30,000	high, annual replace	x	JPA Ambulance	30,000
Fire		replacement hose	9,000	high, annual replace	x		
Fire	89	replace upstairs & office carpet	10,000	medium			
Fire	89	replace all portable & mobile radios	140,000	medium			
TOTAL =			409,000				30,000
High priority =			259,000				
medium priority =			150,000				

Fire Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2022-2023

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Carpet	Carpet replacement upstairs and downstairs
89/Radios	Replace all portable and mobile radios

Fire Dept CIP

FY 2023-24

Dept	location	item	cost	priority	master plan	funding source	amt
Fire		apparatus	125,000	high, annual replace	x	rental revenues	
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x		
Fire		SCBA - Self Contained Breathing App	15,000	high, annual replace	x		
Fire		rescue tools	30,000	high, annual replace	x		
Fire		cardiac monitors	30,000	high, annual replace	x	JPA Ambulance	30,000
Fire		replacement hose	9,000	high, annual replace	x		
Fire	89	kitchen, lobby, laundry replace countertops	5,000	medium			
Fire	89	replace all portable & mobile radios	140,000	medium			
TOTAL =			404,000				30,000
High priority =			259,000				
medium priority =			145,000				

Fire Department Capital Improvement Projects (draft)

Explanations/Descriptions

12/4/2018

FY 2023-2024

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/countertops	Replace kitchen, laundry and lobby window countertops
89/radios	Replace all portable and mobile radios

FY 2018-2019 Mid Year Budget Adjustment

Dept	location	item	cost	priority	type	funding source	amt	net cost
Parks	Community Cntr	Replace 300' of pool drain grating.	13,000	high/safety	defer maint	general fund	-	13,000
Parks	Rasmussen	Repair Rasmussen Park parking lot	10,000	high/safety	defer maint	general fund	-	10,000
Parks	CP Lake	stripe multi-use pickleball/tennis crt	1,350	medium	master plan	Pickle ball users	1,350	-
Parks	Christa McAuliffe	install new tball field	12,000	medium	master plan	Park Dev Fees	12,000	-
Parks	Rasmussen	Address park master plan	10,000	medium	master plan	Park Dev Fees	10,000	-
Parks	Bonanza Park	new, proposed Disc Golf Course	19,717	low	master plan	Disc Golf Found	19,717	-
TOTAL =			66,067				43,067	23,000

High priority = 23,000
medium priority= 23,350
low = 19,717

Parks Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2018-2019 Mid-Year Budget Adjustments

Item	Explanation
Pool – Grates	Replace 300' of pool drain grating; 100' of grating replaced in 2018. 300' of grating still needs to be replaced. Pool users are falling through the grates and injuries are occurring.
Rasmussen Park - Parking lot	Repair the damage to Rasmussen Park parking lot. Rasmussen has several areas of the parking lot that needs replacing. The district could either completely replace the damaged sections with new asphalt, this would cost the district roughly \$42,000, or the district could Band-Aid the issue by sealing the damaged areas, buying the parking lot a few more years. This would cost roughly \$10,000. Either way this parking lot should be addressed.
CP Lake - Stripe Pickleball/Tennis Court	Re-strip the 3rd tennis court to be used for pickle ball. Pickle ball is rapidly growing and does not have to room to accommodate the growth.
Christa McA Park – TBall Field	Install a TBall field at Christa McAuliffe Park. The cost includes permitting, planning, specifications and installation.
Rasmussen Park - Master Plan	There are several unpermitted improvements at Rasmussen Park, which is preventing new park improvements. This allocation will provide for a consultant to assess the current conditions, make recommendations to abandon or incorporate current amenities, secure permits and finalize a park master plan.
Bonanza Park – Disc Golf	Plan, acquire permits and construct disc golf course at Bonanza Park. This project will proceed through a community engagement process for Board of Directors consideration, and may overlap fiscal years.

FY 2019-2020

Dept	location	item	cost	priority	type	funding source	amt	net cost
Parks	Parks Shop	paint & repair dry rot	8,777	high	maint	general fund	-	8,777
Parks	3 Parks	paint parking lots; chip seal lake lot	16,888	high	maint	general fund	-	16,888
Parks	Parks vehicle	replace dodge dakota	-	high	maint	Fire Dept surplus	-	-
Parks	Rasmussen	replace masonry wall at playground	21,761	high	maint	general fund	-	21,761
Parks	CP Lake	replace/upsized drinking fountains	2,800	medium	maint	general fund	-	2,800
Parks	CP Lake	replace light fixtures	5,000	medium	maint	future savings	-	5,000
Parks		solar energy initiative	-	medium	new asset	future savings	-	-
Parks	5 Parks	replace park entry signs 5 locations	15,575	low	maint	CP Foundation	15,575	-
TOTAL =			70,801				-	70,801
High priority =			47,426					
medium priority =			7,800					
low =			15,575					

Parks Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2019-2020

Item	Explanation
CP Lake – Parks Shop	Paint and repair dry rot on the exterior of the Park maintenance shop. The exterior of the Parks maintenance shop is in need of some TLC. Paint and dry rot repair are a top priority.
3 Parks- Parking Lots	Repaint parking lots at CP Lake, Christa McA and Community Center. Lots are overdue and current stripping is difficult to see. CP Lake and Christa lots showing signs of significant wear & tear and should be chip sealed.
Parks vehicle	Replace the 2000 Dodge Dakota pick up. The Dodge Dakota is in bad shape and should be replaced. If Fire purchases new trucks, the retiring trucks shall be allocated to Parks.
Rasmussen Park - retaining wall	Replace masonry retaining wall at Rasmussen Park. The small retaining wall that borders the playground is falling apart. It needs to be re-built.
CP Lake – Drinking Fountains	Replace the 2 fountains at the Cameron Park lake. Both of the existing fountains are undersized and should be replaced with larger units. One of the 2 fountains is having electrical problems and keeps turning off.
CP Lake - Light Fixtures	Replace and repair light fixtures at Cameron Park lake. The existing fixtures are either not working at all or worn out. I would recommend repairing and replacing the fixtures with LED
Solar Initiative	Staff will work with Solar Committee to investigate and install solar energy capabilities to reduce District utility costs.
5 Parks Entry Signs	Replace park entry signs at Rasmussen, Christa McAuliffe, Hacienda, Cameron Park Lake and the Community Center

FY 2020-2021

Dept	location	item	cost	priority	type	funding source	amt
Parks	CC Office	new carpet	7,014	medium	maint	general fund	-
Parks	Comm Cntr	paint exterior	33,892	medium	browning study	general fund	-
Parks	Comm Cntr	paint interior	58,864	medium	browning study	general fund	-
Parks	parks vehicle	replacement for one	-	medium	maint	Fire Dept surplus	-
Parks	pool	replace pool filters	6,278	medium	browning study	general fund	-
Parks	CA Park	paint wrought iron fence	5,633	low	prevent maint	general fund	-
Parks	parks tractor	replacement	28,966	low	maint	general fund	-
Parks	parks trailer	replacement	10,500	low	maint	LLAD	5,000
TOTAL =			151,147				5,000
High priority =			-				
medium priority =			106,048				
low=			45,099				

Parks Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2020-2021

Item	Explanation
Comm Center Office	Re-carpet offices
Comm Center Exterior Paint	Paint the exterior of the Community Center. The Community Center is approaching 10 years old. Recommendation from the Browning Reserve Study.
Comm Center Interior Paint	Paint the interior of the Community Center. The Community Center has had a lot of use over the last 10 years. The Browning Reserve study the district had done in 2013 recommended interior paint by 2020.
Parks vehicle	Replace one vehicle; Fire Dept surplus may be available
Pool filters	Replace pool filters at the Community Center. According to the Browning Reserve the pool filter should be replaced in 2020.
Christa McA Park Fence	Paint the wrought iron fence at Christa McAuliffe. The existing wrought iron fence is faded and starting to show rust. If the fence is not maintained the rust will continue to get worse.
Parks tractor	Purchase a new tractor. The district tractor is still in working condition but very old. Upgrading to a new tractor would allow the department to utilize the new technology to help maintain
Parks dump trailer	Purchase a new dual axle dump trailer. The district does not have a dump trailer. With all the landscape maintenance staff perform, a dump trailer would save some time and labor

FY 2021-2022

Dept	location	item	cost	priority	type	funding source	amt
Parks	CP Lake	repair, replace docks & barges	6,157	medium	defer maint	to be determined	-
Parks	Restrooms	restroom rehab (3)	32,322	medium	browning study	to be determined	-
Parks	Rasmussen	replace well pump	7,800	medium	maint	to be determined	-
Parks	CP Lake	well assess, maintain and repair	11,314	low	maint	to be determined	-
Parks	Pool	paint iron fence	6,673	low	prevent maint	to be determined	-
Parks	Lagoon	replace filtration system	15,143	low	browning study	to be determined	-
Parks	trailers	replace 2-20' trailers	12,995	low	maint	to be determined	-
TOTAL =			92,404				-
High priority =			-				
medium=			46,279				
low=			46,125				

Parks Department Capital Improvement Projects (draft)
 Explanations/Descriptions
 12/4/2018

FY 2021-2022

Item	Explanation
CP Lake – Barges	Repair, replace docks and barges
Park Restrooms	Renovate restrooms at Christa McAuliffe, Rasmussen and CP Lake; new fixtures, partitions, lighting. Address exterior paint.
Rasmussen well pump	Replace the well pump for the irrigation system. The district replaced the filtration system on the well system. The contractor who performed the work recommended we replace the pump in the near future. It is 20+ years old. If the pump fails, the irrigation will not work.
CP Lake well	Replace or repair the well system at Cameron Park Lake. The well that fills up the lagoon and waters the lawn on the East side of the Lake has not been serviced in several years.
Pool fence	Paint the iron fence that borders the pool at the Community Center. The paint on the existing fence is faded. Minimal rust is present and will continue to rust if not painted.
Lagoon filtration system	Replace the filtration system for the Lagoon. According to the Browning Reserve study the lagoon filters are due for replacement in 2021.
20' trailers (2)	Replacement of 2 20' trailers. Both of the districts trailers will need to be replaced. The district uses the trailers for hauling materials and transporting equipment.

FY 2022-2023

Dept	location	item	cost	priority	type	funding source	amt
Parks	Parks shop	replace wood fencing shop & Lagoon	17,328	high	defer maint	unknown	-
Parks	Pool Covers	replace	9,801	medium	browning study	unknown	-
Parks	Christa McA Park	replace wood perimeter fence	12,333	medium	maint	unknown	-
Parks	Chardi	replace wood fence	9,933	low	maint	unknown	-
TOTAL =			49,395				-

High priority = 17,328
medium = 22,134
low= 9,933

Parks Department Capital Improvement Projects (draft)
Explanations/Descriptions
12/4/2018

FY 2022-2023

Item	Explanation
Parks Shop & Lagoon	Replace the wood fencing around the maintenance yard. The existing fence is weathered and worn. It is due for replacement in the future. The fence surrounds the maintenance shop and protects the lagoon.
Pool	Replace pool covers. The Community Center pool covers are over-due for replacement in 2022 according to the Browning Reserve that was conducted in 2013
Christa McA Park	Replace wood fencing. The wood fence that separates Christa McAuliffe and Church of the Foothills.
Chardi	Replace wood fencing. The wooden fence at Chardi Corner separates the landscape and the surrounding houses.

hand-out 12-4

Jill Ritzman

From: Moranz, Sherry@CALFIRE <Sherry.Moranz@fire.ca.gov>
Sent: Thursday, November 29, 2018 2:38 PM
To: Jill Ritzman
Cc: Gaines, Jed@CALFIRE
Subject: Re: CIP Report for B-A Committee

Equipment for the engine could be put in fiscal year 19/20 because the engine will not be ready until The end of next year.

Sherry Moranz
Central Division Operations
CAL FIRE
Amador-El Dorado Unit
530-708-2706

On Nov 29, 2018, at 2:08 PM, Moranz, Sherry@CALFIRE <Sherry.Moranz@fire.ca.gov> wrote:

Hi Jill,

The financed portion of the fire engine through FF first credit union is:

\$605k total for engine

5 year \$130k per year payments

7 year \$96k per year payments

Equipment to outfit engine:

135K

The two BC pickup trucks come to \$76K. This can be financed if the district decides to do so through whatever method they choose. Estimated annual payment would be \$16,800 per year for 5 year 4%.

Equipment to outfit pickup trucks:

\$50k

Total equipment cost purchase for engine and trucks:

Engine \$135k

Trucks \$50k

Total \$185k

FY 2018-2019 Mid Year Budget Adjustment

Dept	location	item	cost	priority	type	funding source	revs	net cost
Parks	Community Cntr	Replace 300' of pool drain grating.	13,000	high/safety	defer maint	general fund		13,000
Parks	Rasmussen	Repair Rasmussen Park parking lot	10,000	high/safety	defer maint	general fund		10,000
Parks	CP Lake	stripe multi-use pickleball/tennis crt	1,350	medium	master plan	Pickle ball users	1,350	
Parks	Christa McAuliffe	install new tball field	12,000	medium	master plan	Park Dev Fees	12,000	
Parks	Rasmussen	Address park master plan	10,000	medium	master plan	Park Dev Fees	10,000	
Parks	Bonanza Park	new, proposed Disc Golf Course	19,717	low	master plan	Disc Golf Found	19,717	
Fire	88/89	apparatus	125,000	high	master plan	general fund		125,000
Fire	88/89	light vehicles	50,000	high	master plan	general fund		50,000
TOTAL =			241,067				43,067	198,000

High priority = 198,000
medium priority = 23,350
low priority = 19,717

FY 2019-2020

Dept	location	item	cost	priority	type	funding source	revs	net cost
Parks	Parks Shop	paint & repair dry rot	8,777	high	maint	general fund	-	8,777
Parks	3 Parks	paint parking lots; chip seal lake lot	16,888	high	maint	general fund	-	16,888
Parks	Parks	replace dodge dakota	-	high	maint	Fire Dept surplus	-	-
Parks	Rasmussen	replace masonry wall at playground	21,761	high	maint	general fund	-	21,761
Parks	CP Lake	replace/upsized drinking fountains	2,800	medium	maint	general fund	-	2,800
Parks	CP Lake	replace light fixtures	5,000	medium	maint	future savings	5,000	-
Parks & Fire		solar energy initiative	-	medium	new asset	future savings	-	-
Parks	5 Parks	replace park entry signs 5 locations	15,575	low	maint	CP Foundation	15,575	-
Fire	88/89	apparatus	125,000	high, annual replace	x	general fund		125,000
Fire	88/89	2 light vehicles	50,000	high	x	general fund		50,000
Fire	88/89	PPEs - Personal Protective Equipment	50,000	high, annual replace	x	general fund		50,000
Fire	88/89	SCBA - Self Contained Breathing App	15,000	high, annual replace	x	general fund		15,000
Fire	88/89	rescue tools	30,000	high, annual replace	x	general fund		30,000
Fire	88/89	ALS cardiac monitors	30,000	high, annual replace	x	general fund		30,000
Fire	88/89	replacement fire hose	9,000	high, annual replace	x	general fund		9,000
Fire	89	metal fence with electric gates	28,000	high		general fund		28,000
Fire	88	air conditioning replacement	14,000	high		general fund		14,000
Fire	89	replace building HVAC units	35,000	high		general fund		35,000
Fire	89	kitchen appliance replacement	8,000	medium		general fund		8,000
Fire	89	replace all portable & mobile radios	140,000	medium		general fund		140,000
TOTAL =			604,801				20,575	584,226
High priority =			433,426					
medium priority =			155,800					
low priority =			15,575					



Agenda Transmittal

DATE: December 4, 2018

FROM: Vicky Neibauer, Finance/HR Officer

AGENDA ITEM #2: **REPORT BACK - OVERTIME POLICY**

RECOMMENDED ACTION: Review and Discuss

BACKGROUND

This is a report back to the Budget and Administration Committee regarding the District's Overtime Policy. In addition, staff have included the reference to Overtime in the Memorandum of Understanding (MOU) between the Cameron Park Community Services District (District) and Cameron Park Community Services District Employee Association (CPCSDEA).

DISCUSSION

Policy 2010 Hours Worked and Overtime outlines when an employee is entitled to overtime and specifies the amount of compensation (Attachment A). Articles 8 and 17 of the MOU outline Overtime and Compensatory Time Off (CTO) (Attachment B).

The District Policy is a broad, appropriate as a policy document. The MOU is more specific. Represented employees and part-time employees are eligible for overtime. At this time, employee CTO balances are low. District managers are actively managing both overtime pay and CTO balances. Providing CTO is viewed as a benefit by many employees, and helps to minimize District overtime costs, but only if CTO balances are kept low.

Staff is not proposing any changes to the MOU or Policy.

Attachments:

A: Policy 2010 Hours Worked and Overtime

B: MOU Articles 8 and 17 Overtime and Compensatory Time Off

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy shall apply to all employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 A workweek is defined to consist of seven (7) consecutive days from 12:01 o'clock A.M. Sunday, through midnight Saturday

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 40 hours in a workweek;

2010.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2010.4.3 Time worked in excess of ten hours on a scheduled workday if a four-day, ten-hour per day workweek is in effect; or,

2010.4.4 Time worked on a designated holiday.

2010.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.5.1 A schedule shall be maintained by the Parks Superintendent whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

2010.5.2 When an employee is on-call, he/she shall be provided a pager for provision of notice in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of an emergency-repair/maintenance work may also be given verbally, in person or telephonically by the General Manager or Parks Superintendent.

2010.5.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Cameron Park Community Services District area, going no farther than 45 minutes travel time away from any District facility.

Memorandum of Understanding between
Cameron Park Community Services District and Cameron Park Community Services District Employee
Association

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) 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 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.

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29240	266.02	Airgas National Carbonation	CO2 Microbulk - Pool 10/22
	Total 29240	266.02		
11/1/2018	29241	69.67	Alhambra	Water/Cooler srvc 10/16 & 10/22
	Total 29241	69.67		
11/1/2018	29242	1,050.00	Angius & Terry LLP	CC&R gen council 9/11 & 9/14/18
	Total 29242	1,050.00		
11/1/2018	29243	15.48	Arnolds for Awards, Inc.	FD88 Tags
	Total 29243	15.48		
11/1/2018	29244	345.00	AT&T Calnet 3	Phones Main Lines 9/24/18-10/23/18
	Total 29244	345.00		
11/1/2018	29245	151.20	AT&T Calnet 3	FD Phones 9/24-10/23/18 BAN 9391035822
	Total 29245	151.20		
11/1/2018	29246	120.00	Jamie Bardwell	Res FF Shifts 09/15,16,23
	Total 29246	120.00		
11/1/2018	29247	759.60	Stephen Beck	Inst. Futsal 9/01-10/23/18
	Total 29247	759.60		
11/1/2018	29248	805.83	Big O Tires #100	Parks - Bronco tires
	Total 29248	805.83		
11/1/2018	29249	50.00	CardConnect	Lease Bolt CC Devices Oct. 2018
	Total 29249	50.00		
11/1/2018	29250	286.41	Cintas Corporation #622	Com Center Janitorial Supplies
	Total 29250	286.41		
11/1/2018	29251	480.00	CPRS	J. Ritzman Membership Renewal
	Total 29251	480.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
11/1/2018	29252	91.97	De Lage Landen Financial Services, Inc.	FD88 Copier Lease 10/15-11/14/18
	Total 29252	91.97		
11/1/2018	29253	170.00	EDC Chamber of Commerce	CSD Membership renewal
	Total 29253	170.00		
11/1/2018	29254	173.99	Ewing Irrigation Products, Inc.	Eastwood - Irrig Supplies
	Total 29254	173.99		
11/1/2018	29255	300.00	Jennifer Farley	Reissued non-dep check for 25810 03/16/17 (dep refund)
	Total 29255	300.00		
11/1/2018	29256	745.63	FYI Telecommunications, Inc.	Hall Comp Equip/Cables repair-add
	Total 29256	745.63		
11/1/2018	29257	435.83	Niki Garrison	Lodging & Mileage 2018 Board Conf. N. Garrison
	Total 29257	435.83		
11/1/2018	29258	100.00	Michael Grassle	Cell Allowance - November M. Grassle
11/1/2018		134.07	Michael Grassle	Mileage Reimb - M. Grassle Oct 2018
	Total 29258	234.07		
11/1/2018	29259	300.00	Nicole Grier	Dance Rm 10/114 Deposit refund
	Total 29259	300.00		
11/1/2018	29260	60.00	Bettina S. Helm	Cell Allowance - November T. Helm
	Total 29260	60.00		
11/1/2018	29261	75.00	Highlander Termite & Pest Control	Comm Center Pest Control 10/25
11/1/2018		35.00	Highlander Termite & Pest Control	FD88 Pest Control 10/17/18
	Total 29261	110.00		
11/1/2018	29262	1,251.55	Hunt & Sons	Fuel 10/26/18
	Total 29262	1,251.55		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29263	800.00	Charles A. King	Flag Football ref 10/06,13,20 & 27 (5 ea)
	Total 29263	800.00		
11/1/2018	29264	600.00	Shuree Koutnik	Hall-Kitch 10/20 Deposit Refund
	Total 29264	600.00		
11/1/2018	29265	160.00	Grant Leon	Res FF Shifts 09/09,10,12,23
	Total 29265	160.00		
11/1/2018	29266	450.00	Maribel Lopez	Full Hall- Kitchen 9/22 Deposit refund (-\$150 for extra hr)
	Total 29266	450.00		
11/1/2018	29267	920.00	Joshua C. Marks	Janitorial Services Oct 17-31
	Total 29267	920.00		
11/1/2018	29268	600.00	Larry McBride	In Lieu Medical Ben - L. McBride
	Total 29268	600.00		
11/1/2018	29269	49.27	Vicky Neibauer	Mileage Reimb - V. Neibauer class
11/1/2018		40.88	Vicky Neibauer	Notary Exam & Fee reimb V. Neibauer
11/1/2018		50.85	Vicky Neibauer	Reimb, coffee Cand. forum
	Total 29269	141.00		
11/1/2018	29270	11,173.13	PG&E	Elec 09/25/18-10/24/18
	Total 29270	11,173.13		
11/1/2018	29271	2,169.25	PG&E	Elec 09/25/18-10/24/18
	Total 29271	2,169.25		
11/1/2018	29272	2,878.16	Ponderosa Auto Express, Inc.	FD F250 2001 Maint/Repairs
11/1/2018		1,087.58	Ponderosa Auto Express, Inc.	FD F250 2001 tires
	Total 29272	3,965.74		
11/1/2018	29273	126.18	Public Employee's Union Local 1	Union Dues for Payroll 11/01/18
	Total 29273	126.18		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29274	41.80	Riebes Auto Parts	Halloween Carnival Supplies
	Total 29274	41.80		
11/1/2018	29275	100.00	Jill Ritzman	Cell Allowance - November J. Ritzman
11/1/2018		77.39	Jill Ritzman	Mileage Reimb - J. Ritzman, Dist Mtgs
	Total 29275	177.39		
11/1/2018	29276	29.82	Sam's Club Direct	Halloween Carnival Candy
	Total 29276	29.82		
11/1/2018	29277	200.00	Mason A. Sanchez	Res FF Shifts 10/02,09,16,30,31
	Total 29277	200.00		
11/1/2018	29278	600.00	Tammie Sandigo	Hall-Kitch rental 10/13 Deposit refund
	Total 29278	600.00		
11/1/2018	29279	222.00	Sarah Scatton	Inst. Chair Yoga 10/01-10/29/18
	Total 29279	222.00		
11/1/2018	29280	160.00	Karissa Schroeder	Res FF Shifts 10/04,11,25 & 26
	Total 29280	160.00		
11/1/2018	29281	160.00	Mitchell Schwegler	Res FF Shifts 10/05,06,25,27
	Total 29281	160.00		
11/1/2018	29282	60.00	Craig Shuler	Cell Allowance - November C. Shuler
	Total 29282	60.00		
11/1/2018	29283	50.26	SiteOne Landscape Supply	D. West Irrig Supplies (w/\$0.96 discount)
11/1/2018		47.73	SiteOne Landscape Supply	Parks, Irrig Supplies
	Total 29283	97.99		
11/1/2018	29284	300.00	Joshua Stander	Room B 10/11 Deposit refund
	Total 29284	300.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29285	41.73	The Paint Spot, Inc.	Parks - Nitrile Gloves
	Total 29285	41.73		
11/1/2018	29286	6,172.00	U.S. Bank	Cal Card purchases 9/24/18-10/21/18
	Total 29286	6,172.00		
11/1/2018	29287	37.35	Verizon Wireless	FD Wireless 9/16-10/15/18 970402560-00002
	Total 29287	37.35		
11/1/2018	29288	276.07	Verizon Wireless	FD Wireless 9/16-10/15/18 970402560-00004
	Total 29288	276.07		
11/1/2018	29289	225.00	Vermont Systems, Inc	3.1 Overview upgrade of Rec Trac/training
	Total 29289	225.00		
11/2/2018	Paychex Fees 11/...	213.10	Paychex	Paychex Payroll Fees for 10/16/18
	Total Paychex Fee...	213.10		
11/8/2018	29290	79.67	Airgas National Carbonation	CO2 Microbulk - Pool 10/29/18
	Total 29290	79.67		
11/8/2018	29291	105.00	Dawn Avalon	Inst. Tai Chi 10/01-10/31/18
	Total 29291	105.00		
11/8/2018	29292	600.00	Big Brothers Big Sisters of El Dorado Cou...	Hall/Gym rental 09/14 - Deposit Refund
	Total 29292	600.00		
11/8/2018	29293	363.60	Myung Chong	Inst. Mod Zumba 10/01-10/31/18
	Total 29293	363.60		
11/8/2018	29294	462.65	Cintas Corporation #622	Com Cntr Janitorial Supplies
	Total 29294	462.65		
11/8/2018	29295	300.00	Ethel Criddel	NW Ortr hall rental 10/27 - Deposit Refund

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29295	300.00		
11/8/2018	29296	70.00	Valerie Donnelly	Craft Fair Vendor refund
	Total 29296	70.00		
11/8/2018	29297	556.27	Ewing Irrigation Products, Inc.	Eastwood - Irrig Supplies
11/8/2018		270.53	Ewing Irrigation Products, Inc.	Parks - Irrig. Supplies
	Total 29297	826.80		
11/8/2018	29298	49.12	Fire Apparatus Solutions	Auto Parts FD
	Total 29298	49.12		
11/8/2018	29299	100.00	Tina Lynn Goins	ENews November, CC&R/Cand Forum
	Total 29299	100.00		
11/8/2018	29300	844.94	Home Depot Credit Services	HD Acct. Lake Supplies
	Total 29300	844.94		
11/8/2018	29301	109.20	Roy M. Imai	Inst. Tai Chi Balance 10/01-10/30/18
	Total 29301	109.20		
11/8/2018	29302	1,577.48	JS West Propane Gas	Propane - Pool 10/24/18
	Total 29302	1,577.48		
11/8/2018	29303	200.00	Charles A. King	Flag FB Ref 11/03/18 (5)
	Total 29303	200.00		
11/8/2018	29304	72.00	Richard A. Kowaleski	Inst. Dance 10/01-10/30/18
	Total 29304	72.00		
11/8/2018	29305	1,162.68	Lincoln Aquatics	Chlorine - Pool 10/15/18
	Total 29305	1,162.68		
11/8/2018	29306	300.00	Morse for Congress	Hall rental 10/10 - Deposit refund
	Total 29306	300.00		
11/8/2018	29307	650.00	Mountain Democrat	Fall/Winter Advertising
	Total 29307	650.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/8/2018	29308	51.88	Vicky Neibauer	Mileage Reimb - HR Workshop
	Total 29308	51.88		
11/8/2018	29309	200.00	On Air	January 2019 Concert Series Perf. Deposit
	Total 29309	200.00		
11/8/2018	29310	1,183.07	PG&E	Elec. 09/25-10/24/18
	Total 29310	1,183.07		
11/8/2018	29311	37.06	Laura Sanders-Ito	Mileage Reimb - HR Workshop
	Total 29311	37.06		
11/8/2018	29312	500.00	SDRMA	Salehi Claim 3/22/18 Deductible
	Total 29312	500.00		
11/8/2018	29313	79.29	SiteOne Landscape Supply	Parks - Irrig Supplies (-\$1.51 discount)
	Total 29313	79.29		
11/8/2018	29314	228.00	Rosalie M. Stearns	Inst. Hula various 10/01-10/30/18
	Total 29314	228.00		
11/8/2018	29315	350.00	Uptown Studios, Inc	Web Maint - Oct 2018
	Total 29315	350.00		
11/8/2018	29316	756.00	WEST Consultants, Inc.	CPCSD Dam Breach & EAP Engineering 8/20 & 10/30
	Total 29316	756.00		
11/8/2018	29317	280.45	Wex Bank	FD Fuel OOT 10/01-10/04
	Total 29317	280.45		
11/15/2018	29318	90.10	Acer Landscape Materials, Inc	Eastwood Park Bark
	Total 29318	90.10		
11/15/2018	29319	561.10	Airespring Inc.	Internet Broadbands CSD/Lake Oct. 2018

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29319	561.10		
11/15/2018	29320	200.81	Airgas National Carbonation	CO2 Microbulk - Pool 11/02/18
	Total 29320	200.81		
11/15/2018	29321	45.00	Judy Bujold	Inst. Photo class
	Total 29321	45.00		
11/15/2018	29322	30.00	Annette Burrell	Tai Chi cancelled - Refund
	Total 29322	30.00		
11/15/2018	29323	202.00	California Overhead Door, Inc.	FD89 Overhead Doors repair
	Total 29323	202.00		
11/15/2018	29324	159.80	Cap City Sports Academy LLC	Inst. Soccer Programs 10/01-12/01/18
	Total 29324	159.80		
11/15/2018	29325	825.00	CD & Power	FD Generator Maint/Svc
	Total 29325	825.00		
11/15/2018	29326	286.41	Cintas Corporation #622	Janitorial Supplies
	Total 29326	286.41		
11/15/2018	29327	30.00	Jere Copeland	AV Equip non use - refund
	Total 29327	30.00		
11/15/2018	29328	975.00	Monica DaCosta	Inst. Spanish Classes 09/01-12/31/18
	Total 29328	975.00		
11/15/2018	29329	176.96	De Lage Landen Financial Services, Inc.	FD89 Copier Lease 11/01-11/30/18
	Total 29329	176.96		
11/15/2018	29330	55.79	Fire Apparatus Solutions	Drain repair kit for FD E-289
	Total 29330	55.79		
11/15/2018	29331	311.31	Foothill Auto Service, Inc.	96 Bronco Service - Park vehicle
	Total 29331	311.31		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/15/2018	29332	160.00	Cory Gregersen	RES FF shifts 10/01,9,14,17
	Total 29332	160.00		
11/15/2018	29333	161.07	HealthSmart Benefit Solutions, Inc.	Vision Benefits - December 2018
	Total 29333	161.07		
11/15/2018	29334	1,498.84	Hunt & Sons	Fuel 11/02/18
11/15/2018		1,254.88	Hunt & Sons	Fuel 11/09/18
	Total 29334	2,753.72		
11/15/2018	29335	88.31	Jorgensen Company	Fire Ext Maint. FD88
11/15/2018		496.77	Jorgensen Company	Fire Ext. Maint FD89
	Total 29335	585.08		
11/15/2018	29336	2,647.41	JS West Propane Gas	Propane Delv - Pool 10/31/18
	Total 29336	2,647.41		
11/15/2018	29337	70.00	Donna Kamrath	Tai Chi cancelled - refund
	Total 29337	70.00		
11/15/2018	29338	1,190.00	Joshua C. Marks	Janitorial Srvc Nov 1,5,7,8,12,& 14
	Total 29338	1,190.00		
11/15/2018	29339	80.00	Joshua Morton	RES FF Shifts 08/06 & 08/31
11/15/2018		120.00	Joshua Morton	RES FF Shifts 09/07,14, 28
11/15/2018		80.00	Joshua Morton	RES FF shifts 10/12,19
	Total 29339	280.00		
11/15/2018	29340	475.00	MRJ Maintenance Services	Kitchen Exhaust Hood Maint/Cleaning
	Total 29340	475.00		
11/15/2018	29341	300.00	Susan Oliver	Hall rental 11/09 - Deposit refund
	Total 29341	300.00		
11/15/2018	29342	161.91	Public Employee's Union Local 1	Union Dues for Payroll 11/16/18
	Total 29342	161.91		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
11/15/2018	29343	120.00	Joseph Erik White Raffoul	RES FF Shifts 10/10,22,23
	Total 29343	120.00		
11/15/2018	29344	300.00	Brooke Ringger	Hall rental 11/10 - Deposit Refund
	Total 29344	300.00		
11/15/2018	29345	60.00	John Robinson	Re-issued non-dep check for #19613 on 12/19/13
	Total 29345	60.00		
11/15/2018	29346	54.00	Jason Rodriguez	Art class cancelled - Refund
	Total 29346	54.00		
11/15/2018	29347	19.95	Sacevents by Rebecca Johnson	Reissued check for 23793 on 3/11/16 (my social media pro)
	Total 29347	19.95		
11/15/2018	29348	27.00	Shred City LLC	Shred srvc 9 boxes, 11/07/18
	Total 29348	27.00		
11/15/2018	29349	116.33	Sierra Office Systems and Products	FD89 Office Supplies
	Total 29349	116.33		
11/15/2018	29350	171.60	Sign Banner Print Express	Banner/Road Sign changes
11/15/2018		546.98	Sign Banner Print Express	Banners/Signs/Flyers
11/15/2018		25.74	Sign Banner Print Express	Flyers - Symphony
11/15/2018		38.13	Sign Banner Print Express	Holiday Posters, Santa & Symphony
11/15/2018		235.95	Sign Banner Print Express	Parking & Event Signs
	Total 29350	1,018.40		
11/15/2018	29351	19.10	SiteOne Landscape Supply	Cam Val Irrig Supplies (w/ \$0.36 disc)
	Total 29351	19.10		
11/15/2018	29352	584.75	TPX Communications	CSD Phones/Internet Nov. 2018
	Total 29352	584.75		
11/15/2018	29353	167.94	WL Construction Supply, Inc.	FD89 Saw parts

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29353	167.94		
11/15/2018	29354	35.00	Belquis Zeki	Tai Chi cancelled - refund
	Total 29354	35.00		
11/20/2018	29010	(309.96)	Cintas Corporation #622	Janitorial Supplies - CC
	Total 29010	(309.96)		
11/21/2018	29355	134.58	Airgas National Carbonation	Co2 Microbulk - Pool 11/10/18
11/21/2018		260.95	Airgas National Carbonation	Lagoon CO2 Tank rental
	Total 29355	395.53		
11/21/2018	29356	20.84	AT&T Calnet 3	Phone RP 10/10-11/09/18
	Total 29356	20.84		
11/21/2018	29357	20.86	AT&T Calnet 3	Phones FD 10/10-11/09/18
	Total 29357	20.86		
11/21/2018	29358	240.33	California Department of Tax and Fee Ad...	Water Rights Fees 07/01/18-06/30/19 APP.ID.A014426
	Total 29358	240.33		
11/21/2018	29359	241.79	California Department of Tax and Fee Ad...	Water Rights Fees 07/01/18-06/30/19 APP.ID.A013794
	Total 29359	241.79		
11/21/2018	29360	297.86	Cintas Corporation #622	CC Janitorial Supplies
11/21/2018		309.96	Cintas Corporation #622	Janitorial Supplies - CC
	Total 29360	607.82		
11/21/2018	29361	153.08	Comcast	FD89 Internet 11/11-12/10/18
	Total 29361	153.08		
11/21/2018	29362	44.99	Comcast	FD88 Internet 11/14-12/13/18
	Total 29362	44.99		
11/21/2018	29363	165.00	CoreLogic Solutions LLC	CC&R Metroscan Oct. 2018
	Total 29363	165.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/21/2018	29364	2.53	Greg Dalbeck	Reimb, Parks hardware
	Total 29364	2.53		
11/21/2018	29365	118.00	EDC Department of Transportation	Encroachment Permits - 2019 Events
	Total 29365	118.00		
11/21/2018	29366	300.00	Scott Faber	Gym rental 11/04 - Deposit Refund
	Total 29366	300.00		
11/21/2018	29367	86.19	Carlos Fausett	Reimb- Uniform Boots - CF
	Total 29367	86.19		
11/21/2018	29368	1,588.08	FYI Telecommunications, Inc.	East Hall AV Equip replace/addition
	Total 29368	1,588.08		
11/21/2018	29369	160.00	Government Finance Officer's Assoc.	Membership - V. Neibauer #300192666
	Total 29369	160.00		
11/21/2018	29370	75.00	Highlander Termite & Pest Control	Com Cntr Pest Control 11/14/18
11/21/2018		75.00	Highlander Termite & Pest Control	FD89 Pest Control 11/08/18
	Total 29370	150.00		
11/21/2018	29371	2,222.58	JS West Propane Gas	Propane - Pool 11/12/18 (last of season large fill)
	Total 29371	2,222.58		
11/21/2018	29372	772.20	L.N. Curtis & Sons	FD Gear (In Kind) 11/07/18
11/21/2018		6,649.50	L.N. Curtis & Sons	FD Gear (In Kind) 11/13/18
	Total 29372	7,421.70		
11/21/2018	29373	30.00	Merrychase Condominium Owners Asso...	Room A rental 02/06 - Deposit Refund
	Total 29373	30.00		
11/21/2018	29374	200.00	Margaret Mohr	Director's Comp Mtgs 11/13, 14
	Total 29374	200.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/21/2018	29375	402.00	National Aquatic Services, Inc	Pool Valve rebuild kit
	Total 29375	402.00		
11/21/2018	29376	15.70	Vicky Neibauer	Mileage Reimb - County Mtg
	Total 29376	15.70		
11/21/2018	29377	116.46	PG&E	Elec Lamps 10/17-10/31/18
	Total 29377	116.46		
11/21/2018	29378	160.16	PG&E	Elec Lamps 10/17-11/15/18
	Total 29378	160.16		
11/21/2018	29379	1,890.00	Prentice, Long & Epperson	Lgl srvc mtgs/ph calls Oct. 2018
	Total 29379	1,890.00		
11/21/2018	29380	100.00	Monique Scobey	Director's Comp Mtg 11/14
	Total 29380	100.00		
11/21/2018	29381	15.24	Verizon Business	FD Carrier Access Oct. 2018
	Total 29381	15.24		
11/21/2018	29382	376.46	Verizon Wireless	Wireless phones 10/11-11/10/18
	Total 29382	376.46		
11/21/2018	29383	141.34	Verizon Wireless	Wireless Ipads/Hotspots 10/11-11/10/18
	Total 29383	141.34		
11/21/2018	29384	304.31	Wayne's Locksmith	Lock Repair - Lake office door
	Total 29384	304.31		
11/21/2018	29385	300.00	Ellamae J. Wooten	Director's Comp Mtgs 11/05, 13, 14
	Total 29385	300.00		
Report Total		82,867.66		