



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. |

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 svcs 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
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| 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

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|-------------------|---------------------|---------------------|---------------------------------------|--|
| 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 | | |