



Budget and Administration Committee
Tuesday, February 2, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/81028110590>

Meeting ID: 810 2811 0590

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. Fiscal Year 2019-2020 Year-End Report, General Fund 01, CCRs, Quimby, Capital Asset Reserves (pre-audit) (V. Neibauer)**
- 2. Pool Heater & Lights – Vendor Selection and Budget Allocation (hand-carry to meeting; M. Grassle)**

3. Finalize Work Plan 2021 (J. Ritzman)

4. Staff Updates

- a. December Check Register Review (V. Neibauer)
- b. Fire Apparatus Lease Information (V. Neibauer)
- c. Legislative Updates (J. Ritzman)
- d. Strategic Plan (J. Ritzman)

5. Items for February & Future Committee Meetings

- Policy Updates: Legislative Policy, Debt Management Policy

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/911111111111> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



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

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

Meeting ID: 828 0929 3972

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER – 6:37pm

ROLL CALL – FC, EA

- Nominate Committee Chair
 - FC Nominated EA; Accepted
 - EA New Committee Chair
 - FC New Committee Vice Chair

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ADOPTION OF AGENDA -Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. Mid-Year Budget Adjustments (J. Ritzman, V. Neibauer)

- *Recommend eliminating one of the lines under Contractor Services; funds for Weed Abatement related to the Weed Abatement Ordinance for 2021 (will revisit)*
 - *Will continue with inspections, sending out letters and educating people, but won't do the Abatement part*
 - *Looking at adding \$2,500 to Weed Abatement rather than fully eliminating the line item*

2. Work Plan 2021 (J. Ritzman)

- *Completing and Implementing 5 year Strategic Plan*
- *District Sustainability - Plan for Post-Pandemic*
- *Update and continue on with current work plan*

3. Staff Updates

- a. December Check Register Review (V. Neibauer)
- b. Legislative Updates (J. Ritzman)
 - *Nothing new to report*
- c. Strategic Plan (J. Ritzman)
 - *Preparing for the Jan. 13th workshop*
 - *Meet with most of our Stakeholder groups*
 - *Community Outreach*
- d. Status of FEMA requests and CARES Grant expenditures
 - *First FEMA Request is still pending*
 - *Working on submitting our second FEMA Request*

4. Items for February & Future Committee Meetings

- *Policy Updates: Legislative Policy, Debt Management Policy*
- *FY 2019-20 Year End Close*
- *Committee Reserves Report*

5. Items to take to the Board of Directors

- *Mid-Year Budget Adjustments*
- *Budget Calendar as a consent item*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

- *FC: Excited to do a little exploring and have discovered the new connection from Cameron Park to El Dorado Hills via Country Club Dr*
- *EA: Thank you to everyone (staff, Fire Department and Community) for all they're doing during COVID*

ADJOURNMENT – 8:46pm



Agenda Transmittal

DATE: February 2, 2020

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

AGENDA ITEM #1: **UNAUDITED FISCAL YEAR 2019-20 YEAR-END - GENERAL FUND 01, CCR FUND 02, QUIMBY 03, CAPITAL ASSET RESERVES FUNDS 07 & 80**

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

INTRODUCTION

Staff are presenting Unaudited Fiscal Year (FY) 2019-20 Budget to Actual Reports for the following Funds:

- General Fund, Fund 01
- CCR, Fund 02
- Quimby, Fund 03
- Fire and Emergency Services Reserve, Fund 07
- Facilities and Parks Reserve Fund 80

The adjusted FY 2019-20 General Fund Budget consists of revenue appropriations of \$6,821,520 and expenditures of \$7,004,011 with a Budget deficit of \$182,491. The General Fund Budget ended the FY 2019-20 with a deficit of \$232,950 which is \$50,459 over Budget. Year-end revenues were under-collected by \$686,703 (10%), mostly related to recreation, community center and unreimbursed grant revenues. Expenditures were reduced by \$636,244 (10%) in all Departments.

Staff recommend a change in budget methodology for FY 2019-2020, reallocating capital asset purchases to the newly formed Capital Asset Reserves in both Fire (Fund 07) and Facilities & Parks (Fund 80). This methodology clearly separates the District's operational appropriations from capital asset reserves, positions staff to better track capital asset expenses to capitalize the asset correctly and completely, and adheres to the District's Reserve Policy.

The following is a list of significant Budget variance:

- ✓ COVID impacted both recreation and community center revenues in the last quarter of FY 2019-20.
- ✓ In FY 2019-20 Special Fund revenue and expenditures, such as projects and assets funded by Quimby, Park Impact Fees and Fire Impact Fees, were accounted for in the corresponding Special Fund or Reserve. In FY 2020-21 both expenditures and revenues are budgeted in the Special Funds directly.
- ✓ Account 4165 Transfer In represents the receipt of funds from the County for Fire Department Funds 05-09; these funds were to be received in FY 2018-2019. Upon receipt, the Funds were allocated to the reciprocal Fire Department Funds held in at District's bank, which is seen in Fund 7000 Transfers Out.
- ✓ Account 4185 Picnic Site Rentals is a budget error.
- ✓ Account 4400 Reimbursements the source of these revenues could not be identified in the Departments' budget detail; staff are continuing to research budget documents and may provide additional information at the meeting.
- ✓ Account 4600 Other Income the source of these revenues could not be identified in the Departments' budget detail; staff are continuing to research budget documents and may provide additional information at the meeting.
- ✓ Account 5190 UI/TT Contribution is a budget error.
- ✓ Account 5265 Education Materials and 5410 Postage is reflective of fire education materials supported by grant funds.
- ✓ Account 5335 Legal Fees over-expenditure is due to a personnel investigation.
- ✓ Account 5435 Rent/Lease is a budget error – oversight to budget for leasing school gym space for basketball program.
- ✓ Account 5625 Capital Expenses are now accounted for in the Fire and Facilities & Parks Reserves.

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
Operating Revenue					
Property Taxes	4110	4,184,387.00	4,253,025.60	68,638.60	1.64%
Franchise Fees	4113	200,000.00	188,602.30	(11,397.70)	(5.70)%
Park Impact Fees	4115	52,000.00	0.00	(52,000.00)	(100.00)%
Quimby Fees	4120	28,554.00	0.00	(28,554.00)	(100.00)%
Fire Development	4125	10,000.00	0.00	(10,000.00)	(100.00)%
Fire Marshall Plan Review	4132	18,000.00	40,723.90	22,723.90	126.24%
Youth Classes	4145	38,000.00	9,319.38	(28,680.62)	(75.48)%
Adult Classes	4146	36,727.00	16,526.81	(20,200.19)	(55.00)%
Youth Sports	4147	100,000.00	50,930.21	(49,069.79)	(49.07)%
Adult Sports	4148	18,800.00	6,800.00	(12,000.00)	(63.83)%
Camp Revenues	4149	12,800.00	0.00	(12,800.00)	(100.00)%
Senior Programs	4153	12,000.00	8,648.69	(3,351.31)	(27.93)%
Recreation Program Revenue	4154	11,609.00	942.50	(10,666.50)	(91.88)%
Transfer In	4165	0.00	62,430.99	62,430.99	0.00%
Special Events	4170	25,000.00	11,433.40	(13,566.60)	(54.27)%
Park Lake Kiosk Revenues - V...	4180	21,012.00	23,196.00	2,184.00	10.39%
Lake Season Pass	4181	21,666.00	28,055.23	6,389.23	29.49%
Picnic Site Rentals	4182	27,436.00	112.00	(27,324.00)	(99.59)%
Summer Kids Camp	4183	42,000.00	11,777.50	(30,222.50)	(71.96)%
Cameron Park Lake Concessions	4184	3,250.00	4,023.25	773.25	23.79%
CC Facility Rentals	4185	129,114.00	32,933.13	(96,180.87)	(74.49)%
Gym Rentals	4186	33,650.00	17,515.75	(16,134.25)	(47.95)%
Pool Use Fees	4187	195,882.00	71,689.17	(124,192.83)	(63.40)%
Parks Fac Rev - Sports Fields	4190	27,061.00	21,198.25	(5,862.75)	(21.66)%
Donations	4250	1,000.00	200.00	(800.00)	(80.00)%
Sponsorships	4255	30,000.00	6,075.00	(23,925.00)	(79.75)%
JPA Reimbursable	4260	1,150,000.00	1,122,399.78	(27,600.22)	(2.40)%
Fire Apparatus Equip Rental	4262	100,000.00	28,288.00	(71,712.00)	(71.71)%
Reimbursement	4400	64,717.00	8,930.17	(55,786.83)	(86.20)%
Weed Abatement	4410	23,263.00	11,220.66	(12,042.34)	(51.77)%
Interest Income	4505	59,000.00	45,593.55	(13,406.45)	(22.72)%
Other Income	4600	121,592.00	50,278.80	(71,313.20)	(58.65)%
Grant - CI	4605	23,000.00	1,946.35	(21,053.65)	(91.54)%
Total Operating Revenue		6,821,520.00	6,134,816.37	(686,703.63)	(10.07)%
Expenditures					
Salaries - Perm.	5000	648,646.00	673,231.56	24,585.56	3.79%
Salaries - Seasonal	5010	157,170.00	118,195.46	(38,974.54)	(24.80)%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
Overtime	5020	5,899.00	8,740.78	2,841.78	48.17%
Health Benefit	5130	108,174.00	125,407.45	17,233.45	15.93%
Retiree Health Benefit	5135	69,042.00	81,001.21	11,959.21	17.32%
Dental Insurance	5140	9,488.00	11,111.07	1,623.07	17.11%
Vision Insurance	5150	1,460.00	1,627.45	167.45	11.47%
CalPERS Employer Retirement	5160	220,831.00	213,596.31	(7,234.69)	(3.28)%
Worker's Compensation	5170	56,127.00	58,277.36	2,150.36	3.83%
FICA/Medicare Employer Cont...	5180	19,963.00	21,571.28	1,608.28	8.06%
UI/TT Contribution	5190	42,188.00	10,053.51	(32,134.49)	(76.17)%
Advertising/Marketing	5209	30,095.00	24,044.78	(6,050.22)	(20.10)%
Agriculture	5215	18,485.00	8,870.05	(9,614.95)	(52.01)%
Audit/Accounting	5220	47,500.00	43,902.31	(3,597.69)	(7.57)%
Bank Charge	5221	14,141.00	8,526.71	(5,614.29)	(39.70)%
Clothing/Uniforms	5230	8,360.00	6,127.04	(2,232.96)	(26.71)%
Computer Software	5231	28,483.00	22,193.50	(6,289.50)	(22.08)%
Computer Hardware	5232	47,758.00	38,260.52	(9,497.48)	(19.89)%
Contractual Services	5235	20,000.00	6,479.55	(13,520.45)	(67.60)%
Contractual - Provider Services	5236	3,710,059.00	3,739,052.27	28,993.27	0.78%
Contract Services - Other	5240	106,591.00	122,095.08	15,504.08	14.55%
Director Compensation	5250	13,700.00	11,759.02	(1,940.98)	(14.17)%
EDC Department Agency	5260	4,268.00	4,268.20	0.20	0.00%
Educational Materials	5265	6,845.00	14,027.83	7,182.83	104.94%
Equipment-Minor/Small Tools	5275	9,500.00	6,912.29	(2,587.71)	(27.24)%
Fire & Safety Supplies	5285	4,803.00	6,926.21	2,123.21	44.21%
Fire Prevention & Inspection	5290	1,800.00	1,100.00	(700.00)	(38.89)%
Fire Turnout Gear	5295	31,000.00	30,195.26	(804.74)	(2.60)%
Fire- Volunteer/Resident	5296	29,200.00	10,816.60	(18,383.40)	(62.96)%
Food	5300	4,117.00	4,759.35	642.35	15.60%
Fuel	5305	71,028.00	53,577.49	(17,450.51)	(24.57)%
Government Fees/Permits	5310	29,934.00	20,464.81	(9,469.19)	(31.63)%
Household Supplies	5315	26,701.00	29,475.36	2,774.36	10.39%
Instructors	5316	52,090.00	47,220.76	(4,869.24)	(9.35)%
Insurance	5320	103,500.00	97,704.65	(5,795.35)	(5.60)%
Legal Services	5335	14,250.00	40,171.41	25,921.41	181.90%
Maint. - Vehicle Supplies	5340	4,000.00	26.58	(3,973.42)	(99.34)%
Maint. - Buildings	5345	50,495.00	31,585.39	(18,909.61)	(37.45)%
Maint. - Equipment	5350	46,668.00	44,609.28	(2,058.72)	(4.41)%
Maint. - Grounds	5355	86,488.00	21,257.86	(65,230.14)	(75.42)%
Maint. - Radio/Phones	5360	2,000.00	1,959.41	(40.59)	(2.03)%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
Maint. - Tires & Tubes	5365	16,100.00	9,923.85	(6,176.15)	(38.36)%
Maint. - Vehicle	5370	21,000.00	22,916.91	1,916.91	9.13%
Medical Supplies	5375	766.00	217.30	(548.70)	(71.63)%
Memberships/Subscriptions	5380	9,445.00	10,494.62	1,049.62	11.11%
Mileage Reimbursement	5385	1,028.00	916.99	(111.01)	(10.80)%
Miscellaneous	5395	0.00	40.00	40.00	0.00%
Office Supplies/Expense	5400	10,848.00	13,724.96	2,876.96	26.52%
Pool Chemicals	5405	21,500.00	23,398.15	1,898.15	8.83%
Postage	5410	4,400.00	8,213.77	3,813.77	86.68%
Printing	5415	614.00	211.88	(402.12)	(65.49)%
Professional Services	5420	161,432.00	78,764.00	(82,668.00)	(51.21)%
Program Supplies	5421	25,242.00	15,784.35	(9,457.65)	(37.47)%
Publications & Legal Notices	5425	595.00	0.00	(595.00)	(100.00)%
Radios	5430	2,500.00	2,370.88	(129.12)	(5.16)%
Refund-Activity Pass	5431	1,500.00	0.00	(1,500.00)	(100.00)%
Rent/Lease - Bldgs, Fields, etc.	5435	30.00	7,060.00	7,030.00	23,433.33%
Rent/Lease - Equipment	5440	9,820.00	8,072.16	(1,747.84)	(17.80)%
Staff Development	5455	28,050.00	12,895.57	(15,154.43)	(54.03)%
Special Events	5465	4,238.00	4,650.35	412.35	9.73%
Summer Spectacular	5466	0.00	828.34	828.34	0.00%
Phones/internet	5470	44,589.00	42,134.52	(2,454.48)	(5.50)%
Utilities - Water	5490	42,500.00	44,436.17	1,936.17	4.56%
Utilities - Electric/Gas	5492	168,350.00	158,555.71	(9,794.29)	(5.82)%
Utilites - Water/Irrigation	5495	0.00	867.37	867.37	0.00%
Vandalism	5500	2,000.00	0.00	(2,000.00)	(100.00)%
Cal Fire In Kind Purchases	5501	13,500.00	14,794.73	1,294.73	9.59%
Capital Equipment Expense	5625	451,117.00	0.00	(451,117.00)	(100.00)%
Transer Out	7000	0.00	65,310.50	65,310.50	0.00%
Total Expenditures		<u>7,004,011.00</u>	<u>6,367,766.09</u>	<u>(636,244.91)</u>	<u>(9.08)%</u>
Net Revenue Over Expenditures		<u>(182,491.00)</u>	<u>(232,949.72)</u>	<u>(50,458.72)</u>	<u>27.65%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
Operating Revenue					
Property Taxes	4110	0.00	331.64	331.64	0.00%
Special Assessments	4135	81,600.00	78,949.99	(2,650.01)	(3.25)%
Arc Review Fees	4140	19,500.00	20,162.50	662.50	3.40%
Interest Income	4505	2,500.00	3,917.05	1,417.05	56.68%
Total Operating Revenue		103,600.00	103,361.18	(238.82)	(0.23)%
Expenditures					
Salaries - Perm.	5000	55,035.00	46,487.76	(8,547.24)	(15.53)%
Overtime	5020	0.00	32.13	32.13	0.00%
Health Benefit	5130	8,400.00	8,762.24	362.24	4.31%
Dental Insurance	5140	735.00	750.00	15.00	2.04%
Vision Insurance	5150	131.00	130.32	(0.68)	(0.52)%
CalPERS Employer Retirement	5160	4,481.00	3,152.42	(1,328.58)	(29.65)%
Worker's Compensation	5170	1,651.00	0.00	(1,651.00)	(100.00)%
FICA/Medicare Employer Cont...	5180	798.00	628.69	(169.31)	(21.22)%
UI/TT Contribution	5190	2,752.00	186.35	(2,565.65)	(93.23)%
Advertising/Marketing	5209	0.00	33.75	33.75	0.00%
Agency Administration Fee	5210	2,000.00	0.00	(2,000.00)	(100.00)%
Bank Charge	5221	200.00	0.00	(200.00)	(100.00)%
Clothing/Uniforms	5230	150.00	0.00	(150.00)	(100.00)%
Computer Software	5231	6,799.00	7,320.00	521.00	7.66%
Contract Services - Other	5240	3,000.00	12,406.57	9,406.57	313.55%
Food	5300	200.00	0.00	(200.00)	(100.00)%
Fuel	5305	950.00	94.23	(855.77)	(90.08)%
Insurance	5320	3,018.00	0.00	(3,018.00)	(100.00)%
Legal Services	5335	7,000.00	12,140.12	5,140.12	73.43%
Maint. - Equipment	5350	200.00	38.01	(161.99)	(81.00)%
Maint. - Grounds	5355	0.00	177.50	177.50	0.00%
Maint. - Vehicle	5370	1,500.00	3,005.61	1,505.61	100.37%
Memberships/Subscriptions	5380	30.00	0.00	(30.00)	(100.00)%
Mileage Reimbursement	5385	0.00	75.40	75.40	0.00%
Office Supplies/Expense	5400	600.00	146.18	(453.82)	(75.64)%
Postage	5410	300.00	18.70	(281.30)	(93.77)%
Printing	5415	700.00	278.07	(421.93)	(60.28)%
Publications & Legal Notices	5425	200.00	3.00	(197.00)	(98.50)%
Staff Development	5455	450.00	815.00	365.00	81.11%
Phones/internet	5470	4,500.00	4,193.74	(306.26)	(6.81)%
Travel/Lodging	5480	0.00	2.00	2.00	0.00%

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 02 - CC&R
 From 7/1/2020 Through 6/30/2021

	Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expenditures	<u>105,780.00</u>	<u>100,877.79</u>	<u>(4,902.21)</u>	<u>(4.63)%</u>
Net Revenue Over Expenditures	<u>(2,180.00)</u>	<u>2,483.39</u>	<u>4,663.39</u>	<u>(213.92)%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
03 - Quimby
From 7/1/2020 Through 6/30/2021

	Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage	
Operating Revenue					
Quimby Fees	4120	0.00	64,102.00	64,102.00	0.00%
Interest Income	4505	800.00	1,375.09	575.09	71.89%
Total Operating Revenue	<u>800.00</u>	<u>65,477.09</u>	<u>64,677.09</u>	<u>8,084.64%</u>	
Expenditures					
Maint. - Grounds	5355	0.00	64,102.00	64,102.00	0.00%
Capital Equipment Expense	5625	73,554.00	0.00	(73,554.00)	(100.00)%
Total Expenditures	<u>73,554.00</u>	<u>64,102.00</u>	<u>(9,452.00)</u>	<u>(12.85)%</u>	
Net Revenue Over Expenditures	<u>(72,754.00)</u>	<u>1,375.09</u>	<u>74,129.09</u>	<u>(101.89)%</u>	

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
07 - Fire and Emergency Service Capital Asset Reserve
From 7/1/2020 Through 6/30/2021

	Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage	
Operating Revenue					
Fire Development	4125	0.00	450,000.00	450,000.00	0.00%
Transfer In	4165	0.00	33,632.10	33,632.10	0.00%
Fire Apparatus Equip Rental	4262	0.00	2,624.58	2,624.58	0.00%
Interest Income	4505	0.00	7,814.22	7,814.22	0.00%
Total Operating Revenue		0.00	494,070.90	494,070.90	0.00%
Expenditures					
Contract Services - Other	5240	0.00	(2,883.00)	(2,883.00)	0.00%
Government Fees/Permits	5310	0.00	2,883.00	2,883.00	0.00%
Capital Equipment Expense	5625	0.00	146,188.61	146,188.61	0.00%
Total Expenditures		0.00	146,188.61	146,188.61	0.00%
Net Revenue Over Expenditures		0.00	347,882.29	347,882.29	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
80 - Recreation Facilities & Parks Capital Asset Reserve
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2019-20	FY 2019-20 Year end actuals	FY 2019-20 Budget Variance \$	FY 2019-20 Budget Variance percentage
Operating Revenue					
Interest Income	4505	0.00	2,386.29	2,386.29	0.00%
Total Operating Revenue		0.00	2,386.29	2,386.29	0.00%
Expenditures					
Agriculture	5215	0.00	114.00	114.00	0.00%
Maint. - Buildings	5345	0.00	132.54	132.54	0.00%
Maint. - Grounds	5355	0.00	21,974.07	21,974.07	0.00%
Capital Equipment Expense	5625	0.00	2,108.69	2,108.69	0.00%
Total Expenditures		0.00	24,329.30	24,329.30	0.00%
Net Revenue Over Expenditures		0.00	(21,943.01)	(21,943.01)	0.00%

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 2, 2021

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance/HR Manager

AGENDA ITEM #3: **FINALIZE BUDGET AND ADMIN COMMITTEE WORK PLAN**

RECOMMENDED ACTION: Review and Forward to the Board of Directors

The following draft 2021 Work Plan is based upon discussion amongst staff and Committee members at the Park and Recreation Committee in January.

- Complete the District 5 Year Strategic Plan,
- Update the 5 Year Budget Projection,
- Develop Funding Plan for Capital Asset Reserves,
- Attain District of Distinction Certification,
- Plan for Financial Sustainability to continue services post-pandemic.

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
	Payroll GL 01-08-21	32,229.88	1/8/2021	Payroll GL 01-08-21
		32,229.88	1/8/2021	Total Payroll GL 01-08-21
	Payroll GL 01-22-21 PP02	29,234.17	1/22/2021	Payroll GL 01-22-21
	Payroll GL 01-22-21 PP02 w/ Covid ee pay - non tax creds	1,316.48	1/22/2021	
	Payroll GL 01-22-21 PP02 w/ Covid ee pay cred from PP01	3,903.77	1/22/2021	
		34,454.42	1/22/2021	Total Payroll GL 01-22-21
Abila	Acctg Sftwr, Auto-Renew Contract Feb 2021	795.30	1/14/2021	33345
Abila	Acctg Sftwr, Old Contract Jan. 2021	757.42	1/14/2021	
		1,552.72	1/14/2021	Total 33345
Airespring Inc.	Internet Broadbands Com Cntr/Lake Jan 2021	567.19	1/7/2021	33308
		567.19	1/7/2021	Total 33308
Airgas National Carbonation	CO2 Cylinder rental, Lagoon 12/31/20	268.52	1/28/2021	33397
Airgas National Carbonation	CO2 Cylinder rental, Pool 12/31/20	82.25	1/28/2021	
		350.77	1/28/2021	Total 33397
Airgas National Carbonation	CO2 delv. Pool 12/24/20	132.87	1/14/2021	33346
Airgas National Carbonation	CO2 fill, pool 01/02/21	322.05	1/14/2021	
		454.92	1/14/2021	Total 33346
Airgas National Carbonation	CO2 fill, Pool 01/11/21	276.30	1/28/2021	33397
		276.30	1/28/2021	Total 33397
Alhambra	Water Delv 12/28/20 & 01/11/21 & Cooler rental	38.81	1/21/2021	33374
		38.81	1/21/2021	Total 33374

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
ARC Alternatives	Solar Consulting December 2020	2,694.00	1/21/2021	33375
		2,694.00	1/21/2021	Total 33375
Arnolds for Awards, Inc.	FD tags J. Vickers 12/24/20	29.98	1/7/2021	33309
		29.98	1/7/2021	Total 33309
AT&T Calnet 3	CSD Phone lines 11/24-12/23/20 BAN 9391035823	375.92	1/7/2021	33310
		375.92	1/7/2021	Total 33310
AT&T Calnet 3	CSD Phone lines 12/24/20-01/23/21 Ban# 9391035823	380.18	1/28/2021	33399
		380.18	1/28/2021	Total 33399
AT&T Calnet 3	FD Phones 11/24-12/23/20 JPA/Fire splits BAN 9391035822	158.99	1/7/2021	33311
		158.99	1/7/2021	Total 33311
AT&T Calnet 3	FD89 Fax line 12/10/20-01/09/21 JPA/Fire splits	22.98	1/21/2021	33376
		22.98	1/21/2021	Total 33376
Brent H. Ives	Strategic Planning prep - Consultant Dec. 2020	3,600.00	1/7/2021	33326
		3,600.00	1/7/2021	Total 33326
Burton's Fire, Inc.	FD E88 Vehicle Maint 01/13/21	296.51	1/28/2021	33401
		296.51	1/28/2021	Total 33401
C & H Motor Parts, Inc	FD E89 Maint/Parts 12/29/20	96.50	1/7/2021	33313
C & H Motor Parts, Inc	FD89 E89 parts/cab insulation Cust# 130003	388.03	1/7/2021	
		484.53	1/7/2021	Total 33313

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
C & H Motor Parts, Inc	FD89 Vehicle maint/parts 01/13/21	229.38	1/21/2021	33377
		229.38	1/21/2021	Total 33377
California Overhead Door, Inc.	FD 89 Rear App Bay Doors 11/30/20	24,460.00	1/7/2021	33314
California Overhead Door, Inc.	FD Batt New BAM Door remotes 12/30/20	350.00	1/7/2021	
		24,810.00	1/7/2021	Total 33314
California Public Employee's Retirement System	CalPERS Health Pymt January 2021	20,394.03	1/4/2021	1001735952
		20,394.03	1/4/2021	Total 1001735952
California Public Employee's Retirement System	PP01 01-08-21 CalPERS Retirement - Classic	865.57	1/8/2021	1001756854
		865.57	1/8/2021	Total 1001756854
California Public Employee's Retirement System	PP01 01-08-21 CalPERS Retirement - Pepra	3,635.12	1/8/2021	1001756863
		3,635.12	1/8/2021	Total 1001756863
California Public Employee's Retirement System	PP02 01-22-21 CalPERS Retirement - Classic	866.00	1/22/2021	1001766397
		866.00	1/22/2021	Total 1001766397
California Public Employee's Retirement System	PP02 01-22-21 CalPERS Retirement - Pepra	3,819.55	1/22/2021	1001766399
		3,819.55	1/22/2021	Total 1001766399
CalPERS 457 Plan	PP01 01-08-21 CalPERS 457 Plan	200.00	1/8/2021	1001756847
		200.00	1/8/2021	Total 1001756847

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
CalPERS 457 Plan	PP02 01-22-21 CalPERS 457 Plan	200.00	1/22/2021	1001766395
		200.00	1/22/2021	Total 1001766395
Camino Power Tool	FD E89 Saw repair 01/08/21	203.76	1/21/2021	33378
		203.76	1/21/2021	Total 33378
Capital Private Patrol	Parks - Patrol Svcs Dec. 2020	1,163.90	1/14/2021	33347
		1,163.90	1/14/2021	Total 33347
Carbon Copy, Inc.	Copier Count CCR/Rec/Admin Jan. 2021 (CS4053ci)	30.29	1/28/2021	33402
		30.29	1/28/2021	Total 33402
Carbon Copy, Inc.	FD88 Copier count Dec. 2020	1.77	1/7/2021	33315
Carbon Copy, Inc.	FD89 Copier Count Dec 2020	13.17	1/7/2021	
		14.94	1/7/2021	Total 33315
Carbon Copy, Inc.	FD89 Copier Count Jan. 2021	27.32	1/28/2021	33402
		27.32	1/28/2021	Total 33402
Carbon Copy, Inc.	FD89 Printer toner 12/15/20	117.98	1/7/2021	33315
		117.98	1/7/2021	Total 33315
CardConnect	Bolt CC Device rentals Dec. 2020	50.00	1/7/2021	33316
		50.00	1/7/2021	Total 33316
Churchill's Hardware, Inc.	FD's misc hardware, etc. 12/03-12/29/20	275.62	1/14/2021	33348
		275.62	1/14/2021	Total 33348
Churchill's Hardware, Inc.	Parks/Lake misc hardware, etc. 12/02-12/22/20	118.34	1/14/2021	33349
		118.34	1/14/2021	Total 33349
Comcast	FD88 Internet 01/14-02/13/21	87.95	1/28/2021	33404
		87.95	1/28/2021	Total 33404

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
Comcast	FD88 Internet 12/14/20-01/13/21	84.95	1/7/2021	33318
		84.95	1/7/2021	Total 33318
Comcast	FD89 Internet 01/11-02/10/21 JPA/Fire splits	154.69	1/21/2021	33379
		154.69	1/21/2021	Total 33379
CSDA Gold Country Chapter	Chapter Dues CY 2021 (6 members)	0.00	1/21/2021	33380
		0.00	1/21/2021	Total 33380
De Lage Landen Financial Services, Inc.	CC Copier Annual PT - Cont# 500-50044059	94.09	1/28/2021	33406
		94.09	1/28/2021	Total 33406
De Lage Landen Financial Services, Inc.	FD88 Copier Annual PT - Cont#25427248	20.16	1/28/2021	33407
		20.16	1/28/2021	Total 33407
De Lage Landen Financial Services, Inc.	FD88 Copier Lease pymt 12/15/20-01/14/21	87.97	1/7/2021	33319
		87.97	1/7/2021	Total 33319
De Lage Landen Financial Services, Inc.	FD89 Copier Annual PT - Cont# 25385661	35.96	1/28/2021	33405
		35.96	1/28/2021	Total 33405
De Lage Landen Financial Services, Inc.	FD89 Copier Lease Jan 2021	176.96	1/21/2021	33381
		176.96	1/21/2021	Total 33381
Delta Dental of California	Dental - February 2021	1,226.10	1/21/2021	33382
		1,226.10	1/21/2021	Total 33382

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
Department of Industrial Relations	OSHA Penalty Pymt #19 Due 01/22/21	485.00	1/7/2021	33320
		485.00	1/7/2021	Total 33320
Dept. of Forestry & Fire Protection	1st Qtr FY 2020/2021 CALFIRE #27750	578,279.95	1/14/2021	33351
		578,279.95	1/14/2021	Total 33351
Dept. of Forestry & Fire Protection	1st Qtr FY 2020/2021 CALFIRE #27753	221,495.21	1/14/2021	33350
		221,495.21	1/14/2021	Total 33350
EDC Community Development Services	FD Training Twr 37CU200003 Planning 07/02-09/30/20	712.78	1/14/2021	33352
		712.78	1/14/2021	Total 33352
EDC Emergency Services Authority	FD Q1 Dispatch Srvcs July-Sept 2020 FY 20/21	5,707.01	1/7/2021	33321
		5,707.01	1/7/2021	Total 33321
Eide Bailly LLP	CPA Srvcs FY19/20 Audit Prep/review Dec. 2020	1,420.00	1/7/2021	33322
		1,420.00	1/7/2021	Total 33322
El Dorado County Environmental Mgmt.	CSD Env. Mgmt Fees 2109/2112 #FA000024	306.00	1/21/2021	33383
		306.00	1/21/2021	Total 33383
El Dorado County Environmental Mgmt.	CSD Pool Env. Mgmt Fees 2109/2112 FA0005796	306.00	1/14/2021	33353
		306.00	1/14/2021	Total 33353
El Dorado County Registrar of Voters	Admin fee for GE, no election Nov 3, 2020.	45.00	1/14/2021	33354
		45.00	1/14/2021	Total 33354
Epperson Law Group, PC	Legal Srvcs, mtgs, calls, emails, etc. Dec. 2020	2,030.50	1/14/2021	33355

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		2,030.50	1/14/2021	Total 33355
Eric William Blodgett Aiston	Dir Comp Mtgs 01/05,13,20	300.00	1/28/2021	33398
		300.00	1/28/2021	Total 33398
Executech	MSA, IT Srvcs, February 2021	2,823.06	1/21/2021	33384
		2,823.06	1/21/2021	Total 33384
Felicity Wood Carlson	Dir Comp Mtgs 01/04,05,13,20	360.00	1/28/2021	33403
		360.00	1/28/2021	Total 33403
Felicity Wood Carlson	Dir Comp Mtgs 12/07,07,03,16	360.00	1/7/2021	33317
		360.00	1/7/2021	Total 33317
Financial Pacific Leasing, Inc	Fire Truck interest 01/15/21	1,069.74	1/28/2021	33408
		1,069.74	1/28/2021	Total 33408
Government Finance Officer's Assoc.	V. Neibauer dues CY 2021 ID# 300221482	160.00	1/14/2021	33356
		160.00	1/14/2021	Total 33356
Gregory Schwegler	FAE-P DMV Physical - Reimb 01/4/21	115.00	1/21/2021	33393
		115.00	1/21/2021	Total 33393
Hangtown Painting	Lake Office Interior Painting 1/18/21	1,000.00	1/28/2021	33409
		1,000.00	1/28/2021	Total 33409
Hi - Tech E V S, Inc.	FD E89 Maint/Parts 12/29/20	158.67	1/7/2021	33324
		158.67	1/7/2021	Total 33324
Highlander Termite & Pest Control	FD89 Pest Control 01/14/21	75.00	1/21/2021	33386

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		75.00	1/21/2021	Total 33386
Hillyard, Inc.	Parks garbage can liners 01/13/21	637.07	1/28/2021	33410
		637.07	1/28/2021	Total 33410
Hillyard, Inc.	Parks RR Supplies 12/30/20	672.33	1/14/2021	33357
		672.33	1/14/2021	Total 33357
Home Depot Credit Services	Parks, etc. misc hardware, etc. 12/08-12/17/20	2,277.99	1/14/2021	33358
		2,277.99	1/14/2021	Total 33358
Hunt & Sons	FD Fuel 01/15/21	1,069.34	1/28/2021	33411
		1,069.34	1/28/2021	Total 33411
Hunt & Sons	FD Fuel 12/18/20	1,042.81	1/7/2021	33325
Hunt & Sons	FD Fuel 12/31/20	664.73	1/7/2021	
Hunt & Sons	FD Fuel vapor hose 12/18/20	297.03	1/7/2021	
		2,004.57	1/7/2021	Total 33325
Interwest Consulting Group, Inc.	FD Inspection 3104 Ponte Morino 01/11/21	264.75	1/21/2021	33387
Interwest Consulting Group, Inc.	FD Plan Review 2966 Boeing Rd 10/01/20-01/08/21 #CPKF20-0006	222.50	1/21/2021	
		487.25	1/21/2021	Total 33387
J&C Automotive	Parks - 2000 Dodge repairs 01/06/21	1,093.59	1/14/2021	33359
		1,093.59	1/14/2021	Total 33359
James Mog	CC&R car wash 11/11/20 Reimb	10.35	1/7/2021	33329
James Mog	CC&R car wash 12/03/20 Reimb	7.00	1/7/2021	
James Mog	CC&R Postage reimb 10/30/20	7.75	1/7/2021	
		25.10	1/7/2021	Total 33329

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
Jesse Williams	Res ff shifts 12/03,04,05,10,11,12,17,18,19	720.00	1/7/2021	33344
		720.00	1/7/2021	Total 33344
Jill Ritzman	Cell phone allowance - Jan 2021	100.00	1/7/2021	33336
		100.00	1/7/2021	Total 33336
Joshua C. Marks	Lake Office Deep Cleaning & Windows 01/20/21	252.00	1/28/2021	33415
Joshua C. Marks	Parks Janitorial Srvc 01/06,13,20,27	1,250.00	1/28/2021	
		1,502.00	1/28/2021	Total 33415
JS West Propane Gas	CC Bldg Propane fill 12/21/20	647.90	1/14/2021	33362
		647.90	1/14/2021	Total 33362
JS West Propane Gas	Propane FD88 12/24/20	475.36	1/14/2021	33364
		475.36	1/14/2021	Total 33364
JS West Propane Gas	Propane FD89 Jpa/Fire splits 12/22/20	694.99	1/14/2021	33363
		694.99	1/14/2021	Total 33363
JS West Propane Gas	Propane fill, CC Bldg 12/29/20	179.55	1/28/2021	33412
		179.55	1/28/2021	Total 33412
JS West Propane Gas	Propane Fill, Pool 12/17/20	2,635.98	1/14/2021	33360
		2,635.98	1/14/2021	Total 33360
JS West Propane Gas	Propane fill, Pool 12/21/20	2,090.19	1/14/2021	33361
		2,090.19	1/14/2021	Total 33361
JS West Propane Gas	Propane fill, Pool 12/24/20	1,720.83	1/28/2021	33414

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,720.83	1/28/2021	Total 33414
JS West Propane Gas	Propane fill, Pool 12/29/20	2,331.49	1/28/2021	33413
		2,331.49	1/28/2021	Total 33413
Larry McBride	In lieu-Retired Med Bens Jan 2021	600.00	1/7/2021	33328
		600.00	1/7/2021	Total 33328
Laura Sanders-Ito	Mileage Reimb Oct-Dec 2020	38.80	1/7/2021	33338
		38.80	1/7/2021	Total 33338
Logan Stern	Res FF Shifts 12/02,09,16,23	320.00	1/7/2021	33339
		320.00	1/7/2021	Total 33339
Mello Transmission Company, Inc.	FD E88 Vehicle Maint 12/18/20	1,068.23	1/14/2021	33365
		1,068.23	1/14/2021	Total 33365
Michael Grassle	Cell phone allowance Jan. 2021	100.00	1/7/2021	33323
Michael Grassle	Reimb for pesticide reg license 12/29/20	60.00	1/7/2021	
		160.00	1/7/2021	Total 33323
Nicholas Mylan	CO2C Training Reimb 9/24/2020	399.00	1/21/2021	33388
Nicholas Mylan	RIC Ops training - Reimb 11/11/2020	315.00	1/21/2021	
		714.00	1/21/2021	Total 33388
Niki Garrison	Reimb, desk keyboard tray, finance 01/10/21	31.37	1/21/2021	33385
		31.37	1/21/2021	Total 33385
Pathian Administrators	Vision Benefits - February 2021	156.18	1/21/2021	33389
		156.18	1/21/2021	Total 33389

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
Paychex	Paychex Flex/Mobile fees Dec. 2020	176.80	1/20/2021	999273
		176.80	1/20/2021	Total 999273
Paychex	Paychex Payroll Fees for 01-08-21 & W2/Yr end	258.35	1/8/2021	2021010401
		258.35	1/8/2021	Total 2021010401
Paychex	Paychex Payroll Fees for 01-22-21	229.30	1/22/2021	2021011901
Paychex	Paychex W2's for 2020	520.50	1/22/2021	
		749.80	1/22/2021	Total 2021011901
PG&E	CC Elec. 12/18/20-01/19/21 w/ LP#3	5,138.23	1/28/2021	33417
		5,138.23	1/28/2021	Total 33417
PG&E	CP Lake, Lagoon & New Crn Elec. 11/24-12/23/20	905.45	1/7/2021	33332
		905.45	1/7/2021	Total 33332
PG&E	Elec. Parks 11 lamps 12/16/20-01/14/21	161.99	1/21/2021	33391
		161.99	1/21/2021	Total 33391
PG&E	Elec. Parks 8 lamps 12/16/20-01/14/21	117.82	1/21/2021	33390
		117.82	1/21/2021	Total 33390
PG&E	FD's Elec 11/24-12/23/20 Jpa/Fire splits & Car. Ln.	1,270.13	1/7/2021	33333
		1,270.13	1/7/2021	Total 33333
PG&E	LLAD's Elec. St. Lights 11/24-12/23/20	11,504.84	1/7/2021	33331
		11,504.84	1/7/2021	Total 33331
Public Employee's Union Local 1	Union Dues for Payroll 01-08-21	102.12	1/7/2021	33334
		102.12	1/7/2021	Total 33334

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Public Employee's Union Local 1	Union Dues for payroll 01-22-21	102.45	1/21/2021	33392
		102.45	1/21/2021	Total 33392
Purchase Power	Meter rental Feb, Mar, Apr 2021 & Postage refill 12/30/20	281.46	1/28/2021	33418
		281.46	1/28/2021	Total 33418
Rice Trucking & Repair	FD89 Engine repair 12/18/20	528.63	1/7/2021	33335
		528.63	1/7/2021	Total 33335
Riebes Auto Parts	Parks Auto parts 01/08/21	75.03	1/14/2021	33366
		75.03	1/14/2021	Total 33366
Riverview International Trucks, Inc.	FD E388 Parts 12/17/20	927.77	1/7/2021	33337
		927.77	1/7/2021	Total 33337
SDRMA	CP Airport Insured Certificate for events 10/31/20	47.50	1/14/2021	33367
		47.50	1/14/2021	Total 33367
Sidney Arthur Bazett	Dir Comp Mtg 12/16/20	100.00	1/7/2021	33312
		100.00	1/7/2021	Total 33312
Sidney Arthur Bazett	Dir Comp Mtgs 01/04,05,13,20	400.00	1/28/2021	33400
		400.00	1/28/2021	Total 33400
Sierra Security & Fire	4th Qtr CY 2020 CC Alarm testing 1/15/21	150.00	1/28/2021	33419
Sierra Security & Fire	4th Qtr CY 2020 FD88 Alarm testing 1/15/21	90.00	1/28/2021	
Sierra Security & Fire	4th Qtr CY 2020 FD89 Alarm testing 1/15/21	90.00	1/28/2021	
Sierra Security & Fire	4th Qtr CY2020 Alarm Testing CP Lake 01/15/21	99.00	1/28/2021	

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		429.00	1/28/2021	Total 33419
Stacy Messer	Baby Ballet class HH cred refund due to Covid. 2020	30.00	1/28/2021	33416
		30.00	1/28/2021	Total 33416
Streamline	Streamline Web/Engage Mthly 01/01/21-02/01/21	370.00	1/7/2021	33340
		370.00	1/7/2021	Total 33340
Tailored Tree, Inc.	FD Drill Tower grounds perimeter tree planting 12/28/20	2,750.00	1/7/2021	33341
		2,750.00	1/7/2021	Total 33341
The Paint Spot, Inc.	Parks - Paint 01/07/21	30.80	1/14/2021	33368
		30.80	1/14/2021	Total 33368
TPX Communications	Com Center Phones/Internet Jan 2021	943.88	1/14/2021	33369
		943.88	1/14/2021	Total 33369
Umpqua Bank	CC Merch Fees - Vantiv/Umpqua Dec. 2020	142.63	1/11/2021	Merch Fees
		142.63	1/11/2021	Total Merch Fees
Umpqua Bank	Loan Pymt Bldg due 02/01/21 Int. only	92,565.00	1/15/2021	Loan Pymt
		92,565.00	1/15/2021	Total Loan Pymt
Umpqua Bank	Maintenance Fee for December 2020	58.23	1/20/2021	Bank Maint Fee
		58.23	1/20/2021	Total Bank Maint Fee
Umpqua Bank	Umpqua Visa cards Dec. 2020	9,162.63	1/14/2021	33370
		9,162.63	1/14/2021	Total 33370
Verizon Business	FD Business line fees Dec. 2020 #Y2620200	5.54	1/28/2021	33420

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

Vendor Name	Description	Check Amount	Check Date	Check #
		5.54	1/28/2021	Total 33420
Verizon Wireless	FD Wireless 11/16-12/15/20 970402560-00001	471.59	1/7/2021	33342
		471.59	1/7/2021	Total 33342
Verizon Wireless	FD Wireless 11/16-12/15/20 970402560-00004	114.03	1/7/2021	33343
		114.03	1/7/2021	Total 33343
Verizon Wireless	FD Wireless 12/16/20-01/15/21 #970402560-00001	471.79	1/28/2021	33421
		471.79	1/28/2021	Total 33421
Verizon Wireless	FD Wireless 12/16/20-01/15/21 #970402560-00004	114.03	1/28/2021	33422
		114.03	1/28/2021	Total 33422
Verizon Wireless	Wireless Ipads/Hotspots Parks 12/11/20-01/10/21	181.36	1/21/2021	33395
		181.36	1/21/2021	Total 33395
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 12/11/20-01/10/21	501.06	1/21/2021	33394
		501.06	1/21/2021	Total 33394
Vicky Neibauer	Reimb Internet booster- home use (Covid) Oct/Nov	174.06	1/7/2021	33330
		174.06	1/7/2021	Total 33330
Walker's Office Supplies, Inc.	Copier Paper 5 cases 01/20/21	176.91	1/21/2021	33396
		176.91	1/21/2021	Total 33396
Wayne's Locksmith	Barrel Keys for Diesel tank 12/29/20	38.97	1/14/2021	33371
		38.97	1/14/2021	Total 33371
Wex Bank	FD OOA Fuel Dec 2020	314.87	1/14/2021	33372

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		314.87	1/14/2021	Total 33372
Whitney Kahn	Cell phone allowance - Jan. 2021	100.00	1/7/2021	33327
		100.00	1/7/2021	Total 33327
Wilkinson Portables, Inc.	Parks Porta Potty rental 01/05-02/05/21	275.44	1/14/2021	33373
		275.44	1/14/2021	Total 33373
Wilkinson Portables, Inc.	Porta Potty D. West 01/05/21	155.73	1/28/2021	33423
		155.73	1/28/2021	Total 33423
Report Total		1,111,047.68		



Agenda Transmittal

DATE: February 3, 2021

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

AGENDA ITEM 4B: FIRE ENGINE/FIRE UTILITY TRUCKS LEASE PAYMENTS
REMAINING

RECOMMENDED ACTION: RECEIVE AND DISCUSS

DISCUSSION

In the January, the Budget and Administration requested information regarding the remaining payments for the fire engine and two fire utility trucks. The following is that information:

- ✓ The existing fire engine has 1 remaining payment. That payment is due 1/1/2020. The amount of the payment is \$78,072.18 including interest of \$157.59.
- ✓ The fire utility trucks have 5 remaining payments. The last payment will be due 9/15/2026 for the amount of \$12,260.53. The interest remaining at the end of the lease totals \$176,570.16.
- ✓ The new fire engine document is an estimate pending delivery of the engine.

Attachments:

- A – Existing fire engine statement
- B – Utility trucks statements



equipment leasing & finance

MUNICIPAL LEASE-PURCHASE AGREEMENT PAYMENT SCHEDULE

<u>Date</u>	<u>Total Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Option to Purchase</u>
1/1/2016	\$77,645.69	\$77,645.69	\$0.00	
2/1/2016	\$0.00	\$0.00	\$0.00	
3/1/2016	\$0.00	\$0.00	\$0.00	
4/1/2016	\$0.00	\$0.00	\$0.00	
5/1/2016	\$0.00	\$0.00	\$0.00	
6/1/2016	\$0.00	\$0.00	\$0.00	
7/1/2016	\$0.00	\$0.00	\$0.00	
8/1/2016	\$0.00	\$0.00	\$0.00	
9/1/2016	\$0.00	\$0.00	\$0.00	
10/1/2016	\$0.00	\$0.00	\$0.00	
11/1/2016	\$0.00	\$0.00	\$0.00	
12/1/2016	\$0.00	\$0.00	\$0.00	
1/1/2017	\$77,645.69	\$67,091.40	\$10,554.29	
2/1/2017	\$0.00	\$0.00	\$0.00	
3/1/2017	\$0.00	\$0.00	\$0.00	
4/1/2017	\$0.00	\$0.00	\$0.00	
5/1/2017	\$0.00	\$0.00	\$0.00	
6/1/2017	\$0.00	\$0.00	\$0.00	
7/1/2017	\$0.00	\$0.00	\$0.00	
8/1/2017	\$0.00	\$0.00	\$0.00	
9/1/2017	\$0.00	\$0.00	\$0.00	
10/1/2017	\$0.00	\$0.00	\$0.00	
11/1/2017	\$0.00	\$0.00	\$0.00	
12/1/2017	\$0.00	\$0.00	\$0.00	
1/1/2018	\$77,645.69	\$68,745.13	\$8,900.56	
2/1/2018	\$0.00	\$0.00	\$0.00	
3/1/2018	\$0.00	\$0.00	\$0.00	
4/1/2018	\$0.00	\$0.00	\$0.00	
5/1/2018	\$0.00	\$0.00	\$0.00	
6/1/2018	\$0.00	\$0.00	\$0.00	
7/1/2018	\$0.00	\$0.00	\$0.00	
8/1/2018	\$0.00	\$0.00	\$0.00	
9/1/2018	\$0.00	\$0.00	\$0.00	
10/1/2018	\$0.00	\$0.00	\$0.00	
11/1/2018	\$0.00	\$0.00	\$0.00	
12/1/2018	\$0.00	\$0.00	\$0.00	
1/1/2019	\$77,645.69	\$70,439.62	\$7,206.07	
2/1/2019	\$0.00	\$0.00	\$0.00	
3/1/2019	\$0.00	\$0.00	\$0.00	
4/1/2019	\$0.00	\$0.00	\$0.00	
5/1/2019	\$0.0	\$0.00	\$0.00	
6/1/2019	\$0.00	\$0.00	\$0.00	

UBELF-MUNI-CA-US-FP-3.17.15

Financial Pacific Leasing, Inc., doing business as Umpqua Bank Equipment Leasing & Finance, is a subsidiary of Umpqua Bank
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equipment leasing & finance

7/1/2019	\$0.00	\$0.00	\$0.00	
8/1/2019	\$0.00	\$0.00	\$0.00	
9/1/2019	\$0.00	\$0.00	\$0.00	
10/1/2019	\$0.00	\$0.00	\$0.00	
11/1/2019	\$0.00	\$0.00	\$0.00	
12/1/2019	\$0.00	\$0.00	\$0.00	
1/1/2020	\$77,645.69	\$72,175.88	\$5,469.81	
2/1/2020	\$0.00	\$0.00	\$0.00	
3/1/2020	\$0.00	\$0.00	\$0.00	
4/1/2020	\$0.00	\$0.00	\$0.00	
5/1/2020	\$0.00	\$0.00	\$0.00	
6/1/2020	\$0.00	\$0.00	\$0.00	
7/1/2020	\$0.00	\$0.00	\$0.00	
8/1/2020	\$0.00	\$0.00	\$0.00	
9/1/2020	\$0.00	\$0.00	\$0.00	
10/1/2020	\$0.00	\$0.00	\$0.00	
11/1/2020	\$0.00	\$0.00	\$0.00	
12/1/2020	\$0.00	\$0.00	\$0.00	
1/1/2021	\$77,645.69	\$73,954.94	\$3,690.75	
2/1/2021	\$0.00	\$0.00	\$0.00	
3/1/2021	\$0.00	\$0.00	\$0.00	
4/1/2021	\$0.00	\$0.00	\$0.00	
5/1/2021	\$0.00	\$0.00	\$0.00	
6/1/2021	\$0.00	\$0.00	\$0.00	
7/1/2021	\$0.00	\$0.00	\$0.00	
8/1/2021	\$0.00	\$0.00	\$0.00	
9/1/2021	\$0.00	\$0.00	\$0.00	
10/1/2021	\$0.00	\$0.00	\$0.00	
11/1/2021	\$0.00	\$0.00	\$0.00	
12/1/2021	\$0.00	\$0.00	\$0.00	
1/1/2022	\$77,645.69	\$75,777.85	\$1,867.84	\$1.00

Provided Lessee provides notice pursuant to the Municipal Lease-Purchase Agreement, section 10(b), payment of the applicable Option to Purchase Amount may occur concurrently with the Lessee's final installment payment.

LESSEE: Cameron Park Community Service District

By: 

Print Name: Victor Scott McNeil

Title: Board President

Date: 12-14-15

UBELF-MUNI-CA-US-FP-3.17.15

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umpqua bank
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**MUNICIPAL LEASE-PURCHASE AGREEMENT
PAYMENT SCHEDULE**

<u>Date</u>	<u>Total Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Option to Purchase</u>
10/15/2019	\$0.00	\$0.00	\$0.00	
11/15/2019	\$0.00	\$0.00	\$0.00	
12/15/2019	\$0.00	\$0.00	\$0.00	
1/15/2020	\$0.00	\$0.00	\$0.00	
2/15/2020	\$0.00	\$0.00	\$0.00	
3/15/2020	\$0.00	\$0.00	\$0.00	
4/15/2020	\$0.00	\$0.00	\$0.00	
5/15/2020	\$0.00	\$0.00	\$0.00	
6/15/2020	\$0.00	\$0.00	\$0.00	
7/15/2020	\$0.00	\$0.00	\$0.00	
8/15/2020	\$0.00	\$0.00	\$0.00	
9/15/2020	\$12,260.53	\$9,663.91	\$2,596.62	
10/15/2020	\$0.00	\$0.00	\$0.00	
11/15/2020	\$0.00	\$0.00	\$0.00	
12/15/2020	\$0.00	\$0.00	\$0.00	
1/15/2021	\$0.00	\$0.00	\$0.00	
2/15/2021	\$0.00	\$0.00	\$0.00	
3/15/2021	\$0.00	\$0.00	\$0.00	
4/15/2021	\$0.00	\$0.00	\$0.00	
5/15/2021	\$0.00	\$0.00	\$0.00	
6/15/2021	\$0.00	\$0.00	\$0.00	
7/15/2021	\$0.00	\$0.00	\$0.00	
8/15/2021	\$0.00	\$0.00	\$0.00	
9/15/2021	\$12,260.53	\$9,998.11	\$2,262.41	
10/15/2021	\$0.00	\$0.00	\$0.00	
11/15/2021	\$0.00	\$0.00	\$0.00	
12/15/2021	\$0.00	\$0.00	\$0.00	
1/15/2022	\$0.00	\$0.00	\$0.00	
2/15/2022	\$0.00	\$0.00	\$0.00	
3/15/2022	\$0.00	\$0.00	\$0.00	
4/15/2022	\$0.00	\$0.00	\$0.00	
5/15/2022	\$0.00	\$0.00	\$0.00	

UBELFCAPS-MUNI-110117A

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6/15/2022	\$0.00	\$0.00	\$0.00
7/15/2022	\$0.00	\$0.00	\$0.00
8/15/2022	\$0.00	\$0.00	\$0.00
9/15/2022	\$12,260.53	\$10,343.87	\$1,916.65
10/15/2022	\$0.00	\$0.00	\$0.00
11/15/2022	\$0.00	\$0.00	\$0.00
12/15/2022	\$0.00	\$0.00	\$0.00
1/15/2023	\$0.00	\$0.00	\$0.00
2/15/2023	\$0.00	\$0.00	\$0.00
3/15/2023	\$0.00	\$0.00	\$0.00
4/15/2023	\$0.00	\$0.00	\$0.00
5/15/2023	\$0.00	\$0.00	\$0.00
6/15/2023	\$0.00	\$0.00	\$0.00
7/15/2023	\$0.00	\$0.00	\$0.00
8/15/2023	\$0.00	\$0.00	\$0.00
9/15/2023	\$12,260.53	\$10,701.59	\$1,558.93
10/15/2023	\$0.00	\$0.00	\$0.00
11/15/2023	\$0.00	\$0.00	\$0.00
12/15/2023	\$0.00	\$0.00	\$0.00
1/15/2024	\$0.00	\$0.00	\$0.00
2/15/2024	\$0.00	\$0.00	\$0.00
3/15/2024	\$0.00	\$0.00	\$0.00
4/15/2024	\$0.00	\$0.00	\$0.00
5/15/2024	\$0.00	\$0.00	\$0.00
6/15/2024	\$0.00	\$0.00	\$0.00
7/15/2024	\$0.00	\$0.00	\$0.00
8/15/2024	\$0.00	\$0.00	\$0.00
9/15/2024	\$12,260.53	\$11,071.68	\$1,188.84
10/15/2024	\$0.00	\$0.00	\$0.00
11/15/2024	\$0.00	\$0.00	\$0.00
12/15/2024	\$0.00	\$0.00	\$0.00
1/15/2025	\$0.00	\$0.00	\$0.00
2/15/2025	\$0.00	\$0.00	\$0.00
3/15/2025	\$0.00	\$0.00	\$0.00
4/15/2025	\$0.00	\$0.00	\$0.00
5/15/2025	\$0.00	\$0.00	\$0.00
6/15/2025	\$0.00	\$0.00	\$0.00
7/15/2025	\$0.00	\$0.00	\$0.00
8/15/2025	\$0.00	\$0.00	\$0.00
9/15/2025	\$12,260.53	\$11,454.57	\$805.96
10/15/2025	\$0.00	\$0.00	\$0.00
11/15/2025	\$0.00	\$0.00	\$0.00

UBELFCAPS-MUNI-110117A

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12/15/2025	\$0.00	\$0.00	\$0.00	
1/15/2026	\$0.00	\$0.00	\$0.00	
2/15/2026	\$0.00	\$0.00	\$0.00	
3/15/2026	\$0.00	\$0.00	\$0.00	
4/15/2026	\$0.00	\$0.00	\$0.00	
5/15/2026	\$0.00	\$0.00	\$0.00	
6/15/2026	\$0.00	\$0.00	\$0.00	
7/15/2026	\$0.00	\$0.00	\$0.00	
8/15/2026	\$0.00	\$0.00	\$0.00	
9/15/2026	\$12,260.53	\$11,850.70	\$409.83	\$1.00