



Budget and Administration Committee
Tuesday, November 5, 2019

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

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

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. Efficient Meetings – Policies & Protocols (J. Ritzman, V. Neibauer)**
- 2. FY 2018-19 Year-End Actuals, Pre-Audit (V. Neibauer)**

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

4. Staff Updates

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

5. Items for December & Future Committee Meetings

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

6. Items to take to the Board of Directors

- Job Descriptions

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee
Tuesday, October 1, 2019
6:30 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

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

CALL TO ORDER – 6:34pm

ROLL CALL – EA/MS

ADOPTION OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

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DEPARTMENT MATTERS

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1. Efficient Meeting – Policies & Protocols (hand carry - J. Ritzman, V. Neibauer)

- *Discussed Proposed Efficient Meeting Policies and Protocols. Committee would like to move forward in support of changing from Robert's Rules of Order to Rosenberg's Rules of Order, re-organized board meeting setup, and communication regarding department reports and postings on District website.*

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

- *Began discussion on Job Descriptions and Wage Scale. Item will come back to Committee in November and then on to the Board.*

3. Staff Updates

- 1st Quarter Budget to Actuals FY 2019-20 (*due to the timing of the Committee meeting on Oct. 1; this report may not be available*)
- Check Register for September

4. Items for November & Future Committee Meetings

- FY 2018-19 Year-End Actuals
- Five Year Budget Projection
- Reserve Policy Update
- *Job Descriptions & Part-Time Employee Wage Scale*
- *1st Quarter Budget to Actuals FY 2019-20*

5. Items to take to the Board of Directors

- District of Distinction Certificate
- *State of the District Handout*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 8:43pm



Agenda Transmittal

DATE: November 5, 2019

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

AGENDA ITEM #1: EFFICIENT MEETINGS – POLICIES & PROTOCOLS

RECOMMENDED ACTION: REVIEW AND DISCUSS

Introduction

As requested by the Board on September 18, Staff is recommending the following revisions to District Bylaws, Policies, and Board Agenda to provide an environment for a more efficient Board of Directors meeting management process as well as aligning Policy and Bylaws.

Staff vetted proposed revisions to the Bylaws, Policies and Board Agenda through our attorney and auditor for alignment of law, Generally Accepted Accounting Principles, and internal control best practices, and found them acceptable.

The District is guided by a set of Bylaws which establishes the framework for District governance and operations. These Bylaws define how the Board of Directors and Management shall operate; and are the governing rules and regulations. Bylaws are high-level while the subsequent policies define the details of operations and are the 'what' and 'why'. Bylaws and policies must be consistent.

Rules of Order for Board of Directors and Committee Meetings

To reconcile the difference between District Bylaws and Policy, and to allow for more efficient Board meetings, staff recommends the Bylaws and current Policy be revised to Rosenberg's Rules of Order for Board Meeting management.

Current District Bylaws, Section 6.7 states "Public sessions shall be conducted in accordance with Robert's Rule of Order.

Current Policy 5070 states “the Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules – Robert’s Rules of Order.

Rosenberg’s Rules of Order retain the core principles of Robert’s Rules of Order but modifies, simplifies, and tailors the parliamentary procedures for special districts, counties, cities, and similar bodies. These procedures provide a framework to manage agenda item discussion, ascertaining the will of the majority while preserving the rights of the individual, setting rules for motion, debates and votes, and ensuring that courtesy and decorum are maintained. All motions require a second, and a Board vote for example; a motion to set a time to adjourn.

Rosenberg’s Rules of Order are based on four principles of modern parliamentary procedures:

1. Rules should establish order.
2. Rules should be clear leading to wider understanding and participation.
3. Rules should be user-friendly to invite public participation.
4. Rules should enforce the will of the majority while protecting the rights of the minority.

Replacing Robert’s Rules of Order with the Rosenberg’s Rules should not change the Board decision making process significantly. These Rules bring order and more effectiveness and efficiencies to Board meeting management while retaining the core principles of Robert’s Rules of Order. Using these procedures enables the Board to manage a fair and efficient meeting promoting full and free discussion while considering and acting upon the greatest number of issues in the shortest amount of time.

A recent City Clerks Association of California survey revealed that over 40 California agencies have adopted Rosenberg’s Rules of Order including the cities of Belmont, Calistoga, Fresno, Redwood City, Richmond, San Mateo, Santa Rosa, and Sonoma. Overall, hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations, and private corporations and companies have adopted Rosenberg’s Rules of Order in lieu of Robert’s Rules because they have found them practical, logical, simple, easy to learn and user friendly.

If this change is supported by Committee, staff will revise Bylaws and Policy 5070 in track changes and prepare a resolution for the Board’s consideration.

Inclusion of the Check Register

Staff recommends approval of the Check Register be delegated to the Budget and Administration Committee. The Check Register contains expenditures previously approved by the Board, and will be available on the District Website.

Current Policy 3100.50, Purchasing/Expense Authorization, states cash disbursement lists are presented to the Board of Directors each month. The list contain cash disbursements to be ratified by the Board. These expenses are contained in the budget and are, therefore, previously approved by the Board.

Current Policy 3660, Internal Controls, states a cash disbursement journal will be prepared monthly that details the date of check, check number, payee, and amount of the check and columnar description of the expense. The expenditure report will be placed on the consent agenda monthly for review and approval by the Board of Directors.

This recommendation has been vetted through our attorney and auditor for alignment of law, Generally Accepted Accounting Principles and internal control best practices, and found them acceptable.

If this change is supported by Committee, staff and attorney will revise Bylaws and Policy 5070 in track changes and prepare a resolution for the Board's consideration.

Consistency for Public Testimony Time

Staff recommends aligning public testimony times and Open Forum public comment to a time limit of three minutes. Currently, the times are not consistent and not appropriately noted on the Board Meeting agenda.

Current Policy 5030, Board Meeting Conduct Revised, states that “principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to 4 minutes”. It goes on to state “public comment during Open Forum are limited to three minutes per person”.

Aligning the two time limits will allow for a more streamlined meeting, and provide more clarity as to time limits for public testimony. This would also amend the agenda currently used by the District to list the specific consistent public testimony time.

If this change is supported by Committee, staff and attorney will revise Policy 5030 in track changes and prepare a resolution for the Board's consideration.

Amending Agenda Template

Staff recommends adjustment of the agenda template to provide an updated, and more concise Board agenda. The title page currently lists three paragraphs of standard agenda verbiage. This information would be removed and, instead, listed on the Agendas page of the District's website. It is the recommendation of staff to also move specific sections currently listed on the agenda to a more appropriate location, to provide and easier to understand agenda packet.

Policy 5020.7, Board Meeting Agenda's Required Content, requires that "all agenda shall have the following language added to the end of the agenda..."

Updating the agenda template would shorten the agenda, cutting copy costs as well as providing an easier to follow agenda packet (Attachment 1A).

Additional Agenda Streamlining Measures –Department Staff Reports

Staff recommends removal of the Department staff reports from the Board agenda. These reports contain mostly 'work as usual'. Specific actions are presented to the appropriate committee in detail. The General Manager's report will include significant Department items. Department Managers will provide periodic presentations to the Board.

Bylaws and Policies Alignment for Check Signature Authority

Staff is recommending the revision of check signature authority in District Bylaws and Policies to better align with current practice.

District Bylaws, Section 6.4 requires all checks to be signed by both the General Manager and a Board Member.

Policy 3100.7, Purchasing/Expense Authorization, requires District checks be signed by the President of the Board and the General Manager.

Policy 3360, Internal Control and Guide states that the General Manager and a member of the Board will sign checks over a \$10,000. This is our current policy with the General Managers signature required for those expenses under \$10,000.

Policy 3360 is our current practice and aligns with our Internal Control and Guide. The current practice generally aligns with the Bylaws. In order to bring the Bylaws and Policies in sync with each other, staff is recommending an amendment to the District Bylaws and revisions to Policies 3100.7 and 3360.

If this change is supported by Committee, staff will revised Bylaws and Policy 5070 in track changes and prepare a resolution for the Board's consideration.

Financial Impact

There is no negative financial impact to the District. Implementation of these measures could derive a cost savings with shorter Board of Directors meetings, savings on staff time and attorney costs.

Attachments:

1A – Mock Agenda



AGENDA

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

REGULAR BOARD MEETING
Wednesday, October 16, 2019
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

There will be a reception and book signing of
"The History of Cameron Park" beginning at 5:00pm (prior to the Board Meeting).

The Board will convene into Closed Session after Board Information Items.

Board Members

Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	Board Member

Notice to the Public

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

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

~~The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now~~

AGENDA

~~taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.~~

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

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 three minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. Members of the audience are asked to give their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

RECOGNITIONS AND PRESENTATIONS

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

- "History of Cameron Park" - Karen Guthrie and Beverly Campbell
- Recognition of Eagle Scout Projects – Mike Grassle
 - Arizona Alder - picnic benches at Paul J. Ryan Park
 - Indiana Alder - split rail fence at Paul J. Ryan Park
 - Eric Rauchfuss – solar-powered score board at Rasmussen Park
- Overview of CSDA Annual Conference – Monique Scobey

APPROVAL OF CONSENT AGENDA

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

4. Conformed Agenda – Board of Directors September 18, 2019
5. Amended Conformed Agenda – Parks & Recreation Committee September 9, 2019
6. General Manager Report

~~○ Check Register~~

7. **RECEIVE AND FILE** District of Distinction Criteria (N. Garrison)

AGENDA

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to ~~three~~four minutes per person. ~~Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote.~~

GENERAL BUSINESS

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

8. Items removed from the Consent Agenda for discussion
 9. **REVIEW AND APPROVE** Pool Facility Use Fees (J. Ritzman)
 10. **REVIEW AND APPROVE** Resolution 2019-22 Adopting Findings Supporting Amendments to the Fire Code and **FIRST READING** of Proposed 2019.11.20 Fire Code Ordinance
-

BOARD INFORMATION ITEMS

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

11. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Workshop “Be Grant Ready” - Wednesday, October 23, 2019 from 9am-12pm at El Dorado Hills Community Services District
 - Assembly Member Kevin Kiley hosts “Fire Insurance Forum” – Thursday, October 24, 2019 from 6pm-8pm at Cameron Park Community Center
12. Local Area Formation Commission (LAFCO)
13. Committee Reports

AGENDA

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation
- e. Solar Energy Ad Hoc

PUBLIC COMMENT

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

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

CONVENE TO CLOSED SESSION

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

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

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

Unrepresented Employee of the District – General Manager

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

ADJOURNMENT

[Please Note: Sessions of the Board of Directors will be recorded.](#)

For the public's information, we are now taking email requests at admin@cameronpark.org for future notification of Community Services District meetings.



Agenda Transmittal

DATE: November 5, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #2: **UNAUDITED FISCAL YEAR 2018-19 BUDGET TO ACTUAL REPORT**

RECOMMENDED ACTION: **RECEIVE AND FILE**

The Fiscal Year 2018-19 is effectively closed with the exception of any auditor adjustments. An unaudited Fiscal Year 2018-19 Budget to actual report attached. The 2018-19 Year End results represent leadership and staff's first full budget/fiscal cycle.

Also attached in the fund balances for all LLADs and special funds. Please note these fund balances account for both cash at Umpqua and cash at the County.

The Fiscal Year 2018-19 resulted in actual expenditures over revenue of \$134,869. This represents a \$193,036 betterment over the budgeted expenditures over revenue of \$327,905.

The 2018-19 results are primarily due to a revenue adjustment related to FY 2016-17 decreasing Fiscal Year 2018-19 revenue by \$112,963.

Additional unrealized revenue includes:

- Park Impact fees representing budgeted projects not being initiated or in progress,
- Weed Abatement due to under collection of costs
- Budgeted Quimby fees realized in the restricted Quimby special fund.

Additional over realized revenue includes:

- Property tax
- Special Events including Summer Spectacular
- Community Center Facility rentals
- JPA Reimbursable costs

Expenditures savings include lower than budgeted:

- Cal Fire services
- Professional Services
- Capital Equipment Expense
- County Administration Costs

Expenditures over budget include:

- Audit/Accounting costs due to two profession audits, Abila training and forensic accounting services
- Salaries due to greater than expected use of part time/seasonal personnel
- Utilities – gas and electric costs
- Computer Software due to RecTrac upgrade, Abila, F89 phone system replacement

Attachments:

2A - Unaudited FY 2018-19 Budget to Actual

2B - LLADs Special Fund Balance Analysis

Cameron Park Community Services District
 Budget to Actual Unaudited
 From 7/1/2018 Through 6/30/2019

	Current Period		Current Year		Budget		Period	
	Budget - Final	Actual	Variance	- Final	Budget	Variance	- Final	Budget
Operating								
4110 Property Taxes	3,994,388	4,031,109		36,721		0.9%		
4113 Franchise Fees	176,000	174,571		(1,429)		-0.8%		
4115 Park Impact Fees	52,000	0		(52,000)		-100.0%		
4120 Ouimby Fees	31,000	0		(31,000)		-100.0%		
4132 Fire Marshall Plan Review	22,000	19,364		(2,636)		-12.0%		
4142 Tuition Fees	26,160	33,034		6,874		26.3%		
4145 Youth Classes	35,000	35,927		927		2.6%		
4146 Adult Classes	25,000	19,490		(5,510)		-22.0%		
4147 Youth Sports	100,000	85,915		(14,085)		-14.1%		
4148 Adult Sports	10,000	10,502		502		5.0%		
4149 Camp Revenues	12,800	0		(12,800)		-100.0%		
4153 Senior Programs	12,000	14,687		2,687		22.4%		
4165 Transfer In	0	70,244		70,244		#DIV/0!		
4170 Special Events	40,000	92,857		52,857		132.1%		
4180 Park Lake Kiosk Revenues	40,800	28,982		(11,818)		-29.0%		
4181 Lake Season Pass	37,680	31,565		(6,115)		-16.2%		
4182 Picnic Site Rentals	9,960	1,647		(8,313)		-83.5%		
4183 Summer Kids Camp	40,800	48,615		7,815		19.2%		
4184 Cameron Park Lake	10,000	7,550		(2,450)		-24.5%		
4185 CC Facility Rentals	10,000	37,584		27,584		275.8%		
4186 Gvm Rentals	35,000	29,376		(5,624)		-16.1%		
4187 Pool Use Fees	160,000	137,390		(22,610)		-14.1%		
4190 Parks Facility Revenue	65,000	67,860		2,860		4.4%		
4220 Summer Spectacular	30,800	0		(30,800)		-100.0%		
4250 Donations	1,000	8,794		7,794		779.4%		
4255 Sponsorships	22,067	8,125		(13,942)		-63.2%		
4260 JPA Reimbursable	1,150,000	1,180,534		30,534		2.7%		
4262 Fire Apparatus Equip	136,244	122,750		(13,494)		-9.9%		
4400 Reimbursement	0	12,279		12,279		#DIV/0!		
4410 Weed Abatement	94,260	11,915		(82,345)		-87.4%		
4505 Interest Income	10,000	19,108		9,108		91.1%		

Cameron Park Community Services District
 Budget to Actual Unaudited
 From 7/1/2018 Through 6/30/2019

	Current Period		Current Year		Budget		Period	
	Budget - Final	Actual	Budget - Final	Actual	Variance - Final	Budget	Variance - Final	Budget
4600 Other Income	39,295	1,955	(37,340)				-95.0%	
Total	<u>6,429,254</u>	<u>6,343,728</u>	<u>(85,526)</u>				<u>-1.3%</u>	
Operating								
5000 Salaries - Permanent	505,000	654,520	149,520				29.6%	
5010 Salaries - Part-time	182,350	178,346	(4,004)				-2.2%	
5020 Overtime	8,000	13,307	5,307				66.3%	
5130 Health Benefit	170,000	143,697	(26,303)				-15.5%	
5135 Retiree Health Benefit	88,547	79,313	(9,234)				-10.4%	
5140 Dental Insurance	3,500	6,742	3,242				92.6%	
5150 Vision Insurance	2,250	1,682	(568)				-25.3%	
5160 CalPERS Employer	186,000	185,626	(374)				-0.2%	
5170 Worker's Compensation	16,000	14,722	(1,278)				-8.0%	
5180 FICA/Medicare Employer	23,400	25,969	2,569				11.0%	
5190 UI/TT Contribution	21,700	17,483	(4,217)				-19.4%	
5209 Advertising/Marketing	20,000	38,605	18,605				93.0%	
5210 Agency Administration Fee	96,668	25	(96,643)				-100.0%	
5215 Agriculture	2,200	13,391	11,191				508.7%	
5220 Audit/Accounting	90,000	120,073	30,073				33.4%	
5221 Bank Charge	16,000	14,635	(1,365)				-8.5%	
5230 Clothing/Uniforms	6,000	9,430	3,430				57.2%	
5231 Computer Software	30,000	53,362	23,362				77.9%	
5232 Computer Hardware	10,000	15,740	5,740				57.4%	
5235 Contractual Services	28,200	26,768	(1,433)				-5.1%	
5236 Contractual - Provider	3,594,170	3,464,579	(129,591)				-3.6%	
5240 Contract Services - Other	173,800	128,085	(45,715)				-26.3%	
5250 Director Compensation	13,000	16,200	3,200				24.6%	
5260 EDC Department Agency	7,200	4,561	(2,639)				-36.7%	
5265 Educational Materials	16,360	2,313	(14,047)				-85.9%	

Cameron Park Community Services District
 Budget to Actual Unaudited
 From 7/1/2018 Through 6/30/2019

	Current Period		Current Year		Budget		Period	
	Budget - Final	Actual	Variance - Final	Budget	Budget	Budget	Budget	
5270 Elections	18,000	10,093	(7,907)				-43.9%	
5275 Equipment-Minor/Small	8,000	13,840	5,840				73.0%	
5285 Fire & Safety Supplies	10,500	9,226	(1,274)				-12.1%	
5290 Fire Prevention &	900	1,555	655				72.8%	
5295 Fire Turnout Gear	31,000	31,071	71				0.2%	
5296 Fire- Volunteer/Resident	42,000	24,317	(17,683)				-42.1%	
5300 Food	5,000	6,918	1,918				38.4%	
5305 Fuel	75,700	81,371	5,671				7.5%	
5310 Government Fees/Permits	23,500	19,845	(3,655)				-15.6%	
5315 Household Supplies	38,000	27,942	(10,058)				-26.5%	
5316 Instructors	73,700	72,477	(1,223)				-1.7%	
5320 Insurance	85,500	82,633	(2,867)				-3.4%	
5335 Legal Services	21,500	15,316	(6,184)				-28.8%	
5340 Maint. - Vehicle Supplies	500	403	(97)				-19.4%	
5345 Maint. - Buildings	49,900	38,857	(11,043)				-22.1%	
5350 Maint. - Equipment	55,293	57,099	1,806				3.3%	
5355 Maint. - Grounds	61,350	60,871	(479)				-0.8%	
5360 Maint. - Radio/Phones	1,500	1,741	241				16.1%	
5365 Maint. - Tires & Tubes	14,000	11,212	(2,788)				-19.9%	
5370 Maint. - Vehicle	21,000	27,676	6,676				31.8%	
5375 Medical Supplies	0	1,387	1,387				#DIV/0!	
5380 Memberships/Subscription	10,900	9,367	(1,533)				-14.1%	
5385 Mileage Reimbursement	3,200	2,802	(398)				-12.4%	
5395 Miscellaneous	(2,000)	(1,667)	333				-16.6%	
5400 Office Supplies/Expense	10,500	12,237	1,737				16.5%	
5405 Pool Chemicals	37,400	46,067	8,667				23.2%	
5410 Postage	2,900	2,464	(436)				-15.0%	
5415 Printing	1,000	1,014	14				1.4%	

Cameron Park Community Services District
 Budget to Actual Unaudited
 From 7/1/2018 Through 6/30/2019

	Current Period		Current Year		Budget		Period
	Budget - Final	Actual	Variance - Final	Actual	Variance - Final	Budget	Budget
5420 Professional Services	110,000	72,845	(37,155)	72,845			-33.8%
5421 Program Supplies	15,000	18,642	3,642	18,642			24.3%
5425 Publications & Legal	600	517	(83)	517			-13.8%
5430 Radios	700	1,900	1,200	1,900			171.5%
5431 Refund-Activity Pass	4,300	3,849	(451)	3,849			-10.5%
5435 Rent/Lease - Bldgs, Fields,	700	8,079	7,379	8,079			1054.1%
5440 Rent/Lease - Equipment	2,000	7,262	5,262	7,262			263.1%
5455 Staff Development	12,000	28,256	16,256	28,256			135.5%
5465 Special Events	6,000	12,039	6,039	12,039			100.7%
5466 Summer Spectacular	50,000	55,771	5,771	55,771			11.5%
5470 Phones/internet	40,000	44,729	4,729	44,729			11.8%
5480 Travel/Lodging	700	605	(95)	605			-13.5%
5490 Utilities - Water	60,000	53,184	(6,816)	53,184			-11.4%
5492 Utilities - Electric/Gas	160,000	195,844	35,844	195,844			22.4%
5493 Utilities - Garbage	800	0	(800)	0			-100.0%
5495 Utilites - Water/Irrigation	0	484	484	484			#DIV/0!
5500 Vandalism	1,000	1,031	31	1,031			3.1%
5501 Cal Fire In Kind Purchases	16,000	16,022	22	16,022			0.1%
5625 Capital Equipment Expense	266,271	60,101	(206,170)	60,101			-77.4%
9999 Reconciliation Discrepancy	0	130	130	130			#DIV/0!
	<u>6,757,159</u>	<u>6,478,597</u>	<u>(278,562)</u>	<u>6,478,597</u>			<u>-4.1%</u>

Net Revenue **(327,905)** **(134,869)** **193,036** **-58.9%**
Over
Expenditures

**Cameron Park Community Services District
Fund Balance Analysis
As of 6/30/2019**

LLAD's Fund Balance Summary

	Airpark LL&D	Unit 6 LL&D	Unit 7 LL&D	Unit 8 LL&D	Viewpoint LL&D	Goldorado LL&D	Unit 11 LL&D	Unit 12 LL&D	Bar J15A LL&D	Bar J15B LL&D	Creekside LL&D	Eastwood LL&D	LL&D (Crazy Horse)	Cambridge Oaks LL&D	Northview LL&D	Cameron Valley II&D	Woods 8 LL&D	Silver Springs LL&D	BarJ a5ANo 2
Beginning Fund Balance at 7/1/18	87,718.62	54,546.95	40,663.83	44,648.87	(3,429.89)	(3,426.73)	24,475.19	34,463.52	(40,004.06)	11,237.57	1,741.02	190,290.42	(7,091.93)	10,207.48	(12,081.68)	51,564.50	42,358.45	11,705.46	89,209.28
YTD Fund Balance at 6/30/19	(794.91)	16,395.81	(770.05)	(1,070.47)	(2,371.78)	(651.73)	(414.68)	(1,066.83)	(17,049.96)	(4,877.96)	576.12	(26,267.90)	(12,586.48)	38.14	1,830.04	(119.03)	4,200.74	239.17	14,129.91
Total Fund Balances at 6/30/19	<u>86,923.71</u>	<u>70,942.76</u>	<u>39,893.78</u>	<u>43,578.40</u>	<u>(5,801.67)</u>	<u>(4,078.46)</u>	<u>24,060.51</u>	<u>33,396.69</u>	<u>(57,054.02)</u>	<u>6,359.61</u>	<u>2,317.14</u>	<u>164,022.52</u>	<u>(19,678.41)</u>	<u>10,245.62</u>	<u>(10,251.64)</u>	<u>51,445.47</u>	<u>46,559.19</u>	<u>11,944.63</u>	<u>103,339.19</u>
Liabilities and Fund Balances at 6/30/19	<u>88,602.77</u>	<u>70,942.76</u>	<u>40,940.19</u>	<u>44,900.99</u>	<u>(5,178.27)</u>	<u>(3,797.39)</u>	<u>24,577.91</u>	<u>34,462.34</u>	<u>(54,864.52)</u>	<u>7,393.51</u>	<u>2,374.63</u>	<u>165,507.94</u>	<u>(17,061.78)</u>	<u>10,292.86</u>	<u>(9,855.54)</u>	<u>52,107.75</u>	<u>46,674.17</u>	<u>11,944.63</u>	<u>103,339.19</u>

Special Funds Balance Summary

	CC&R	Quimby	AB 1600 /Park Impact	Fire Development Impact	Go Bond	Fire Training	Fire Equip Replacement	Scholarship	Per Capita Grant	Promotional Grant	Community Center
Beginning Fund Balance as of 7/1/18	211,795.97	32,202.90	614,947.48	1,327,919.51	471,597.94	42,521.44	656,155.51	12,077.76	150,928.99	(35.60)	0.50
YTD Fund Balance as of 6/30/19	(12,736.69)	40,695.34	126,821.76	49,974.49	65,435.62	(20,722.63)	(111,341.19)	0.00	0.00	0.00	0.00
Total Fund Balances as of 6/30/19	<u>199,059.28</u>	<u>72,898.24</u>	<u>741,769.24</u>	<u>1,377,894.00</u>	<u>537,033.56</u>	<u>21,798.81</u>	<u>544,814.32</u>	<u>12,077.76</u>	<u>150,928.99</u>	<u>(35.60)</u>	<u>0.50</u>
Liabilities and Fund Balances as 6/30/19	<u>203,790.92</u>	<u>72,898.24</u>	<u>741,769.24</u>	<u>1,377,894.00</u>	<u>537,033.56</u>	<u>21,798.81</u>	<u>544,814.32</u>	<u>12,077.76</u>	<u>150,928.99</u>	<u>(35.60)</u>	<u>0.50</u>

Per South lake Tahoe College Aggrement
 Per Policy. Funded by 1% Property Tax allocation?
 Per Policy
 Program and Grant closed per Grants and Local Assistant Office. Parks Reserve?
 Slated for FundChosure
 Slated for Fund Closure



Agenda Transmittal

DATE: November 5, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: **JOB DESCRIPTIONS AND PART-TIME EMPLOYEE WAGE SCALE**

RECOMMENDED ACTION: **REVIEW AND DISCUSS**

RECOMMENDATION

- Provide feedback on the Part-Time Employee Wage Scale;
- Provide feedback about the job descriptions;
- Consider moving to the Board of Directors as consent item in November.

DISCUSSION

Job descriptions, along with the employee wage schedule and organizational chart, are considered Board policy documents; each document is related to the other. Staff updated job descriptions based on:

1. Past District job descriptions,
2. Comparisons to similar agencies,
3. Template provided by Paychex, the District's payroll contractor.

Draft job descriptions were reviewed and edited by managers and supervisors. Employees reviewed their job descriptions and provided input. The labor union was provided an opportunity to review job descriptions, with a deadline of September 30.

The seasonal recreation job descriptions and wages are not included in this package. Due to the anticipated changes in the Recreation Department, those personnel policy documents will be developed at a later time and presented to the Committee and Board.

Attachments:

3A - Part-Time Employee Wage Scale

3B - Job Descriptions

Part-Time Employee Wage Scale

26-Aug-19

	steps	1	2	3	4	5
Admin Assist I (clerical)		13.00	13.65	14.33	15.05	15.80
Admin Assist II (Board clerk, safety)		16.50	17.33	18.19	19.10	20.06
Parks & Facilities Maintenance Worker I		13.00	13.65	14.33	15.05	15.80

NOTE: Wage scale to be adjusted as minimum wage changes

Job Title:	Accounting Specialist - Confidential	Department/Group:	Cameron Park CSD Administration and Finance
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	See approved salary chart	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under general direction, performs complex and difficult accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, supervises Front Office Operations; assists with Human Resources functions and performs other related duties as required. This is a Confidential position.</p>			
DISTINGUISHING CHARACTERISTICS			
<p>The Accounting Specialist is the advanced journey-level class expected to perform the full scope of financial record keeping transactions, payroll, accounts payables/receivables, customer service functions, Human Resource support functions, supervision of Front Office Operations and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Finance/Human Resources Officer in that the latter performs the professional accounting duties.</p>			
SUPERVISION EXERCISED/RECEIVED			
<p>Receives general direction from the Finance/Human Resources Officer. Incumbents in this position may exercise supervision.</p>			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Performs complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, complex calculations related to labor negotiations. • Processes and oversees the processing of the District's biweekly payroll; audits and verifies time cards submitted by department staff; checks availability of vacation and sick leave; maintains records of appropriate accruals; prepares and balances payroll reports; prepares supporting reports and payments to various taxing, financial, insurance, and retirement organizations; inputs data; prepares and analyzes month-end and year-end closing and reports for payroll. • Analyzes and prepares Workers' Compensation reports; monitors, analyzes, calculates and prepares payment for employee health benefits, dental and vision benefits, deferred compensation, 457 plan and Union. • Provides Human Resources support; updates employee computer payroll files; processes new hires; processes changes in personnel status; maintains all benefit accruals, taxes, benefit and deduction files; maintains employee personnel records; monitors and processes health insurance open enrollment; answers questions from staff regarding benefits and insurance forms. 			

- Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports.
- Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable.
- Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Accounting Specialist duties as described above. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and/or two years of college level course work in accounting, bookkeeping or a related field.
- An Associate’s degree is desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Valid California driver’s license. Must be able to travel to various locations within and outside the District to meet the District’s needs and to fulfill the job responsibilities.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time



Agenda Transmittal

DATE: November 5, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #4: ADMINISTRATION AND FINANCE DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

Human Resources

- Job descriptions for all current District positions were presented to the Budget and Administration Committee for review. Final review is scheduled in November before presentation to the Board of Directors. This effort will conclude the District's effort to address policies related to District employees.

Budget/Finance

- The Fiscal Year 2018-19 is effectively closed with the exception of any auditor adjustments. An Unaudited Fiscal Year 2018-19 Budget to Actual report is presented under a separate cover. The 2018-19 Year End results represent leadership and staff's first full budget/fiscal cycle.
- The first Quarterly Financial report is attached. Given the early budget cycle, one time expenditures, seasonality of both revenue and expenditures, and Recreation and Parks budget adjustments pending, no budget anomalies are indicated.
- The 2018-19 audit process is ongoing. Auditor field work is scheduled for the week of November 11.
- Staff have completed the necessary preliminary financial reports and other documentation for the audit report process to begin. Staff will continue to support the audit process with further reports and documentation as necessary.
- Staff continues to receive training for the first audit to be coordinated and completed by District staff.

- Staff has provided a check register for October. This register includes information from the date of the prior register 9-27 thru 10-31 with no gap in reporting.

Attachments:

4A - First Quarter Revenues and Expenditures

4B - Check Register for the Month of October

Cameron Park Community Services District
Revenues and Expenditures - First Quarter
From 7/1/2019 Through 9/30/2019

Attachment 4A

		<u>19-2020 Budget -</u>	<u>Actual July-</u>	<u>Actual to</u>	<u>Actual to</u>
		<u>Final</u>	<u>Sept 2019</u>	<u>Budget</u>	<u>Budget</u>
Operating Revenue					
4110	Property Taxes	4,134,387	0	(4,134,387)	-100.0%
4113	Franchise Fees	200,000	0	(200,000)	-100.0%
4115	Park Impact Fees	52,000	0	(52,000)	-100.0%
4120	Quimby Fees	28,554	0	(28,554)	-100.0%
4125	Fire Development	10,000	0	(10,000)	-100.0%
4132	Fire Marshall Plan Review	18,000	8,715	(9,285)	-51.6%
4142	Tuition Fees	0	150	150	#DIV/0!
4145	Youth Classes	38,000	4,365	(33,635)	-88.5%
4146	Adult Classes	36,727	7,542	(29,186)	-79.5%
4147	Youth Sports	100,000	11,563	(88,437)	-88.4%
4148	Adult Sports	18,800	2,714	(16,086)	-85.6%
4149	Camp Revenues	12,800	0	(12,800)	-100.0%
4153	Senior Programs	12,000	3,514	(8,486)	-70.7%
4170	Special Events	25,000	7,571	(17,429)	-69.7%
4180	Park Lake Kiosk Revenues	21,012	23,196	2,184	10.4%
4181	Lake Season Pass	21,666	746	(20,920)	-96.6%
4182	Picnic Site Rentals	27,436	50	(27,386)	-99.8%
4183	Summer Kids Camp	42,000	11,778	(30,223)	-72.0%
4184	Cameron Park Lake Concessions	3,250	4,013	763	23.5%
4185	CC Facility Rentals	129,114	11,773	(117,341)	-90.9%
4186	Gym Rentals	33,650	9,108	(24,542)	-72.9%
4187	Pool Use Fees	195,882	32,357	(163,525)	-83.5%
4190	Parks Facility Revenue	27,061	13,665	(13,396)	-49.5%
4250	Donations	1,000	0	(1,000)	-100.0%
4255	Sponsorships	30,000	0	(30,000)	-100.0%
4260	JPA Reimbursable	1,150,000	287,500	(862,500)	-75.0%
4262	Fire Apparatus Equip Replcmt	100,000	40,000	(60,000)	-60.0%
4400	Reimbursement	64,717	1,723	(62,995)	-97.3%
4410	Weed Abatement	23,263	0	(23,263)	-100.0%
4505	Interest Income	9,000	14,848	5,848	65.0%
4600	Other Income	111,592	479	(111,113)	-99.6%
4605	Grant - CI	<u>23,000</u>	<u>0</u>	<u>(23,000)</u>	<u>-100.0%</u>
Total Operating Revenue		<u>6,699,911</u>	<u>497,369</u>	<u>(6,202,542)</u>	<u>-92.6%</u>
Expenditures					
5000	Salaries - Permanent	668,113	157,762	(510,351)	-76.4%
5010	Salaries - Part-time	103,175	87,769	(15,406)	-14.9%
5020	Overtime	5,000	2,973	(2,027)	-40.5%
5130	Health Benefit	111,542	31,978	(79,564)	-71.3%
5135	Retiree Health Benefit	63,420	15,859	(47,561)	-75.0%

Cameron Park Community Services District
 Revenues and Expenditures - First Quarter
 From 7/1/2019 Through 9/30/2019

Attachment 4A

		19-2020 Budget - Actual July		Budget to	Budget
		Final	Sept 2019	Actual	to Actual
5140	Dental Insurance	10,716	2,933	(7,783)	-72.6%
5150	Vision Insurance	1,503	578	(925)	-61.5%
5160	CalPERS Employer Retirement	223,586	176,714	(46,872)	-21.0%
5170	Worker's Compensation	53,501	58,277	4,776	8.9%
5180	FICA/Medicare Employer	12,835	9,180	(3,655)	-28.5%
5190	UI/TT Contribution	37,513	5,048	(32,465)	-86.5%
5209	Advertising/Marketing	27,245	11,220	(16,025)	-58.8%
5215	Agriculture	18,485	3,017	(15,468)	-83.7%
5220	Audit/Accounting	47,500	4,475	(43,025)	-90.6%
5221	Bank Charge	14,141	3,270	(10,871)	-76.9%
5230	Clothing/Uniforms	9,525	1,406	(8,119)	-85.2%
5231	Computer Software	24,380	8,811	(15,569)	-63.9%
5232	Computer Hardware	47,750	20,625	(27,125)	-56.8%
5235	Contractual Services	20,000	1,504	(18,496)	-92.5%
5236	Contractual - Provider Services	3,710,059	0	(3,710,059)	-100.0%
5240	Contract Services - Other	96,627	12,655	(83,972)	-86.9%
5250	Director Compensation	13,700	3,000	(10,700)	-78.1%
5260	EDC Department Agency	4,268	4,268	0	0.0%
5265	Educational Materials	6,845	314	(6,531)	-95.4%
5275	Equipment-Minor/Small Tools	9,500	2,507	(6,993)	-73.6%
5285	Fire & Safety Supplies	4,750	2,960	(1,790)	-37.7%
5290	Fire Prevention & Inspection	1,800	0	(1,800)	-100.0%
5295	Fire Turnout Gear	31,000	5,661	(25,339)	-81.7%
5296	Fire- Volunteer/Resident	29,200	2,760	(26,440)	-90.5%
5300	Food	4,600	2,438	(2,162)	-47.0%
5305	Fuel	71,000	17,040	(53,960)	-76.0%
5310	Government Fees/Permits	29,934	8,421	(21,513)	-71.9%
5315	Household Supplies	26,695	9,370	(17,325)	-64.9%
5316	Instructors	66,500	17,562	(48,938)	-73.6%
5320	Insurance	103,500	100,422	(3,078)	-3.0%
5335	Legal Services	14,250	0	(14,250)	-100.0%
5340	Maint. - Vehicle Supplies	4,000	0	(4,000)	-100.0%
5345	Maint. - Buildings	50,495	7,647	(42,848)	-84.9%
5350	Maint. - Equipment	47,540	9,827	(37,713)	-79.3%
5355	Maint. - Grounds	86,488	5,357	(81,131)	-93.8%
5360	Maint. - Radio/Phones	2,000	358	(1,642)	-82.1%
5365	Maint. - Tires & Tubes	16,100	25	(16,075)	-99.8%
5370	Maint. - Vehicle	21,000	10,449	(10,551)	-50.2%
5375	Medical Supplies	1,650	116	(1,534)	-93.0%
5380	Memberships/Subscriptions	9,445	583	(8,862)	-93.8%
5385	Mileage Reimbursement	1,475	348	(1,127)	-76.4%

Cameron Park Community Services District
Revenues and Expenditures - First Quarter
From 7/1/2019 Through 9/30/2019

Attachment 4A

		19-2020 Budget - Actual July		Budget to	Budget
		Final	Sept 2019	Actual	to Actual
				Variance	%
5395	Miscellaneous	0	40	40	#DIV/0!
5400	Office Supplies/Expense	10,848	5,933	(4,915)	-45.3%
5405	Pool Chemicals	21,500	10,499	(11,001)	-51.2%
5410	Postage	4,400	535	(3,865)	-87.8%
5415	Printing	595	0	(595)	-100.0%
5420	Professional Services	135,800	19,783	(116,017)	-85.4%
5421	Program Supplies	15,000	4,256	(10,744)	-71.6%
5425	Publications & Legal Notices	595	0	(595)	-100.0%
5430	Radios	2,500	632	(1,868)	-74.7%
5431	Refund-Activity Pass	1,500	0	(1,500)	-100.0%
5435	Rent/Lease - Bldgs, Fields, etc.	8,300	30	(8,270)	-99.6%
5440	Rent/Lease - Equipment	4,180	6,872	2,692	64.4%
5455	Staff Development	26,600	1,880	(24,720)	-92.9%
5465	Special Events	6,000	919	(5,081)	-84.7%
5466	Summer Spectacular	0	828	828	#DIV/0!
5470	Phones/internet	44,675	8,903	(35,772)	-80.1%
5490	Utilities - Water	42,500	11,806	(30,694)	-72.2%
5492	Utilities - Electric/Gas	168,350	63,744	(104,606)	-62.1%
5495	Utilites - Water/Irrigation	0	240	240	#DIV/0!
5500	Vandalism	2,000	0	(2,000)	-100.0%
5501	Cal Fire In Kind Purchases	13,500	6,689	(6,811)	-50.5%
5625	Capital Equipment Expense	<u>451,117</u>	<u>17,629</u>	<u>(433,488)</u>	<u>-96.1%</u>
	Total	<u>6,924,311</u>	<u>988,709</u>	<u>(5,935,602)</u>	<u>-85.7%</u>
	Net Revenue Over (Under) Expenditures	<u>(224,400)</u>	<u>(491,340)</u>	<u>(266,940)</u>	<u>119.0%</u>

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

Vendor Name	Check Amount	Description	Check Num...	Check Date
	31,432.47	Payroll GL 10-04-19	Payroll GL 10-...	10/4/2019
	31,432.47		Total Payroll ...	10/4/2019
	30,782.13	Payroll GL 10-18-19	Payroll GL 10-...	10/18/2019
	30,782.13		Total Payroll ...	10/18/2019
49er Communications, Inc.	515.00	FD88 Radio repairs 10/21/19	31296	10/24/2019
	515.00		Total 31296	10/24/2019
Abila	687.00	Accounting Software 10/20-11/19/19	31297	10/24/2019
	687.00		Total 31297	10/24/2019
Airespring Inc.	564.57	Internet Broadbands Com Cntr/Lake Sept. 2019	31260	10/17/2019
	564.57		Total 31260	10/17/2019
Airgas National Carbonation	156.20	CO2 delv. Pool 09/20/19	31185	10/3/2019
	156.20		Total 31185	10/3/2019
Airgas National Carbonation	260.95	CO2 Tank rental, Lagoon 09/30/19	31226	10/10/2019
Airgas National Carbonation	131.49	CO2, Pool 09/26/19		10/10/2019
	392.44		Total 31226	10/10/2019
Airgas National Carbonation	265.68	CO2 - Pool 10/10/19	31332	10/31/2019
Airgas National Carbonation	262.59	CO2 - Pool 10/23/19		10/31/2019
	528.27		Total 31332	10/31/2019
Alhambra	73.25	Water delv 09/09 & 09/23/19 & cooler rental	31186	10/3/2019
	73.25		Total 31186	10/3/2019
Alhambra	63.01	Wtr delv & cooler rental 10/7 & 10/21/19	31333	10/31/2019
	63.01		Total 31333	10/31/2019
Alison S. Lloyd	561.00	Inst. Baby, Pre, & Ballet 1 Classes Sept 2019	31210	10/3/2019
	561.00		Total 31210	10/3/2019
Alyssa Kimball	4.91	Mileage Reimb Sept. 2019	31208	10/3/2019

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 Check/Voucher Register - Check Register
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Vendor Name	Check Amount	Description	Check Num...	Check Date
	4.91		Total 31208	10/3/2019
Amber Hichborn	69.00	Soccer Tots class cancelled - refund	31313	10/24/2019
	69.00		Total 31313	10/24/2019
Amy Sellers	40.00	NW Qtr rental 09/25/19, Deposit refund	31255	10/10/2019
	40.00		Total 31255	10/10/2019
Andrea Korven	74.00	Soccer Tots cancelled - refund Oct. 2019	31316	10/24/2019
	74.00		Total 31316	10/24/2019
Andrew Webb	741.00	Inst. Tennis Classes Sept. 2019	31225	10/3/2019
	741.00		Total 31225	10/3/2019
Angius & Terry LLP	1,492.90	CC&R Legal srvc 08/06-08/31/19	31187	10/3/2019
	1,492.90		Total 31187	10/3/2019
Angius & Terry LLP	1,446.50	CC&R Legal Srvc 09/10-09/27/19	31299	10/24/2019
	1,446.50		Total 31299	10/24/2019
Aqua Body Strong	390.00	Inst. training 2 staff Aqua Yoga 11/2/19	31334	10/31/2019
	390.00		Total 31334	10/31/2019
Arnolds for Awards, Inc.	18.77	FD locker name plate 09/25/19	31188	10/3/2019
Arnolds for Awards, Inc.	71.86	FD name tags & plates 09/17/19		10/3/2019
	90.63		Total 31188	10/3/2019
Arnolds for Awards, Inc.	30.30	FD Engraved brass oval plates 10/04/19	31262	10/17/2019
	30.30		Total 31262	10/17/2019
AT&T Calnet 3	359.12	Phone lines, all CSD 08/24-09/23/19 BAN# 9391035823	31189	10/3/2019
	359.12		Total 31189	10/3/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
AT&T Calnet 3	150.85	FD phone lines 08/24-09/23/19 BAN# 9391035822	31190	10/3/2019
	150.85		Total 31190	10/3/2019
AT&T Calnet 3	21.25	FD89 Fax Line 09/10-10/09/19 BAN #9391035819	31300	10/24/2019
	21.25		Total 31300	10/24/2019
AT&T Calnet 3	359.30	CSD Phones 09/24-10/23/19 BAN 9391035823	31335	10/31/2019
	359.30		Total 31335	10/31/2019
Bernard Bradshaw	175.00	Magician - Pumpkin Patch Oct. 2019	31227	10/10/2019
	175.00		Total 31227	10/10/2019
Brett Fleming	230.00	YBB cancelled Bryson & Chase - Feb 2020 Refund-fees	31349	10/31/2019
	230.00		Total 31349	10/31/2019
Brian Agee	160.00	Res ff shifts 09/18,23,25,28	31298	10/24/2019
	160.00		Total 31298	10/24/2019
California Public Employee's Retirement System	19,040.51	October 2019 CalPERS Health Payment	1001408012	10/3/2019
	19,040.51		Total 100140...	10/3/2019
California Public Employee's Retirement System	1,141.77	PPE 09/28/19 CalPERS Retirement - Classic	1001417261	10/7/2019
	1,141.77		Total 100141...	10/7/2019
California Public Employee's Retirement System	2,760.70	PPE 09/28/19 CalPERS Retirement - Pepra	1001417263	10/7/2019
	2,760.70		Total 100141...	10/7/2019
California Public Employee's Retirement System	1,143.84	PPE 10/12/19 CalPERS Retirement - Classic	1001427393	10/18/2019
	1,143.84		Total 100142...	10/18/2019
California Public Employee's Retirement System	2,813.29	PPE 10/12/19 CalPERS Retirement - Pepra	1001427395	10/18/2019
	2,813.29		Total 100142...	10/18/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
California Special Districts Association	7,615.00	2020 Annual Membership	31341	10/31/2019
	7,615.00		Total 31341	10/31/2019
CalPERS 457 Plan	200.00	PPE 09/28/19 CalPERS 457 Plan	1001417259	10/7/2019
	200.00		Total 100141...	10/7/2019
CalPERS 457 Plan	200.00	PPE 10/12/19 CalPERS 457 Plan	1001427388	10/18/2019
	200.00		Total 100142...	10/18/2019
Camino Power Tool	193.05	FD 88 HUS 4T Fuel 10/03/19	31263	10/17/2019
	193.05		Total 31263	10/17/2019
Candice Jones	300.00	E 1/2 Stage rental 09/26/19, deposit refund	31251	10/10/2019
	300.00		Total 31251	10/10/2019
Cap City Sports Academy LLC	531.30	Inst. Camps 420406-31 & -32 Sept. 2019	31264	10/17/2019
	531.30		Total 31264	10/17/2019
Capitol Clutch & Brake, Inc.	369.28	FD E89 parts 09/24/19	31191	10/3/2019
	369.28		Total 31191	10/3/2019
Carbon Copy, Inc.	37.49	FD 89 Copier Count - Sept. 2019	31192	10/3/2019
Carbon Copy, Inc.	11.44	FD88 Copier Count - Sept. 2019		10/3/2019
	48.93		Total 31192	10/3/2019
Carbon Copy, Inc.	73.02	CC Copier Count 10/01-10/31/19	31337	10/31/2019
Carbon Copy, Inc.	6.43	FD88 Copier count 10/01-10/31/19		10/31/2019
Carbon Copy, Inc.	35.35	FD89 Copier Count 10/01-10/31/19		10/31/2019
	114.80		Total 31337	10/31/2019
CardConnect	50.00	Bolt CC devices Sept. 2019	31193	10/3/2019
	50.00		Total 31193	10/3/2019
Christie Johnson	35.00	Photo class cancelled 10/16 - refund	31354	10/31/2019
	35.00		Total 31354	10/31/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Churchill's Hardware, Inc.	17.14	FD 88 & 89 hardware 09/07 & 09/23/19	31194	10/3/2019
	17.14		Total 31194	10/3/2019
Churchill's Hardware, Inc.	174.81	Parks/CC/Lake hardware/misc 09/04-09/26/19	31195	10/3/2019
	174.81		Total 31195	10/3/2019
Cintas Corporation #622	284.55	CC Janitorial Supplies 09/26/19	31196	10/3/2019
	284.55		Total 31196	10/3/2019
Cintas Corporation #622	308.22	Janitorial Supplies CC 10/03/19	31228	10/10/2019
	308.22		Total 31228	10/10/2019
Cintas Corporation #622	257.95	CC Janitorial Supplies 10/10/19	31266	10/17/2019
	257.95		Total 31266	10/17/2019
Cintas Corporation #622	210.01	CC Janitorial Supplies 10/17/19	31301	10/24/2019
	210.01		Total 31301	10/24/2019
Cintas Corporation #622	232.49	CC Janitorial Supplies 10/24/19	31338	10/31/2019
	232.49		Total 31338	10/31/2019
Comcast	153.08	FD89 Internet 10/11-11/10/19	31267	10/17/2019
	153.08		Total 31267	10/17/2019
Comcast	54.99	FD88 Internet 10/14-11/13/19	31302	10/24/2019
	54.99		Total 31302	10/24/2019
Comcate Software, Inc.	5,900.00	CC&R software pymt 2 of 2 for 12/6/19-05/31/2020	31268	10/17/2019
	5,900.00		Total 31268	10/17/2019
Comfort King, Inc.	335.00	FD88 Ac review/repair due to Power outage 10/9/19	31339	10/31/2019
	335.00		Total 31339	10/31/2019
CoreLogic Solutions LLC	165.00	CC&R online map data software Sept. 2019	31269	10/17/2019
	165.00		Total 31269	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
CPRS	555.00	J. Ritzman Membership renewal 029049	31340	10/31/2019
	555.00		Total 31340	10/31/2019
Craig Shuler	60.00	Cell Allowance - October 2019	31220	10/3/2019
	60.00		Total 31220	10/3/2019
CSDA Gold Country Chapter	15.00	Grant Work shop (3) 10/23/19	31229	10/10/2019
CSDA Gold Country Chapter	25.00	Membership (4) FY 19/20		10/10/2019
	40.00		Total 31229	10/10/2019
Cynthia J. Gillihan	3,655.22	FD auto lettering for both new F250 trucks 10/04/19	31310	10/24/2019
Cynthia J. Gillihan	102.96	FD89 auto lettering U89 & U289 10/11/19		10/24/2019
	3,758.18		Total 31310	10/24/2019
Dawn Avalon	180.60	Inst. Tai Chi Health 10/3-10/24/19	31336	10/31/2019
	180.60		Total 31336	10/31/2019
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier Lease 09/15-10/14/19	31198	10/3/2019
	87.97		Total 31198	10/3/2019
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Oct. 2019	31271	10/17/2019
	176.96		Total 31271	10/17/2019
De Lage Landen Financial Services, Inc.	26.51	FD88 leased copier county prop tax 10/12/19	31303	10/24/2019
	26.51		Total 31303	10/24/2019
De Lage Landen Financial Services, Inc.	40.08	FD89 leased copier county prop tax 10/12/19	31304	10/24/2019
	40.08		Total 31304	10/24/2019
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier lease 10/15-11/14/19	31344	10/31/2019
	87.97		Total 31344	10/31/2019
Delta Dental of California	1,113.21	Dental Ins. November 2019	31272	10/17/2019
	1,113.21		Total 31272	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Department of Industrial Relations	485.00	OSHA Penalty Pymt #4 due 10/30/19	31273	10/17/2019
	485.00		Total 31273	10/17/2019
Department of Justice	143.00	Fingerprinting Rec & Admin Sept. 2019	31230	10/10/2019
	143.00		Total 31230	10/10/2019
Devin Espinosa	51.75	Soccer Tots, refund for Andrew NP Oct. 2019	31246	10/10/2019
	51.75		Total 31246	10/10/2019
DSA Technologies, Inc	1,048.75	CC/Lake/FD W10 Upgrds New towers/laptops Sept. 2019	31231	10/10/2019
DSA Technologies, Inc	900.00	Meraki Cloud Controller Licenses (6) 1 year 10/03/19		10/10/2019
	1,948.75		Total 31231	10/10/2019
DSA Technologies, Inc	2,674.31	MSA, IT Srvcs, November 2019	31305	10/24/2019
	2,674.31		Total 31305	10/24/2019
EDC Chamber of Commerce	157.50	Membership W/ 10% disc. Oct. 2019	31232	10/10/2019
	157.50		Total 31232	10/10/2019
Eide Bailly LLP	2,467.50	Prof Srvcs CPA August 2019	31275	10/17/2019
	2,467.50		Total 31275	10/17/2019
Eide Bailly LLP	3,902.50	Prof. Srvcs CPA Sept. 2019	31346	10/31/2019
	3,902.50		Total 31346	10/31/2019
El Dorado County Sheriff's Office	17.00	Fingerprinting LG emp July (office behind in billing)	31345	10/31/2019
	17.00		Total 31345	10/31/2019
El Dorado Fitness	500.00	FD Fitness membership annual renewal 10/07/19	31306	10/24/2019
	500.00		Total 31306	10/24/2019
El Dorado Irrigation District	1,947.94	FD89 Wtr/Swr 07/23-09/30/19	31233	10/10/2019
	1,947.94		Total 31233	10/10/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
El Dorado Irrigation District	679.02	Christa RR Wtr/Swr 07/23-09/30/19	31234	10/10/2019
	679.02		Total 31234	10/10/2019
El Dorado Irrigation District	443.28	FD88 Wtr/Swr 07/24-09/30/19	31235	10/10/2019
	443.28		Total 31235	10/10/2019
El Dorado Irrigation District	276.99	Dog Park Wtr 07/23-09/20/19	31236	10/10/2019
	276.99		Total 31236	10/10/2019
El Dorado Irrigation District	244.85	Rasm Park Wtr/Swr 07/26-09/30/19	31237	10/10/2019
	244.85		Total 31237	10/10/2019
El Dorado Irrigation District	3,450.45	Christa Park Water 07/23-09/24/19	31238	10/10/2019
	3,450.45		Total 31238	10/10/2019
El Dorado Irrigation District	378.48	Bar J 15A Wtr/Lndscp 07/24-09/23/19	31239	10/10/2019
	378.48		Total 31239	10/10/2019
El Dorado Irrigation District	409.58	Bar J B - Water 07/23-09/24/19	31240	10/10/2019
	409.58		Total 31240	10/10/2019
El Dorado Irrigation District	1,307.50	D. West Park Water 07/27-09/25/19	31241	10/10/2019
	1,307.50		Total 31241	10/10/2019
El Dorado Irrigation District	2,432.89	CP Lake Wtr/Swr 07/26-09/30/19	31242	10/10/2019
	2,432.89		Total 31242	10/10/2019
El Dorado Irrigation District	240.44	Chardi Crnr Water/Landscp 07/23-09/19/19	31243	10/10/2019
	240.44		Total 31243	10/10/2019
El Dorado Irrigation District	1,543.90	Com Cntr Bldg Wtr/Swr 07/23-09/30/19	31244	10/10/2019
	1,543.90		Total 31244	10/10/2019
El Dorado Irrigation District	787.03	CC Pool/Grounds Wtr/Swr/RL 07/23-09/30/19	31245	10/10/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	787.03		Total 31245	10/10/2019
Ellamae J. Wooten	200.00	Dir Comp Mtgs 10/01, 16 2019	31295	10/17/2019
	200.00		Total 31295	10/17/2019
Epperson Law Group, PC	2,736.00	Legal Srvc - Phone, Mtgs, etc. 08/21-08/28/19	31199	10/3/2019
	2,736.00		Total 31199	10/3/2019
Epperson Law Group, PC	2,240.50	Legal Srvc, calls, mtgs, etc. 9/23-10/23/19	31347	10/31/2019
	2,240.50		Total 31347	10/31/2019
Eric William Blodgett Aiston	200.00	Dir Comp Mtgs 10/01,16 2019	31261	10/17/2019
	200.00		Total 31261	10/17/2019
EVO-Emergency Vehicle Outfitters	13,169.62	FD 2019 F250 truck appurtnenances 08/01/19	31276	10/17/2019
	13,169.62		Total 31276	10/17/2019
Ewing Irrigation Products, Inc.	113.15	Parks - Irrig supplies 09/24/19	31247	10/10/2019
	113.15		Total 31247	10/10/2019
Ewing Irrigation Products, Inc.	434.01	CP Lake Irrig Supplies 10/08/19	31307	10/24/2019
	434.01		Total 31307	10/24/2019
Ewing Irrigation Products, Inc.	1,058.15	CC New Sod @ pool area 10/03/19	31348	10/31/2019
Ewing Irrigation Products, Inc.	57.96	Rasm Park irrig parts 10/16/19		10/31/2019
	1,116.11		Total 31348	10/31/2019
Felicity Wood Carlson	200.00	Dir Comp mtgs 10/08,16 2019	31265	10/17/2019
	200.00		Total 31265	10/17/2019
Financial Pacific Leasing, Inc	536.25	NEW 2019 FD U-truck Doc & Admin fees 9/28/19	31248	10/10/2019
	536.25		Total 31248	10/10/2019
Fire Apparatus Solutions	92.23	FD89 E-289 Hub Cover 10/21/19	31308	10/24/2019
	92.23		Total 31308	10/24/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Folsom Officials Association	1,260.00	Adult BB Officials (2) for 21 games Aug-Oct 2019	31277	10/17/2019
	1,260.00		Total 31277	10/17/2019
Foothill Auto Service, Inc.	96.30	99 Ford Expd. Oil change 10/24/19	31350	10/31/2019
	96.30		Total 31350	10/31/2019
Gold Country Equipment Center	29.98	Lake Mower parts 10/10/19	31311	10/24/2019
	29.98		Total 31311	10/24/2019
Gold Country Hardware	150.83	Lake hardware misc 09/05 & 09/30/19	31201	10/3/2019
	150.83		Total 31201	10/3/2019
Gold Country Hardware	34.31	Lake hardware 10/01/19	31312	10/24/2019
	34.31		Total 31312	10/24/2019
Hangtown Fire Control, Inc.	128.41	FD89 Annual Hood Srvc 10/02/19	31203	10/3/2019
	128.41		Total 31203	10/3/2019
Hankin Specialty Elevators, Inc.	250.00	Semi-Annual Maint on elevator lift 05/17/19 FY18-19	31250	10/10/2019
Hankin Specialty Elevators, Inc.	330.00	Srvc call/repair elevator lift 08/01/19		10/10/2019
	580.00		Total 31250	10/10/2019
Hannah Miller	15.00	Reimb- Rec software for Oct. 2019	31284	10/17/2019
	15.00		Total 31284	10/17/2019
Heather Minton	104.00	Sand VBall classes cancelled, Nov 2019 - refund	31362	10/31/2019
	104.00		Total 31362	10/31/2019
Highlander Termite & Pest Control	75.00	FD89 Pest Control 10/09/19	31279	10/17/2019
	75.00		Total 31279	10/17/2019
Holly Morrison	300.00	Dir Comp Mtgs 10/07,08,10 2019	31285	10/17/2019
	300.00		Total 31285	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Home Depot Credit Services	191.90	Card purchases - Lake 09/03 & 09/18/19	31280	10/17/2019
	191.90		Total 31280	10/17/2019
Hunt & Sons	1,348.23	Fuel 09/27/19	31204	10/3/2019
	1,348.23		Total 31204	10/3/2019
Hunt & Sons	1,570.54	Fuel 10/04/19	31281	10/17/2019
Hunt & Sons	1,022.63	Fuel 10/11/19		10/17/2019
	2,593.17		Total 31281	10/17/2019
Hunt & Sons	1,481.34	Fuel 10/18/19	31314	10/24/2019
	1,481.34		Total 31314	10/24/2019
Interwest Consulting Group, Inc.	318.75	FD plan review Starbucks 5/17,10,24, & 7/26 #201904025	31352	10/31/2019
	318.75		Total 31352	10/31/2019
iProjectSolutions LLC	15,700.00	FD Elec lighted workstation 10/30/19	31353	10/31/2019
	15,700.00		Total 31353	10/31/2019
J&S Asphalt	4,697.00	Striping/Sealing/Wheel Stops @ Lake 10/10/19	31282	10/17/2019
	4,697.00		Total 31282	10/17/2019
Jack Webb	160.00	Res ff shifts 09/01,13,14,22	31294	10/17/2019
	160.00		Total 31294	10/17/2019
Jack Webb	160.00	Res ff shifts 10/05,12,13,20	31330	10/24/2019
	160.00		Total 31330	10/24/2019
Jennifer Miller	69.00	Soccer Tots class cancelled Oct. (Addison) refund	31361	10/31/2019
	69.00		Total 31361	10/31/2019
Jennifer O'Neill	47.88	Pumpkins for event - Reimb 10/18/19	31319	10/24/2019
	47.88		Total 31319	10/24/2019
Jennifer O'Neill	23.77	Parks coffee/sugar - Reimb 10/21/19	31363	10/31/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	23.77		Total 31363	10/31/2019
Jill Ritzman	100.00	Cell Allowance - October 2019	31215	10/3/2019
	100.00		Total 31215	10/3/2019
Joe Walker	8.00	Medicare class refund - unable to attend Oct. 2019	31224	10/3/2019
	8.00		Total 31224	10/3/2019
Jon Lyons	85.00	FD E289 A/C Freon added 10/12/19	31315	10/24/2019
	85.00		Total 31315	10/24/2019
Joshua C. Marks	625.00	Parks Janitorial Svcs 10/02 & 10/09/19	31283	10/17/2019
	625.00		Total 31283	10/17/2019
Joshua C. Marks	625.00	Janitorial Cleaning Parks/Lake RR 10/16, 23, 30	31318	10/24/2019
	625.00		Total 31318	10/24/2019
Joshua C. Marks	180.00	Janitorial svcs CC, Gym & Pool 10/24/19	31359	10/31/2019
	180.00		Total 31359	10/31/2019
Joshua Sandoval	120.00	Res ff shifts 09/02,11,30	31217	10/3/2019
	120.00		Total 31217	10/3/2019
JS West Propane Gas	174.95	CC Propane 09/24/19	31205	10/3/2019
	174.95		Total 31205	10/3/2019
JS West Propane Gas	934.75	Propane fill- Gym/Classrms/Pool 09/24/19 (splits) Fall 80/20	31206	10/3/2019
	934.75		Total 31206	10/3/2019
JS West Propane Gas	713.63	Propane fill- Gym/Classrms/Pool 09/24/19 (splits) Fall 80/20	31207	10/3/2019
	713.63		Total 31207	10/3/2019
JS West Propane Gas	1,117.09	Propane - Pool/Gym 70/30 10/17/19	31356	10/31/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	1,117.09		Total 31356	10/31/2019
JS West Propane Gas	82.10	Propane - CC 10/8/19	31357	10/31/2019
	82.10		Total 31357	10/31/2019
JS West Propane Gas	1,943.11	Propane - Pool/Gym 80/20 10/8/19	31358	10/31/2019
	1,943.11		Total 31358	10/31/2019
L.N. Curtis & Sons	579.15	In Kind - Fire Gloves 09/18/19	31209	10/3/2019
	579.15		Total 31209	10/3/2019
Larry McBride	600.00	In Lieu Ret Med Benefits October 2019	31211	10/3/2019
	600.00		Total 31211	10/3/2019
Lehr	497.37	FD New Trucks- mats/poles 10/17/19	31317	10/24/2019
	497.37		Total 31317	10/24/2019
Lewis E. Johnson	55.20	Inst. Uke Class 10/01-10/31/19	31355	10/31/2019
	55.20		Total 31355	10/31/2019
Lincoln Aquatics	208.42	Chlorine, Pool 09/12/19	31252	10/10/2019
	208.42		Total 31252	10/10/2019
LuAnn Flores	100.00	Senior Hula classes cancelled Oct/Nov - refund	31200	10/3/2019
	100.00		Total 31200	10/3/2019
LuAnn Flores	30.00	Estate class cancelled - refund 10/23/19	31309	10/24/2019
	30.00		Total 31309	10/24/2019
Matthew Bender & Co, Inc.	18.50	FD89 2019 Fire Laws book	31360	10/31/2019
	18.50		Total 31360	10/31/2019
Matthew Reid	120.00	Res FF Shifts 07/02,23,30	31289	10/17/2019
Matthew Reid	120.00	Res ff shifts 08/06,13,20		10/17/2019
Matthew Reid	160.00	Res ff shifts 09/03,10,17,24		10/17/2019
	400.00		Total 31289	10/17/2019
Melissa O'Meara Simpkin	94.51	EW - CSD shirts 2	31326	10/24/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	94.51		Total 31326	10/24/2019
Michael Grassle	100.00	Cell Allowance - October 2019	31202	10/3/2019
	100.00		Total 31202	10/3/2019
Michael Grassle	102.08	Mileage Reimb - Sept. 2019	31278	10/17/2019
	102.08		Total 31278	10/17/2019
Mike Yates	138.60	Inst. Sand Volleyball 9/17-10/12/19	31377	10/31/2019
	138.60		Total 31377	10/31/2019
Monica DaCosta	126.00	Inst. Soul Collage class 10//12/19	31342	10/31/2019
	126.00		Total 31342	10/31/2019
National Garage Door	15,506.43	FD88 New garage doors & install 10/01/19	31286	10/17/2019
	15,506.43		Total 31286	10/17/2019
Nico Forte	15.00	Hunter class cancelled (power outage) 10/27 - refund	31351	10/31/2019
	15.00		Total 31351	10/31/2019
Pathian Administrators	129.57	Vision Benefits - November 2019	31287	10/17/2019
	129.57		Total 31287	10/17/2019
Paychex	244.80	Paychex Payroll Fees for 10-04-19	2019100101	10/4/2019
	244.80		Total 201910...	10/4/2019
Paychex	223.80	Paychex Payroll Fees for 10-18-19	2019101601	10/18/2019
	223.80		Total 201910...	10/18/2019
Paychex	239.00	Paychex Stratustime Fees Sept. 2019	20657925	10/11/2019
	239.00		Total 20657925	10/11/2019
PG&E	2,829.79	FD 88 & 89 Elec & lamps / Carousel lamps 8/27-9/25/19	31212	10/3/2019
	2,829.79		Total 31212	10/3/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
PG&E	11,262.62	Elec. Parks/LLAD's 08/27-09/25/19	31253	10/10/2019
	11,262.62		Total 31253	10/10/2019
PG&E	1,356.71	Elec. CP Lake, Lagoon, BarjB Newcrn 08/27-09/25/19	31254	10/10/2019
	1,356.71		Total 31254	10/10/2019
PG&E	115.75	Elec 8 lamps 09/18-10/16/19	31320	10/24/2019
	115.75		Total 31320	10/24/2019
PG&E	159.15	Elec 11 lamps 09/18-10/16/19	31321	10/24/2019
	159.15		Total 31321	10/24/2019
PG&E	9.53	Elec. Baron Ct. TOU meter 9/19-9/30, 10/01-10/17	31364	10/31/2019
	9.53		Total 31364	10/31/2019
PG&E	1,900.88	Elec. Carsl Ln TOU, FD lamps & FD's 9/26-9/30 & 10/01-10/24	31365	10/31/2019
	1,900.88		Total 31365	10/31/2019
PG&E	6,610.50	Elec. CC Main 09/20-9/30 & 10/01-10/20/19	31366	10/31/2019
	6,610.50		Total 31366	10/31/2019
Positive Promotions, Inc.	1,889.88	FD Promo/Education Materials 10/15/19	31322	10/24/2019
	1,889.88		Total 31322	10/24/2019
ProPet Distributors, Inc.	493.95	Dog Litter PU Bags - Parks 10/22/19	31367	10/31/2019
	493.95		Total 31367	10/31/2019
Public Employee's Union Local 1	113.78	Union Dues for 10-04-19 payroll	31213	10/3/2019
	113.78		Total 31213	10/3/2019
Public Employee's Union Local 1	114.09	Union Dues for Payroll 10/18/19	31288	10/17/2019
	114.09		Total 31288	10/17/2019
Public Employee's Union Local 1	112.65	Union dues for payroll 11-1-19	31368	10/31/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	112.65		Total 31368	10/31/2019
Purchase Power	272.31	Postage Meter refill & rental Nov/Dec 2019 & Jan 2020	31369	10/31/2019
	272.31		Total 31369	10/31/2019
Riebes Auto Parts	144.94	Parks - Battery 09/30/19	31214	10/3/2019
	144.94		Total 31214	10/3/2019
Riebes Auto Parts	57.36	Lake parts, Belt & Tow Strap 10/10/19	31290	10/17/2019
	57.36		Total 31290	10/17/2019
Riebes Auto Parts	13.62	FD88 parts/oil 10/15/19 #31675	31323	10/24/2019
Riebes Auto Parts	75.99	Parks, Oil & Filters 10/18/19 #1687		10/24/2019
Riebes Auto Parts	37.53	Parks, protectant 10/16/19 #1687		10/24/2019
	127.14		Total 31323	10/24/2019
Robert S. Dalton	1,312.73	CC&R temp - PP20 - 57.50 hrs	31197	10/3/2019
	1,312.73		Total 31197	10/3/2019
Robert S. Dalton	1,346.97	CC&R Temp - PP21 59.0 hrs	31270	10/17/2019
	1,346.97		Total 31270	10/17/2019
Robert S. Dalton	856.13	CC&R Temp PP22, 37.5 hrs for 11-01-19	31343	10/31/2019
	856.13		Total 31343	10/31/2019
Rosalie M. Stearns	159.00	Inst. Hula classes (3) 10/01-10/22/19	31370	10/31/2019
	159.00		Total 31370	10/31/2019
SCI Consulting Group	1,123.75	Park Impact Fee Nexus Study 2015 (Final) 09/16/19	31218	10/3/2019
	1,123.75		Total 31218	10/3/2019
Shawn Rogan	160.00	Res ff shifts 09/01,06,20,27	31216	10/3/2019
	160.00		Total 31216	10/3/2019
Shred City LLC	3.00	Shred srvc - Rec dept 1 box	31219	10/3/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	3.00		Total 31219	10/3/2019
Sierra Office Systems and Products	237.55	FD89 Office Supllies 10/21/19	31324	10/24/2019
Sierra Office Systems and Products	73.31	FD89 Office Supplies 10/13/19		10/24/2019
Sierra Office Systems and Products	162.88	FD89 Office Supplies 10/17/19		10/24/2019
	473.74		Total 31324	10/24/2019
Sign Banner Print Express	42.90	Sidewalk plan flyers 09/27/19	31221	10/3/2019
	42.90		Total 31221	10/3/2019
Sign Banner Print Express	38.45	Craft Faire Flyers/Posters 10/22/19	31325	10/24/2019
	38.45		Total 31325	10/24/2019
SiteOne Landscape Supply	23.72	Irrig Supplies Parks (w/ 0.45 disc) 10/08/19	31292	10/17/2019
	23.72		Total 31292	10/17/2019
Sugarloaf Station Foundation C/O EDCOE	600.00	Full Hall rental 09/28/19 - Deposits refund	31256	10/10/2019
	600.00		Total 31256	10/10/2019
Target Specialty Products	595.52	Weed Spray / Ag @ Lake 09/12/19	31257	10/10/2019
	595.52		Total 31257	10/10/2019
Taylor Doll	120.00	Res ff shifts 09/08,15,27	31274	10/17/2019
	120.00		Total 31274	10/17/2019
The Auto Analyst, Inc.	50.00	Smog test for U89 FD Ford F350 2001 09/24/19	31222	10/3/2019
	50.00		Total 31222	10/3/2019
The Paint Spot, Inc.	26.51	CC curb paint 10/21/19	31327	10/24/2019
	26.51		Total 31327	10/24/2019
Tina Lynn Goins	100.00	E Newsletter October 2018	31249	10/10/2019
	100.00		Total 31249	10/10/2019
TPX Communications	909.67	Com Center Phones/Internet October 2019	31258	10/10/2019
	909.67		Total 31258	10/10/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
U.S. Bank	10,782.68	Cal Card Purchases 08/23-09/22/19	31223	10/3/2019
	10,782.68		Total 31223	10/3/2019
U.S. Bank	11,930.48	Cal Card purchases 09/24-10/22/19	31371	10/31/2019
	11,930.48		Total 31371	10/31/2019
Umpqua Bank	537.82	CC Merch Fees - Vantiv - Sept. 2019	Merch Fees	10/9/2019
	537.82		Total Merch F...	10/9/2019
Uptown Studios, Inc	350.00	Web Maint. September 2019	31259	10/10/2019
	350.00		Total 31259	10/10/2019
Van Wu	30.00	Estate Planning class cancelled - refund 10/23/19	31331	10/24/2019
	30.00		Total 31331	10/24/2019
Verizon Business	10.51	FD phone carrier access Y2620200 Sept. 2019	31293	10/17/2019
	10.51		Total 31293	10/17/2019
Verizon Wireless	385.25	FD Wireless 09/16-10/15/19 #970402560-00001	31328	10/24/2019
	385.25		Total 31328	10/24/2019
Verizon Wireless	421.13	Wireless Phones CC, Rec & Parks 09/11-10/10/19	31372	10/31/2019
	421.13		Total 31372	10/31/2019
Verizon Wireless	201.44	Wireless Ipads/Hotspots Parks 9/11-10/10/19	31373	10/31/2019
	201.44		Total 31373	10/31/2019
Verizon Wireless	114.03	FD Wireless 09/16-10/15/19	31374	10/31/2019
	114.03		Total 31374	10/31/2019
Walker's Office Supplies, Inc.	176.91	Copier Paper CSD - 5 cases 10/25/19	31375	10/31/2019
	176.91		Total 31375	10/31/2019
Wayne's Locksmith	125.48	Rasm Park - Re-keys 10/17/19	31329	10/24/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	125.48		Total 31329	10/24/2019
Wayne's Locksmith	160.00	Rasm, Lake & Parks srvc calls/rekeys, etc. 10/29/19	31376	10/31/2019
	160.00		Total 31376	10/31/2019
Zachary Schnetz	160.00	Res ff shifts 09/04,09,16,24	31291	10/17/2019
	160.00		Total 31291	10/17/2019
Report Total	286,475.60			