



**Budget and Administration Committee**  
**Tuesday, September 3, 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. Five Year Strategic Plan (J. Ritzman)**
- 2. Job Descriptions & Part-Time Employee Wage Scale (J. Ritzman)**

**3. El Dorado Disposal/Waste Connections Quarterly Update Reports** (informational)

**4. District of Distinction Criteria** (informational, N. Garrison)

**5. Staff Updates**

- Check Register for August

**6. Items for October & Future Committee Meetings**

- FY 2018-19 Year-End Actuals
- Five Year Budget Projection
- Reserve Policy Update

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

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT**



**Budget and Administration Committee**  
**Tuesday, August 6, 2019**  
**7:00 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** – 7:05pm

**ROLL CALL** – MS/EA

**ADOPTION OF AGENDA** – *Approved with the following corrections:*  
*Move Item #4 as the first item*

**APPROVAL OF CONFORMED AGENDA** - *Approved*

**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. Fiscal Year 2019-20 Final Budget** (V. Neibauer, J. Ritzman)

- *Discussed FY 2019-20 Final Budget; move to Board with support.*

**2. Special District Risk Management Authority Credit Incentive Program (D. Horton)**

- *Discussed SDRMA Credit Incentive Program; move to Board with support.*

**3. Report Back – Summer Spectacular 2019 Revenues & Expenditures (V. Neibauer)**

- *Discussed Summer Spectacular 2019 Revenues & Expenditures; move to Board with updates.*

**4. Report Back – Fire Department Expenses Check Register July (J. Ritzman, S. Moranz)**

- *Discussed Fire Department Expenses from July check register, and MOU with the District, CAL FIRE and Lake Tahoe Community College.*

**5. Taxation Rate (V. Neibauer)**

- *Discussed Taxation Rate; move to Board with support.*

**6. Staff Updates (V. Neibauer)**

- Check Register for July

**7. Items for September & Future Committee Meetings**

- ~~Lower retiree healthcare costs~~
- ~~Rasmussen Master Plan~~
- Five Year Strategic Plan
- RFPs
- Reserve Policy Update

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

- *Summer Spectacular*
- *FY 2019-20 Final Budget*
- *Taxation Rate*
- *SDRMA Credit Incentive Program*

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT** – 10:03pm



## Agenda Transmittal

**DATE:** September 3, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** STRATEGIC PLAN

**RECOMMENDED ACTION:** REVIEW AND DISCUSS NEXT STEPS

### Background

On February 17, 2016, the Board of Directors approved the Five-Year Strategic Plan 2016-2021 (Plan) for the Cameron Park Community Services District (District). The Plan is a comprehensive document which is meant to serve as a roadmap for decision making over the prescribed five-year period. The effort kicked-off in late 2015 with two Special Board of Directors Meetings/Community Workshops to collect information and provide feedback about elements for the Plan. Brent Ives, BHI Management Consulting, coordinated the Plan's development.

A key part of the Plan process is to conduct annual reviews. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and current needs of the District. The reviews will be documented and followed up by either a Plan supplement or an updated Plan. Staff did not find record of any past reviews or updates.

### Discussion

Staff reviewed the Plan over several weeks, and is providing the attached update for the Budget and Administration Committee discussion. Of the 48 distinct objectives, staff's assessment is that 33 are completed. Some objectives should be re-evaluated due to the District's budget constraints. A few objectives simply have not started yet.

Staff would appreciate the Committee's feedback regarding next steps to review and update the current Plan, which is now 3 ½ years into its term, and initiate a new Plan which would begin in 2021.

### Attachment:

1A – Five Year Strategic Plan 2016-2021

*Cameron Park  
Community Services District*

*Five-Year Strategic Plan  
2016-2021*

*February 17, 2016*

Review September 3, 2019

Budget & Administration Committee



**Board of Directors**

- Greg Stanton, President
- Margaret Mohr, Vice President
- Amy Blackmon, Director
- Scott McNeil, Director
- Holly Morrison, Director

**District Executive Management Team**

- Mary Cahill, General Manager
- Tina Helm, Recreation Supervisor
- J.R. Hichborn, Interim Park Superintendent
- Ted Williams, Senior Accountant
- Lyle Eickert, CC&R Compliance Officer
- Bob Counts, Fire Battalion Chief
- Mike Smith, Fire Battalion Chief

**Strategic Plan Consultant – BHI Management Consulting**

- Brent H. Ives, Principal/Project Manager



**Table of Contents**

District Executive Management Team .....2

Introduction .....4

Strategic Planning Definitions .....4

Strategic Plan Development.....5

Continuation Process of the Plan .....6

District Mission.....7

District Five-Year Vision Strategies.....7

Table 1 – The Strategic Plan “At a Glance” .....22



## **Introduction**

A Strategic Plan is a top level planning document for an organization to set clear direction for the operational aspects of its mission over a given timeframe. For the Cameron Park Community Services District (CSD) it serves as a roadmap for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a collective course of action by the Board of Directors and Staff. Beginning with foundational statements, the District's Mission and Strategic Vision, the overall structure of this Strategic Plan was developed by the Board in a series of workshops. Within the framework of that structure, strategies and tactics were developed to sustain and, where appropriate, improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and to leverage and implement planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

## **Strategic Planning Definitions**

**Mission Statement:** A declaration of the District's purpose which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.

**Vision Strategies:** A set of concise statements from the Board that, taken in total, comprises the vision of the Board and outlines that Vision as a set of bullet point strategies.

**Board Guiding Objective and Strategy Statement:** Board derived statement for each Vision Strategy that outlines general guidance for objective and general strategy for each Vision

**Tactics:** These are supportive actions, projects and initiatives that make the Vision Strategies successful over the term of the Plan.

## **Strategic Plan Development**

In FYE 2015 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's Five-Year Strategic Plan. To prepare for the workshops the Consultant interviewed the District Board members individually on matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission;
- Vision;
- Strengths;
- Weaknesses;
- Opportunities; and
- Threats.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. Three public Board workshops were conducted. At these workshops the Board reviewed input, revisited and refined the existing Mission Statement of the District, created Vision Strategies and guiding statements for each Vision for the District.

Senior District staff participated in the workshops and then worked with BHI to develop the tactics that support each Vision Strategy. Using this process the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years.

### **Continuation Process of the Plan**

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

## **Mission Statement and Five-Year Vision Strategies**

### ***DISTRICT MISSION***

*It is the Mission of the Cameron Park Community Services District to preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.*

### ***DISTRICT FIVE-YEAR VISION STRATEGIES***

*The following are areas where the District will focus time and resources to strengthen and improve over the next five years.*

- ***Optimize Reserve Programs***
- ***Increase Revenues***
- ***Increase Participation in Programs and Facilities Usage***
- ***Continue to Follow our Existing Top-Level Plans***
- ***Maintain and Improve Fire Service***
- ***Enhance our Relations with the County and Community***
- ***Strengthen Community Partnerships***
- ***Address Deferred Maintenance Needs***
- ***Stay ahead of Best Practices for Administration of the District***

## Strategic Implementation

The Implementation Plan below contains tactics organized around the Vision Strategies and plan actions and initiatives then sorted by year within the planning period. They are provided in tabular form in Table 1 - Strategic Plan “At-a-Glance” (page 22).

**A. Optimize Reserve Programs** – *Our objective is to institute and fund reserves to support a wide variety of District needs. Our strategy is to implement a reserve program by establishing necessary reserves in the early stages of this Plan and those being substantially funded and in accordance with our long-range financial plan.*

**A.1 Long-Range Financial Plan** – *A long-range financial plan will examine the District’s finances in depth. An independent consultant will analyze the District’s finances and provide an opinion on the District’s current financial condition and ability to fund future need, including our reserves. The Board and staff will use this plan to determine the appropriate financial reserves for the District.*

**Partially Completed/In Process.** A Five Year Budget Projection, FY 2017-2021 was completed in April 2016; staff is working to update the projection in Fall 2019. No plan for financial reserves was developed.

**A.2 Browning Reserve Study Update** – *A detailed analysis of the District’s physical assets is necessary to plan for future needs and allow the District to set aside the money required to meet those needs. Staff has engaged the Browning Reserve Group to create a detailed study that recommends the appropriate reserve levels needed to keep the District’s physical assets in good working condition. The Board will use this study when considering the amount to be reserved each year for maintenance or replacement of District assets.*

**Completed.**

**A.3 Postretirement Health Benefit (Actuarial) Report** – An analysis of the District’s postretirement health benefit obligations and Annual Required Contributions in accordance with Government Accounting Standard GASB 45 will identify for the Board projected funding amounts annually for the next 50 years. The Board can use this information to make decisions regarding amounts to reserve now for to cover these future obligations.

**Completed.** Report completed; an annual allocation to fund Postretirement Health is included in the District’s budget. This amount lowered significantly in FY 2019-20 due to attrition. Policy changes in 2007 significantly lowered new financial obligations for retiree health. With the exception of one employee, no new retirees can possibly be added as a new District obligation until 2027.

**A.4 Postretirement Pension Benefit (Actuarial) Report** - An analysis of the District’s postretirement pension obligations and Annual Required Contributions in accordance with Government Accounting Standard GASB 48 will identify for the Board projected funding amounts annually for the next 30 years. The Board can then use this information to make decisions regarding amounts to reserve now to cover these future obligations.

**Completed.** An annual allocation to fund the District Pension Unfunded Liability is included in the District’s budget. This amount may go up or down in future years depending upon the age of employees, age of pensioners, classic versus new status, and performance of CalPERS investments.

**A.5 Adoption of Reserve Policies** - Upon completing the studies above, the staff will prepare and propose to the Board the adoption of policies that reflect the needed reserves for the District now and in the future.

**Not Complete.** The District established Policy 3272 Reserve Policies in 2011. Staff will initiate updating the policy with the Budget and Administration Committee Fall 2019.

**B. Increase Revenues** – Our objective is to increase revenues to improve services provided to our community. Our strategy is to adopt policies that acknowledge community’s needs and desires by appropriately staffing, supporting and providing quality, diverse and cost-appropriate activities, programs, events, services.

**B.1 Funding** – Evaluate District fees. The ability for the CSD to increase revenues from non-property tax revenue sources will be key to having adequate resources to implement many of the recommendations from the Master Plan. This evaluation will study the following:

- Sources - Other potentially important funding sources that will be studied include park impact fees, grants, donations, sponsorships, and more.
- Staffing – The ability of the CSD to develop proper funding will depend on having adequate staffing numbers, with the right professional qualifications, training, and support.

**Completed.** Fees under review annually. Grants and sponsorships sought routinely.

**B.2 Recreation** – Support and provide quality, diverse, cost-appropriate activities, programs, leagues, and events that meet the community needs and latest trends while building revenues.

- Evaluate Program Partnerships – In order to offer such a variety of programs, the CSD will explore partnerships with other local agencies, non-profits, and businesses. Staff will work to continue current partnerships and to create new partnerships in order to expand program areas such as classes, special events, recreational sports, aquatics, and mature adult programming.
- Program Fee Evaluation – To provide efficient and affordable programs the CSD will evaluate program fees, event pricing, and rental charges. Pricing will be analyzed against similar and surrounding agencies in order to keep pricing comparable, when equitable.

**Completed.** Ongoing effort to maintain current partnerships, seek new partnerships and review and increase fees as appropriate.

**B.3 Parks & Facilities** – Ensure our existing parks and facilities are well maintained with ongoing development. This process is addressed in the Parks and Facilities Master Plan and in updates as needed.

- *District Master Plan* – Use the District Master Plan as a document that directs the CSD’s future management of growth and direction in compliance with those points, including a comprehensive evaluation of all the CSD’s parks and facilities and proposes priority areas for potential acquisition and/or development.
- *Potential Rental Revenue* – Ensure our existing parks and facilities are maintained to a safe and clean manner and are attractive to renters. Create and maintain amenities that meet the needs of sports and special-interest groups.

**Completed.** Maintenance efforts will be challenging due to budget constraints; effects on rental revenues will be monitored by staff.

**B.4 Architectural Review Committee** – The District will review and evaluate the fee structure and periodically review policies and procedures related to the processing of permit applications through the Architectural Review Committee as required by the various Covenants, Conditions and Restrictions (CC&Rs). Such an evaluation may warrant an increase in processing fees resulting in increased revenue to support the application processing function.

**Completed.** Fees reviewed annually. Policy review and update planned for FY 2019-20 with CC&R Committee.

**C. Increase Participation in Programs and Facilities Usage** – Our objective is to increase participation at all of our facilities, programs and services. Our overarching strategy is to meet community needs, generate community pride and create interesting and compelling programs that generate community interest and participation.



**Under Review.** Due to District budget constraints, changes are expected in the number and type of recreation programming offered at the District. Staff is developing a Recreation Department Budget & Program Plan for review by Parks and Recreation Committee, Board of Directors.

**C.1 Provide Top-Quality Programs** – Provide top-quality programs by participating in industry specific professional organizations for programming ideas and assessment approaches. Staffing at appropriate levels and with top talent. Providing regular training, surveying participants and the community, keeping up to date with programming trends, and providing the best facilities possible to conduct classes, programs, rentals, services, and special events in support of higher attendance and participation.

**Completed.** Ongoing effort to maintain high quality programs through continuous improvements.

**C.2 Increase Marketing and Public Relations** – Increase the marketing effort and focus on the website so it will become the hub of information. Keep the website current and expand it into social media. In order to do that, we suggest hiring a marketing professional.

**Completed.** Part-time employee dedicated to social media and website updates. Website updated in 2018 and 2019.

**C.3 Increase Facility Rentals and Identify New and Diverse Opportunities** – Increase advertising that highlights our facilities and rentals on our website, newsletters, and social media outlets that will in turn lead to increased use and revenues.

**Completed.** Ongoing process improvement. Staff providing quarterly reports to Parks and Recreation Committee regarding use.

**C.4 Volunteer Involvement** – The CSD will increase the level of volunteer involvement. Many of our youth leagues, programs, and special events rely heavily on volunteers to make them run successfully and cost efficiently. We

will recruit volunteers at the various community events, programs, and through local entities.

**Completed.** Ongoing process to promote and secure volunteers for Parks and Recreation departments.

**C.5 Improve the Image of the CSD** – CSD staff will be responsive and welcoming to visitors. Ongoing staff training on Customer Service Standards Policy will maintain the appropriate level of quality service to raise the level of customer participation and satisfaction.

**Completed.** Ongoing process improvement with staff training and setting expectations.

**D. Continue to Follow our Top-Level Plans** – Our objective is to leverage and implement existing long-range plans. Our strategy is to execute, integrate and update plans in the next five years.

**D.1 GASB 45 Actuarial Valuation Report Update** – (Adopted March 20, 2013)  
Details the amount we need to budget for retiree health care expenses.

**D.2 Browning Reserve Study Update** – (Adopted April 16, 2014)  
Lists the physical assets and plan for future needs, allowing CSD to set aside money to meet those needs.

**D.3 Parks and Recreation Master Plan Update** – (Adopted May 14, 2014)  
Includes the diverse recreational, parks and facility needs, such as lit ball fields, quality turf, safe playgrounds and technological facility upgrades.

**D.4 Marketing and Program Plan Update** – Set of goals, strategies and tactics that can be used to build a strong relationship with District residents and visitors which result in mutual value with the Cameron Park CSD. (Details outlined below, Section F3.) (Adopted August 19, 2015)

**D.5 Fire Department Master Plan and Capital Improvement Plan 2015-2020 Update** – Planning tool for future expenditures. (Adopted August 19, 2015)

**D.6 Fire Impact Fee Nexus Study Update** – Establishes the legal and policy basis for a new fire impact fee program for the District. (Adopted September 16, 2015)

**D.7 Park Impact Fee Nexus Study Update** – Establishes the legal and policy basis for a new park impact fee program for the District. (Adopted November 18, 2015)

**Completed.** Plans are used for budget and planning purposes by staff. The Parks Impact Fees scheduled for update at the Board of Supervisors in August/September 2019. Marketing and Program Plan should be updated after the Recreation Dept changes finalized.

**D.8 Pending New Plans**

- Long-Term Financial Plan – To be initiated January 31, 2016  
Examines the District’s finances in depth, analyzing current financial condition and ability to fund future needs.
- Five-Year Strategic Plan 2016-2021 – Completion February 29, 2016  
States clear direction over all operational aspects of the CSD and serves as a framework for decision making over a five-year period.
- Park and Open Space Evaluation - Completion 2016/17
  - Analysis of Future Value to the District
  - Park Maintenance Standards

**Completed.** Staff will update the five year forecast this fall. Strategic Plan completed in 2016 and annual review is under review. Staff is working with appropriate Board committees regarding open space.

- District Policy Handbook Update – Completion 2017/18
  - Series 1000 – General

- Series 2000 - Personnel
- Series 4000 – Board of Directors
- Series 5000 – Board Meetings

**Not Completed.**

**E. Maintain and Improve Fire Service** – Our objective is to provide our highest standards of fire and emergency services possible to our community. Our strategy is to follow our fire master plans and implement those plans while addressing fiscal strategies.

**E.1 Fire Station 88 Improvements** – The District will renovate Fire Station 88 to accommodate and modernize staff living quarters and work space. Designed to meet current construction standards.

**In process.** Budget allocation funded by Fire Impact Fees to hire an architect to evaluate possible improvements at Station 88.

**E.2 Long-Range Financial Planning** – The District will maintain current staffing levels and review increased staffing needs. Review funding strategies that would address increased staffing and operational costs such as benefits assessments.

**In process.**

**E.3 Capital Improvement Plan** – We will continue to participate in updates of a District-wide Capital Improvement Plan that identifies Department needs for replacement of apparatus, equipment, and facilities.

**Completed.**

**E.4 Training Facility** – The District will develop an analysis of a training facility for local training of Cameron Park Fire Department (CPFD) staff which would minimize extended travel and overtime costs and identify revenue potential.

**Not started.**

**E.5 Maintain and Improve Fire Prevention Program** – CSD will review our Fire Prevention program periodically. The responsibilities include civil plan reviews, public fire safety education, weed abatement ordinances, alarm and sprinkler plan review, business inspections, State mandated school and convalescent home inspections, and community fire safe plans.

Completed.

**F. Enhance our Relations with the County and Community** – The objective is to actively communicate with the public and promote the District. We will educate the public on our programs, services, parks and facilities while projecting a positive image in the community. Ensure involvement and representation at meetings where issues are discussed affecting the District and work toward solution-oriented outcomes. Our strategy is to be aware of and engaged when plans are proposed that impact the District and provide exceptional customer service.

**F.1 Participate with other Public Organizations** - The District will develop an approach for staff participation on public committees, membership in community organizations and non-profit boards, whose missions are consistent with the District's.

- Participating in County Technical Advisory Committee (TAC)
- Attending Development Projects Meetings – District on mailing list
- Attending and participating in El Dorado County Board of Supervisors Meetings – staff and appropriate CSD Board members attend.
- Keeping community apprised of meetings pertinent to Cameron Park.
  - List or link on CSD website
  - Disburse information via email list
- Working with the County department staff on projects such as sign ordinance, special use permits, General Plan and certifications

- *Attending community and individual meetings such as civic, chamber, faith-based, etc.*
- *Anticipating community needs and meeting with pertinent groups*
- *Exploring joint CSD Board of Directors and El Dorado County Board of Supervisors meetings*

**Completed.**

**F.2 Keep the District Website Current** - *The number of citizens accessing District information and registering for programs continues to grow. It is strategically important that the District work with a marketing professional to help keep up with technology to better serve the community. An updated website can also provide for improved operations and ease of access to District programs by including a new registration software system including on-line registration. The goal is to make the website a place for frequent visits by the consumer.*

**Completed.**

**F.3 Branding and Marketing** – *The District will develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding, as outlined in the CSD Marketing and Program Plan 2015/2016.<sup>1</sup> Positive public recognition is important to the District’s success. Consistency in how the District presents itself will provide for a uniform and clear communication of the District’s message.*

**Completed.** Staff continue to evaluate effectiveness and improve processes.

**F.4 Community Involvement** – *District employees and Board members should and will be involved in the community, whether as committee members,*

<sup>1</sup> Cameron Park Community Services District Marketing and Program Plan 2015/2016, Public Relations, 4. Goal: Increase awareness of programs and facilities, A. Strategy: Develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding.

partners or participants. Members of the Board of Directors and designated employees will become more involved in the community via attending community group meetings and local events and fairs (per the CSD Marketing and Program Plan 2015/2016). Community involvement is simply a part of the continued strategic success of the District. Responsiveness and collaboration within the community shall be a priority of the District.

Completed.

**F.5 Media Relations** – Media relations are essential to getting the District’s message disseminated to the general public, as well as for the promotion of our programs, events and facilities. This will be accomplished by growing the CSD email list, enhancing the CSD Facebook page and promoting programs via several social media outlets, print, radio and television as outlined in the CSD Marketing and Program Plan 2015/2016.<sup>2</sup>

Completed.

**F.6 Governmental Relations** – Relations and Legislation advocacy are critical to the District. Establishing good working relationships with local legislators, (City, County and State) is an essential responsibility for Board members and the General Manager and this must continue to be a high priority. Board members and the General Manager will meet individually with key members of local government to maintain and enhance these relationships. Active participation in legislature and programs that impact the District will continue to be a primary focus for both the Staff and Board of Directors.

Completed.

<sup>2</sup> Cameron Park Community Services District Marketing and Program Plan 2015/2016, Public Relations, 4. Goal: Increase awareness of programs and facilities, A. Strategy: Develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding.

**G. Strengthen Community Partnerships** – Our objective is to seek opportunities to strengthen existing partnerships and enter into new relationships to maintain a high level of community engagement. Our overarching strategy is to articulate District value and seek support for District programs, services, and initiatives.

Completed.

**G.1 Partnership Development** – In order to enhance strategic partnerships, the District will initiate meetings with the County of El Dorado, neighboring public agencies, and local agencies to include community and county Civic Groups.

**G.2 Build Strong Community Partnerships** – The District will reach out to the community to explore how CSD can work with community supporters to build stronger partnerships. The District will increase staff participation at the Shingle Springs/Cameron Park, El Dorado County and El Dorado Hills Chambers of Commerce activities and other community groups to make sure the CSD is out in the community. Build on partnerships with different organizations throughout the Cameron Park Community and look for and solicit new relationships and partnerships.

**G.3 Government Partnerships** – The District will create ad hoc committees with government partners, as needed, to discuss relevant District issues. The District will partner with existing governing agencies and tribal nations to mutually implement a permanent desired solution to our current major corridor issues such as weed abatement projects.

**G.4 Non-Profit Partnerships** – To strengthen community events and spread costs on an on-going basis, the District will seek out and develop co-sponsorship opportunities with community based non-profit organizations. Continue to



*work with the Cameron Park Community Foundation, 501c3, to co-sponsor events and to utilize for grants that require a non-profit status.*

**G.5 Program Partnerships** –*District employees will meet with local partners (senior community, medical facilities, etc.) regularly to review collaborative efforts and facility utilization to best serve the community. The CSD will correlate, review and update current facility use agreements and memorandums of understanding (MOU), as well as program contracts between the District and other agencies.*

**G.6 Youth Sports Partners** – *District employees will meet with local schools and sports organizations to build and leverage important partners. The District will continue to work with various sports organizations to provide quality programs and improve available funds for the upkeep and facility improvements needed to provide these programs for the citizens of the community.*

**G.7 Seniors** – *District employees will meet with senior groups and senior providers. Review of regional activity guides will assist with trends, program offerings and resources.*

**H. Address Deferred Maintenance Needs** – *Our objective is to make significant strides on identified deferred maintenance needs within the five-year term of this Plan. Our strategy is to update plans and to prioritize and implement them in a fiscally responsible manner.*

**H.1 Browning Reserve Study** – *A detailed analysis of the District’s physical assets is necessary to plan for future needs and allow the District to set aside the money required to meet those needs. Staff has engaged the Browning Reserve Group to create a detailed study that recommends the appropriate reserve levels needed to keep the District’s physical assets in good working*

condition. The Board will strategically use and update this study when considering the amount to be reserved each year for maintenance or replacement of District assets, including vehicle replacement considerations.

Completed.

**H.2 Adopt Reserve Plan** – As mentioned in Part A above, the District must set aside funds for the purpose of maintaining its physical assets. This is a necessary strategy to insure that repair or replacement work can take place immediately when it is required. Funding and expense decisions will be based on a Reserve Program developed by staff and adopted by the Board.

Not Completed.

**I. Stay Ahead of Best Practices for Administration of the District** – District Board members and staff will strive to continue to keep current with the latest administration practices.

Completed.

**I.1 Staff and Board Development** – Training for both District Board of Directors and staff.

**I.2 Certifications** - Earn certifications for the Board of Directors, staff and the District demonstrating compliance and excellence.

**I.3 Strategic Plan Update** – Annually update the Strategic Plan to make adjustments for current needs and priorities.

**Table 1 –The Strategic Plan “At a Glance”**

<b>STRATEGIC ELEMENTS</b> <i>Status Sept 3, 2019</i>	<b>STRATEGIC GOALS</b>	<b>Original ESTIMATED DATE</b> <i>Fiscal Year Completed</i>
<b>A. OPTIMIZE RESERVE PROGRAMS</b>		
Partially complete	<i>A.1 Long-Range Financial Plan</i>	2015/16
✓ Complete	<i>A.2 Browning Reserve Study Update</i>	2016/17
✓ Complete	<i>A.3 Postretirement Health Benefit (Actuarial) Report</i>	2012/13, 2015/16, 2017/18
✓ Complete	<i>A.4 Postretirement Pension Benefit (Actuarial) Report</i>	2015/16, then annually
Not complete	<i>A.5 Adoption of Reserve Policies</i>	2016/17
<b>B. INCREASE REVENUES</b>		
✓ Complete	<i>B.1 Funding</i>	2015/16, then annually
	<i>B.2 Recreation</i>	2015/16, then annually
	<i>B.3 Parks &amp; Facilities</i>	2015/16, then annually
	<i>B.4 CC&amp;R/Architectural Review and Evaluate Fees</i>	2016/17
<b>C. INCREASE PARTICIPATION IN PROGRAMS AND FACILITIES USAGE</b>		
Under review	<i>C.1 Provide Top-Quality Programs</i>	Ongoing
✓ Complete	<i>C.2 Increase Marketing and Public Relations</i>	Ongoing
✓ Complete	<i>C.3 Increase Facility Rentals and Identify New and Diverse Opportunities</i>	Ongoing
✓ Complete	<i>C.4 Volunteer Involvement</i>	Ongoing
✓ Complete	<i>C.5 Improve the Image of the CSD</i>	Ongoing
<b>D. CONTINUE TO FOLLOW OUR EXISTING TOP-LEVEL PLANS</b>		
✓ Complete	<i>D.1 GASB 45 Actuarial Valuation Report Update</i>	2016/17
	<i>D.2 Browning Reserve Study Update</i>	2016/17
	<i>D.3 Parks and Recreation Master Plan Update</i>	2019/20
	<i>D.4 Marketing and Program Plan Update</i>	2016/17
	<i>D.5 Fire Department Master Plan and CIP Update</i>	2019/20
	<i>D.6 Fire Impact Fee Nexus Study Update</i>	2020/21
	<i>D.7 Park Impact Fee Nexus Study Update</i>	2020/21
✓ Complete	<i>D.8 Pending New Plans</i>	2018/19
✓ Complete	• <i>Long-Term Financial Plan</i>	2016/17
✓ Complete	• <i>Five-Year Strategic Plan 2016-2021</i>	2015/16
✓ Complete	• <i>Park and Open Space Evaluation</i>	2017/18
✓ Not completed	• <i>District Policy Handbook Update</i>	2018/19

<b>STRATEGIC ELEMENTS</b>	<b>STRATEGIC GOALS</b>	<b>ESTIMATED DATE Fiscal Year Completed</b>
<b>E. MAINTAIN AND IMPROVE FIRE SERVICE</b>		
In process	E.1 Fire Station 88 Improvements	2017/18
In process	E.2 Long-Range Financial Planning	2017/18
✓ Completed	E.3 Capital Improvement Plan	2020/21
Not started	E.4 Training Facility	2018/19
✓ Completed	E.5 Maintain and Improve Fire Prevention Program	2016/17
<b>F. ENHANCE OUR RELATIONS WITH THE COUNTY AND COMMUNITY</b>		
✓ Completed	F.1 Participate with other Public Organizations	2016/17
	F.2 Keep the District Website Current	2015/16
	F.3 Branding and Marketing	2016/17
	F.4 Community Involvement	2017/18
	F.5 Media Relations	2017/18
	F.6 Governmental Relations	2017/18
<b>G. STRENGTHEN COMMUNITY PARTNERSHIPS</b>		
✓ Completed	G.1 Partnership Development	2016/17
	G.2 Build Strong Community Partnerships	2016/17
	G.3 Government Partnerships	2017/18
	G.4 Non-Profit Partnerships	2017/18
	G.5 Program Partnerships	2018/19
	G.6 Youth Sports Partners	2018/19
	G.7 Seniors	2017/18
<b>H. ADDRESS DEFERRED MAINTENANCE NEEDS</b>		
✓ Completed	H.1 Browning Reserve Study	2016/17
✓ Not Completed	H.2 Adopt Reserve Plan	2017/18
<b>I. STAY AHEAD OF BEST PRACTICES FOR ADMINISTRATION OF THE DISTRICT</b>		
✓ Completed	I.1 Staff and Board Development	2017/18
	I.2 Certifications	2018/19
	I.3 Strategic Plan Update	2017/18



## Agenda Transmittal

**DATE:** September 3, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** **JOB DESCRIPTIONS AND PART-TIME EMPLOYEE WAGE SCALE**

**RECOMMENDED ACTION:** **REVIEW AND DISCUSS**

### RECOMMENDATION

- Discuss and provide input regarding staff's process to update the District job descriptions;
- Provide feedback on the Part-Time Employee Wage Scale;
- Provide feedback about the job descriptions at the October Budget and Administration Committee meeting.

### BACKGROUND

The District Board has taken steps to update a series of policies related to personnel. On January 17, 2018, the Board of Directors approved an Organizational chart based upon the findings of Municipal Services Group; the findings added a Finance/Human Resources Officer, and confirmed other existing positions. The salary schedule was updated with the new Finance Officer and approved by the Board of Directors for both budget cycles. On September 19, 2018, the Board of Directors approved the current labor agreement. On June 19, 2019, the Board approved consolidating the District's Worker's Compensation policy with District's liability carrier, Special District Risk Management Authority.

### DISCUSSION

The last policy document to be updated is job descriptions. 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. Once drafted with this input, employees reviewed their job descriptions and provided input. The labor union is reviewing the final draft 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.

#### Next Steps

Staff is requesting Committee members review the job descriptions (posted in the agenda packet online) before the next Budget and Administration Committee meeting, and return with any questions or concerns. Staff will report back about the labor union comments. With the Committee's support, job descriptions and the part-time employee wage scale will be presented to the Board of Directors for approval in October.

#### Additional Personnel Procedural Updates Completed

Over the past twelve to eighteen months, the following personnel procedures and documents have been created and/or updated by the Finance/HR Office:

- Changed from paper time sheets to time clocks.
- New employee orientation procedures have provided instructions to managers and supervisors regarding required training and on-boarding information.
- Injury Illness Protection Plan, Emergency Action Plan, and Heat Illness Protection Plan written and implemented.
- Routine and frequent safety training implemented and being tracked for credits towards insurance.
- Employee Hand-book written and distributed.
- Routine annual performance reviews implemented.

#### Attachments:

2A - Part-Time Employee Wage Scale

2B - 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

## Cameron Park Community Services District

<b>Job Title:</b>	Accounting Specialist - Confidential	<b>Department/Group:</b>	Cameron Park CSD Administration and Finance
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	See approved salary chart	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<b>GENERAL DESCRIPTION OF POSITION</b>			
<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>			
<b>DISTINGUISHING CHARACTERISTICS</b>			
<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>			
<b>SUPERVISION EXERCISED/RECEIVED</b>			
<p>Receives general direction from the Finance/Human Resources Officer. Incumbents in this position may exercise supervision.</p>			
<b>ESSENTIAL JOB DUTIES:</b>			
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>			



- 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

## Cameron Park Community Services District

<b>Job Title:</b>	Covenants, Conditions & Restrictions (CC&R) Compliance Officer	<b>Department/Group:</b>	CC&R
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<b>GENERAL DESCRIPTION OF POSITION</b>			
Under the direction of the District General Manager, this position is responsible for coordinating, monitoring, interpreting and enforcing all Covenants, Conditions and Restrictions (CC&Rs), including Architectural Review, within each unit in Cameron Park. This is an Exempt position.			
<b>ESSENTIAL JOB DUTIES:</b>			
<ul style="list-style-type: none"> <li>• Receives and responds to complaints regarding CC&amp;R violations;</li> <li>• Conducts field inspections for possible violations of CC&amp;Rs and issues notices of violation for non-compliance;</li> <li>• Prepares violation and other notices which outline necessary corrections and time limits;</li> <li>• Maintains enforcement files and manages CC&amp;R software program;</li> <li>• Provides public with information and assistance on issues related to CC&amp;R compliance;</li> <li>• Monitors compliance activities and conducts follow-up and final inspections;</li> <li>• Corresponds and interacts with legal counsel as needed and when litigation has been initiated;</li> <li>• Prepares required documentation for legal actions and conducts follow-up inspections once legal activities have been initiated;</li> <li>• Receives and reviews construction plans for Architecture Review Committee approval and CC&amp;R compliance;</li> <li>• Researches and prepares reports for appropriate Board and CC&amp;R Committees;</li> <li>• Researches and prepares responses to internal and external agency requests related to CC&amp;R compliance;</li> <li>• Reviews and makes recommendations for approval or disapproval of CC&amp;Rs submitted for new subdivisions within the District;</li> <li>• Works with County Planning Services and developers to develop and implement CC&amp;Rs for new subdivisions within the District;</li> <li>• Communicates and coordinates with County departments as appropriate, such as abandoned vehicles.</li> <li>• Prepares and publishes appropriate meeting agendas and minutes in a timely fashion;</li> <li>• Provides support between District Board of Directors, CC&amp;R Committee, Architectural Reviews Committee and the public, including, but not limited to, providing staffing for meetings of the CC&amp;R and Architectural Review Committees;</li> <li>• Assists in budget preparation pertaining to CC&amp;R management</li> </ul>			

**QUALIFICATIONS: KATE??**

- Possess and maintain a valid California's driver's license;
- Knowledge of office skills, including but not limited to use of computers, word processing, spreadsheets and databases;
- Knowledge of the principles, practices and methods used in the enforcement of a variety of CC&Rs, methods and techniques used in enforcement and investigation, basic math principles, applicable federal, state and local laws, codes and regulations;
- Knowledge of rules governing public agency boards and committees, including but not limited to the Brown Act;
- Ability to interact with a wide variety of public agencies and private citizens;
- Ability to handle potentially sensitive or volatile issues calmly;
- Ability to multi-task;
- Ability to perform basic clerical functions including, but not limited to, filing, preparation of correspondence and the maintenance of District records;
- Ability to use standard office equipment including, but not limited to telephone, computer, adding machine, typewriter, copies, fax machine and audio equipment.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Most essential duties of this position are performed in an office environment. Work may also be performed out doors in all weather conditions. Work is performed in an environment of frequent interruptions requiring maintenance of attention. 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 reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, 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:**

- Minimum of an Associate Degree from an accredited two-year college is encouraged.
- Two (2) years full-time experience in code enforcement, building permits/inspection or real estate; or an equivalent combination of education and experience.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Possession of, or ability to obtain, a valid California driver’s license and good, safe driving record with proof of insurability are required and must be maintained throughout employment.

**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

## Cameron Park Community Services District

<b>Job Title:</b>	Finance Human Resources Officer	<b>Department/Group:</b>	Cameron Park CSD Management
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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

Under general supervision of the General Manager, plans, manages and organizes and directs the Finance, Budget, Human Resources, Front Office operations and Risk Management and other related functions as required. Also serves as liaison to the District's contracted information technology service provider. Maintains a high degree of confidentiality, professional standards and communication skills. This is an Exempt position.

#### DISTINGUISHING CHARACTERISTICS

The **Finance/Human Resources Officer** is the senior level class responsible for all functions and operations related to Finance, Budget, Human Resources, Front Office Operations, Risk Management and serves as liaison for the District's contracted information technology service provider. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by full and part time employees, and coordinates with staff at all levels in other Departments. Manages the Budget and all District fund including General Fund; Conditions, Covenants and Restrictions Fund; and Lighting and Landscape District Funds. In addition, oversees the revenues and expenditures related to grants and other special programs.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies and Budget. The position requires a demonstrated ability to work independently and successfully with staff, management, the Board of Directors as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

#### SUPERVISION EXERCISED/RECEIVED

Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over full and part time employees such as the Accounting Specialist.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reports directly to the General Manager and works with all departments. Manages the Finance, Budget, Human Resources, Front Office Operations and Information Technology operations of the District.
- Performs complex accounting functions related to financial statements, budget, preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable/receivable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Provides high-level, quality reports to the General Manager timely in support of the Department for committees and the Board of Directors, advises the General Manager and the Board of Director's and attends the Board of Directors, Administration and Finance and other Committee meetings as assigned.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-

end reports for the general ledger; prepares annual County and other agencies reports; works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.

- Provides reports and works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, annual budget, procurement, payroll, accounts payable/receivable, fixed assets, vendor agreements, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Reviews and analyzes bank accounts to ensure funds available, prepares requests for funds from the County and other agencies and required, and reconciles monthly bank statements for all District accounts.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Communicates and coordinates with the District bank, oversees accounts to maintain adequate cash balances and controls and prepares bank reconciliations.
- Manages Human Resources functions, including discipline, salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors, Administration and Finance Committee and other Committee meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

**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 has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer's duties as described above.
- A college-level Associates degree is required. A Bachelor's degree is preferred.
- Experience in a government agency, special district, or with fund accounting is highly desirable.

- At least two years of increasingly responsible experience including supervision, governmental finance and budget, human resources and risk management is highly desirable to perform the above duties and responsibilities at the professional level desired by the District.

**EQUAL OPPORTUNITY EMPLOYER**

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

# Cameron Park Community Services District

<b>Job Title:</b>	General Manager	<b>Department/Group:</b>	Cameron Park DISTRICT Management
<b>Location:</b>	Cameron Park DISTRICT Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>The General Manager is the executive officer and highest administrative position in the District, reporting to a 5 member Board of Directors. The General Manager administers and implements the policy direction of the District's five-member board. This person is responsible for the administration and direction, supervision, leadership, fiscal management, operations, and public relations for all programs administered including, administrative services, fire protection services, emergency medical services, parks, recreation, enforcement of CC&amp;R's (Covenants, Conditions and Restrictions), waste management, along with several Lighting and Landscape Districts within the District's boundaries. This is an Exempt position.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Accepts full responsibility for affairs of the District;</li> <li>• Effectively communicates with all board members on significant issues affecting the District;</li> <li>• Develops, recommends and implements policies, program planning, fiscal management, for the effective administration and operations of all District functions;</li> <li>• Recommends and implements board approved short and long-range organizational goals, objectives, strategic plans, business plans, operating policies and procedures;</li> <li>• Directs the appropriate staff to implement District goals and objectives, monitors and evaluates programmatic and operational effectiveness, and affects changes required for improvement as necessary;</li> <li>• Coordinates the preparation of the agenda and reports for the Board and in-house committees; Facilitates all related staff work and issues reports for board review;</li> <li>• Participates with verbal presentation, written analysis and recommendations on board action items;</li> <li>• Participates on in-house committees for major projects and planning efforts;</li> <li>• Coordinates with the Board in the review, preparation and revision of policies, procedures and protocol for DISTRICT administrative handbook;</li> <li>• Attends board meetings, major functions and community events as necessary;</li> </ul> <p><b>SUPERVISION, LEADERSHIP AND PERSONNEL DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the District's goals and objectives;</li> <li>• Oversees recruitment, training, supervision, and evaluation of department program staff providing leadership for all direct reports;</li> <li>• Responsible for all employer/employee functions including such items as; employee evaluations, progressive discipline and adverse action issues, equal employment opportunity, collective bargaining, accident reviews;</li> <li>• Develops a foundation to promote customer service for all employees;</li> </ul>			

- Maintains contact and interaction with other Districts and government agencies to maintain adequate standards within District administered programs;
- Works independently with minimal supervision;
- Maintains a harmonious relationship with department supervisors to ensure the highest quality level of facility preparedness and public relations;

#### **FISCAL OVERSIGHT**

- Develops, evaluates and maintains a comprehensive budget plan to meet the current and projected needs of the DISTRICT;
- Manages the annual budget for the District programs and performs quarterly cost and productivity analyses to ensure tight fiscal control through realistic budget management practices;
- Provides the board with monthly finance reports, budget overviews including financial conditions that may impact the District or department fiscal accountability;
- Participates in the development and preparation of individual department budgets and presents these recommended budgets for board review;
- Reviews and approves all District expenditures;
- Coordinates the development of and executes an annual marketing plan that includes goals, objectives, strategies, execution, and measurement for all District facilities and programs;
- Develops qualitative and quantitative research to support both business recommendations and marketing plan;
- Compiles, computes, and reports participation and facilities usage statistics; recommends new or modified programs and/or equipment to increase participation and maximize use of facilities.

#### **OPERATIONS**

- Manages, (plans, organizes, staffs, directs, controls and evaluates) all functions within the various District programs to ensure maximum performance within the allocated budget;
- Establishes staffing plans that will meet the needs of the District through the use of full time employees, part time employees, contract employees, and community volunteers;
- Analyzes and evaluates program effectiveness; develops and modifies programs as necessary to provide quality services to the community constituents;
- Advises and makes recommendations to the Board of Directors pertaining to program operations and effectiveness;
- Carries out Board policies and directives;
- Performs miscellaneous job-related duties as assigned;

#### **PUBLIC RELATIONS**

- Serves as main liaison between the District and the media, disseminating all pertinent information in a timely, efficient and professional manner via press releases, the Internet and personal communication;
- Establishes a positive working relationship with representatives of community organizations, state/local agencies and associations, District management, staff and the public;
- Directs, develops, and oversees all phases of implementing public information, media and advertising campaigns, marketing programs, and public outreach surveys;
- Oversees the design and maintenance of a comprehensive and an effective interactive and on-line District web site;
- Insures the District's customer service goals are effectively communicated and attained;
- Responds to and resolves the most sensitive and complex public inquiries and complaints along with all requests for information;
- Leverages the District's commitment and delivery of outstanding customer service in the marketplace.



**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

This position requires prolonged sitting, walking, reaching, twisting, turning, 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 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. The position also requires a valid California class C driver’s license with a clean driving record.

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

**CONDITIONS OF EMPLOYMENT:**

This position is subject to the terms and conditions of an employment contract. Employment contracts are approved by the Board of Directors.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor’s degree from an accredited college or University with a degree in Public Administration, Business Administration, or a related field, (a Master’s degree in any of those subjects is desirable)
- At least five years increasingly responsible experience in a management assignment (preferably in a government agency), or any equivalent combination of training and experience that provides the required knowledge skills and abilities.

**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

# Cameron Park Community Services District

<b>Job Title:</b>	Administrative Assistant I	<b>Department/Group:</b>	Administration
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Less than Part-Time
<b>Applications Accepted By:</b>			
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under the general direction of the General Manager, Finance/Human Resources Officer, CC&amp;R Compliance Officer or Parks &amp; Facilities Superintendent, this position is primarily responsible for assisting with day-to-day office functions for various District departments. Position may also be assigned to the Fire Department and coordinate assigned duties with a fire chief.</p> <p><b>DISTINGUISHING CHARACTERISTICS</b></p> <p>The Administrative Assistant I is expected to perform a variety of office tasks to provide support for the District. Responsibilities involve maintaining and retention of office records and files; providing information to customers, program participants, and citizens regarding programs, services and facility use; answering telephones; preparing or processing forms; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p><b>SUPERVISION EXERCISED/RECEIVED</b></p> <p>Receives supervision from the General Manager or department managers. Incumbents in this position do not routinely exercise supervision.</p> <p><b>ESSENTIAL JOB DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the facility and other district-owned properties.</li> <li>• Checks the District’s voicemail, email, and fax machine throughout the day with the ability to take and relay messages.</li> <li>• Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.</li> <li>• Maintains a professional work ethic, and confidentiality as requested.</li> <li>• Keeps a clean and organized work area.</li> <li>• Establishes and meets timelines, is proactive, and shows strong organizational skills.</li> <li>• Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.</li> <li>• Performs other related duties as required.</li> </ul>			

**KNOWLEDGE OF:**

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

**ABILITY TO:**

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

**SKILL TO:**

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

**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:**

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Possession of, or ability to obtain, a valid California driver’s license.

**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

# Cameron Park Community Services District

<b>Job Title:</b>	Administrative Assistant II	<b>Department/Group:</b>	Administration
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Less than Part-Time
<b>Applications Accepted By:</b>			
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under the general direction of the General Manager, Finance/Human Resources Officer, CC&amp;R Compliance Officer or Parks &amp; Facilities Superintendent, this position is primarily responsible for assisting with day-to-day office functions for various District departments. Position may also be assigned to the Fire Department and coordinate assigned duties with a fire chief.</p> <p><b>DISTINGUISHING CHARACTERISTICS</b></p> <p>The Administrative Assistant is expected to perform a variety of office tasks to provide support for the District. Responsibilities involve maintaining and retention of office records and files; providing information to customers, program participants, and citizens regarding programs, services and facility use; answering telephones; preparing or processing forms, reports or action steps related to agency activities including areas of safety compliance and/or Board documentation and CC&amp;R's; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p><b>SUPERVISION EXERCISED/RECEIVED</b></p> <p>Receives supervision from the General Manager or department managers. Incumbents in this position do not routinely exercise supervision.</p> <p><b>ESSENTIAL JOB DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the facility and other district-owned properties.</li> <li>• Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages.</li> <li>• Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.</li> <li>• Assists General Manager or department manager in preparation and posting of Board and Committee agendas, reports, minutes and resolutions.</li> <li>• Communicates with Board members and community regarding public reports and agendas; coordinate responses to public records act requests.</li> <li>• Coordinates safety program including scheduling staff training, keeping current Emergency Action Plans, seeks compliance with permits such as environmental health or elevator permits, and facility safety inspections and reporting.</li> <li>• Coordinates claims with District insurer, receives or provides Certificates of Insurance as requested.</li> </ul>			

- Coordinates with Fire Chief to implement the Weed Abatement Ordinance Program, including preparing correspondence, developing informational flyers, providing information to residents, and performing inspections in adherence to the Ordinance timeline and procedures.
- Maintains a professional work ethic, and confidentiality as requested.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Performs other related duties as required.

**KNOWLEDGE OF:**

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

**ABILITY TO:**

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

**SKILL TO:**

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

**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:**

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- An Associate’s Degree is desired.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Possession of, or ability to obtain, a valid California driver's license.

**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

# Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Foreman	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under direction of the Parks &amp; Facilities Superintendent or Supervisor the Parks Foreman oversees and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks &amp; Facilities Department; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned crews; performs other related duties as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b></p> <p>The Parks Foreman is the lead worker responsible for assigning the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).</p> <p><b>SUPERVISION RECEIVED/EXERCISED:</b></p> <p>Receives general direction from the Parks &amp; Facilities Superintendent or Supervisor. Performs as the lead worker to assigned staff.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Works directly with superiors to ensure the District’s open spaces are in compliance with the weed abatement ordinance.</li> <li>• Assists in the leading of Growlersberg Camp inmate crews, volunteers and other community groups.</li> <li>• Accepts responsibility for overseeing and participating in the construction, maintenance, and repair of Cameron Park Community Services District’s grounds, parks, aquatics (lagoon and pool), Community Center and related facilities.</li> <li>• Coordinates, prioritizes, monitors and participates in the work of maintenance crews.</li> <li>• Provides constructive, critical feedback to staff routinely.</li> <li>• Communicates clearly to Superintendent, Supervisor and staff.</li> <li>• Maintains appropriate work records and documents, which may include work orders and inventories.</li> <li>• Assures District premises and resources are used safely and properly, according to approved policy and secured when not in use.</li> <li>• Responds to typical questions and concerns from the general public, contractors and outside agencies.</li> <li>• Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public.</li> </ul>			

# Cameron Park Community Services District

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum two (2) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- One (1) year experience as a lead worker desirable.

## PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- CPO (certified pool operator) or AFO (Aquatics Facility Operator) Certificate.

## SPECIAL REQUIREMENTS:

- Possession of a valid California driver's license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

## ABILITY TO:

Plan, organize, evaluate and direct work of assigned staff; oversee and direct the operations and activities of the maintenance crew in the Parks & Facilities Department, estimate time, materials and equipment needed to complete projects; respond to issues and concerns documents, including park safety reports, inspection reports, work orders, Safety Data Sheets and Safety Guidelines; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

## 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



# Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Maintenance Worker I	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input 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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring and exercising fewer independent decisions, and working under closer supervision. Since this class is entry level, employees may have limited related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.</p> <p><b>SUPERVISION RECEIVED/EXERCISED</b></p> <p>Receives general direction from the Parks Supervisor, Foreman and/or Parks Maintenance Worker II.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.</li> <li>• Janitorial work.</li> <li>• Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, auto scrubbers, floor burnishers, pool vacuums and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.</li> <li>• Transports equipment and material to work sites; loads and unloads equipment and materials.</li> <li>• Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.</li> <li>• Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.</li> <li>• Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.</li> <li>• Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations.</li> <li>• Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.</li> <li>• Maintains playground equipment and play areas.</li> </ul>			

## Cameron Park Community Services District

- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains and cleans swimming pools and maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records, inventories and reports.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Adjusts work schedule as required to assist with events and seasonal needs.
- Performs related duties as required.

### **KNOWLEDGE OF:**

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

### **ABILITY TO:**

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or equivalent desirable.
- Some general maintenance experience is desirable.

### **PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)**

- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment.
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment.

### **EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.

## Cameron Park Community Services District

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

# Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Maintenance Worker II	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake and/or Community Center	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>Applications Accepted By:</b>			
<b>OFFICE ADDRESS:</b>  Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b>  <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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex construction, maintenance, and repair duties, operating the full range of equipment, greater independence with which the incumbent is expected to work, the increased exercise of judgment and initiative expected in the performance of duties, and providing training to less experienced Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.</p> <p><b>SUPERVISION RECEIVED/EXERCISED</b></p> <p>Receives general direction from the Parks Supervisor and/or Superintendent; instruction and guidance from the Foreman.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.</li> <li>• Practices safe operation of construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.</li> <li>• Transports equipment and material to work sites; loads and unloads equipment and materials.</li> <li>• Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.</li> <li>• Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.</li> <li>• Assists in the leading of Growlersberg Camp inmate crews, volunteers and other community groups.</li> <li>• Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.</li> </ul>			

## Cameron Park Community Services District

- Applies fertilizers, herbicides, insecticides in parks; may supervise other District spray applicators; may prepare spray program recommendations.
- Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
- Maintains, inspects, and repairs playground equipment and play areas.
- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains swimming pools; operates, cleans, and maintains pumps and filters; maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various projects; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records and prepares necessary reports.
- Provides 24-hour emergency stand-by and weekend stand-by as assigned by Supervisor or Superintendent.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Performs related duties as required.

### **KNOWLEDGE OF:**

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning and maintenance such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

### **ABILITY TO:**

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Ensure safety around work areas in high traffic. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Maintain and repair a variety of tools and equipment. Read maps, blue prints, and diagrams. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or equivalent.

## Cameron Park Community Services District

- One year of experience in the construction, maintenance and repair of landscapes, grounds, parks, pools or a specialized trade that can be directly related to the duties and responsibilities prescribed for the class of Maintenance Worker II.

**PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator Certification (CPO)
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment

**SPECIAL REQUIREMENTS:**

- Possession of a valid California driver’s license and good safe driving record with proof of Insurability is required.
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check.

**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

# Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Superintendent	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			

## GENERAL DESCRIPTION OF POSITION

Under the direction of the General Manager, the Parks & Facilities Superintendent serves as a department head of the Parks & Facilities Department. The Superintendent is responsible to administer work of the Parks & Facilities Department; prepare and maintain budgets for Community Center, Parks and LLADs; direct functions and personnel; engage in the management of District parks and facilities; plan, organize, and manage capital improvement program, repair, and development projects; coordinate District safety and security programs; manage applicable grant applications and programs; and perform other job-related work as required. This is an Exempt position.

## DISTINGUISHING CHARACTERISTICS:

The Parks & Facilities Superintendent position is the senior level class responsible for all functions and operation related to parks and facilities. This position requires a high degree of independence and professional judgment, as well as considerable experience in personnel management and public relations. The Parks Superintendent will represent the Parks Department at a variety of meetings; may serve as acting General Manager in his/her absence; and perform related duties/responsibilities as required.

## SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. This classification is distinguished from the next higher classification of the District General Manager who is responsible for the overall administrative management of the Cameron Park Community Services District. The Superintendent will perform complex administrative and technical tasks related to development and implementation of policy and procedures. Incumbents in this position routinely exercise direct supervision over the Parks & Facilities Department staff including Parks Supervisor, or Foreman, and Park Maintenance Workers II, I's.

## ESSENTIAL JOB DUTIES

- This position has responsibility for the care and maintenance of all District parks, facilities, open spaces, LLADs and equipment; supervision and direction of Department staff; and supervision of all contract labor and volunteer projects. This position may require flexible work hours.
- Works with the District on the weed abatement program.
- Schedules and assigns work project locations for Growlersberg Camp inmate crews, volunteers and other community groups.
- Communicates the District's mission and vision to employees and carries out responsibilities in accordance with the District's policies, mission and applicable laws.
- Recruits, hires, trains, schedules, motivates, develops, evaluates and supervises Parks Department staff. Works with staff to promote good performance, correct deficiencies and implement discipline procedures, if necessary.
- Assigns, prioritizes and monitors work assignments. Establishes goals and standards. Provides staff with performance reviews.

- Establishes and maintains contracts; meets with contractors and bidders; verifies irrigation programs and contractors' request for additional work; assists in development or revision of contract specifications and preparation of budgets gauged on area needs.
- Assists General Manager in the development and implementation of division and departmental policy; prepares reports, studies, and correspondence as required; prepares and monitors the annual department budget; supports development of grant applications; provides staff support as necessary.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends and facilitates meetings as assigned; attends Board of Directors' meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.
- Serves as Risk Manager for the Department, working with the Safety Coordinator, including development of safety programs, providing safety training for Department personnel, and staff adherence to safe work practices.
- Manages capital improvement and facility development projects, including design and construction documentation, and contract management.
- Reports problems and/or issues to the General Manager.
- Prepares and maintains maintenance records related to supplies, equipment, parks, landscape areas and maintenance activities.
- Oversees the inspection of parks and facilities for safety and maintenance needs.
- Investigates and responds to citizen complaints and inquiries regarding the maintenance of parks and landscape areas.
- Responds to District emergencies. Assists and coordinates disaster relief.
- Establishes and maintains positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum three (3) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and aquatic facilities,
- Minimum of three (3) years as a supervisor or lead worker; or an equivalent combination of education and experience.
- Associate degree from an accredited two-year college in Recreation Administration, Park Management, Horticulture or related field preferred.

**PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year)

*Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.*

- Registered Aquatic Facility's Operator (AFO) or Certified Pool/Spa Operator (CPO)
- Qualified applicator's certificate
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Certificates
- Landscape Irrigation Auditor certification.

**SPECIAL REQUIREMENTS:**

- Possession of a valid Class C California driver's license and good safe driving record with proof of insurability is required and must be maintained throughout employment.
- Undergo medical examination, drug screening and Department of Justice background check.

**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



## Cameron Park Community Services District

<b>Job Title:</b>	Parks Supervisor	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under direction of the Parks Superintendent the Parks Supervisor supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks &amp; Facilities Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned crews; performs other related duties as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b></p> <p>The Parks Supervisor is the first supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).</p> <p><b>SUPERVISION RECEIVED/EXERCISED:</b></p> <p>Receives general direction from the Superintendent of Parks. Exercises direct supervision over assigned staff.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility for supervising and participating in the construction, maintenance, and repair of Cameron Park Community Services District’s grounds, parks, aquatics (lagoon and pool), Community Center and related facilities.</li> <li>• Supervises, schedules, coordinates, prioritizes, monitors and participates in the work of maintenance crews.</li> <li>• Works with the Superintendent to specify locations to utilize Growlersberg Camp inmate crews.</li> <li>• Assists the Superintendent with the District’s weed abatement program.</li> <li>• Coordinates and provides ongoing safety training programs and ensures crew compliance with applicable rules, policies and procedures.</li> <li>• Trains personnel and assists with establishing performance goals.</li> <li>• Provides input to Superintendent for staff evaluations.</li> <li>• Provides constructive, critical feedback to staff routinely.</li> <li>• Initiates disciplinary procedures with Superintendent as is appropriate.</li> <li>• Communicates clearly to Parks Superintendent and staff.</li> <li>• Responsible for timely completion and submission of incident and accident reports.</li> <li>• Recommends programs, projects and work assignments to the Parks Superintendent.</li> <li>• Performs the more difficult and complex maintenance and construction duties of the work.</li> <li>• Maintains appropriate work records and documents, which may include timesheets, work orders and inventories.</li> <li>• Assists with statistical and/or analytical reports on operations as necessary. Assists with the Parks Department budget preparation and monitors approved budgets, prepares project cost estimates and orders supplies, tools and materials.</li> </ul>			

- Assures District premises and resources are used properly, according to approved policy and secured when not in use.
- Assists in contractor compliance with all specifications.
- Responds to typical questions and concerns from the general public, contractors and outside agencies
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum two (2) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- Minimum of one (1) year as a lead worker; or an equivalent combination of education and experience.

**PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year at the District’s request)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator certification (CPO).
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- Landscape Irrigation Auditor certification.

**SPECIAL REQUIREMENTS:**

- Possession of a valid California driver’s license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

**ABILITY TO:**

Plan, organize, train, evaluate and direct work of assigned staff; supervise and direct the operations and activities of the maintenance crew in the Parks Department, estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; assist with the training programs for staff; respond to issues and concerns documents, including park safety reports, inspection reports, vehicle maintenance reports, billing invoices, pesticide recommendations, timesheets, work orders, blueprints, Safety Data Sheets and Safety Guidelines; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

**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

## Cameron Park Community Services District

<b>Job Title:</b>	Receptionist	<b>Department/Group:</b>	Administration
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<b>GENERAL DESCRIPTION OF POSITION</b>			
Under direct supervision of Accounting Specialist, this position is primarily responsible for greeting the public, program registration for recreation classes and events, scheduling facility use by internal and external customers, communication to Parks Superintendent and facilities staff regarding schedules, accepting Architectural Review applications and assisting with day-to-day office functions.			
<b>DISTINGUISHING CHARACTERISTICS</b>			
The <b>Receptionist</b> is expected to perform a variety of office tasks to provide support to the District. Responsibilities also involve maintaining office records and files; providing information to customers, program participants, and citizens regarding programs, office services and facility use; answering telephones; money handling; and other related clerical tasks.			
<b>SUPERVISION EXERCISED/RECEIVED</b>			
Receives direct supervision from the Finance/Human Resource Office and/or the Accounting Specialist. Incumbents in this position do not routinely exercise supervision, but provides training to Staff assisting in the Front Office.			
<b>ESSENTIAL JOB DUTIES:</b>			
<ul style="list-style-type: none"> <li>• Provides customer service, greets and assists the public, on the telephone and in person, with District, local and county information.</li> <li>• Proficient in Rec Trac, recreation information system software.</li> <li>• Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages and provide customer service responses.</li> <li>• Monitors and maintains CSD class, program and event information in lobby, and a bulletin board.</li> <li>• In conjunction with Recreation Staff, monitors and maintains inventory control for office supplies and purchases office supplies with approval of supervisor.</li> <li>• Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, social media posting and other administrative support.</li> <li>• Schedules use of the Community Center and Cameron Park Lake; coordinates and receives payments, invoices, room set up forms, deposits and all required paperwork. Communicates use and schedules to the facilities/park staff.</li> <li>• Assists Department managers as needed.</li> <li>• Establishes and meets timelines, is proactive, and shows strong organizational skills.</li> <li>• Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.</li> </ul>			

- Maintains a professional work ethic, keeps a clean and organized work area, performs other related duties as required.

**KNOWLEDGE OF:**

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including computers and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; record keeping, report preparation and writing.

**ABILITY TO:**

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues, develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely.

**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 ability 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:**

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of a Receptionist, Office or Administrative Assistant.
- High school diploma or equivalent required; Associate’s Degree is desirable.
- Candidate must be able to pass a drug screening and Department of Justice (DOJ) background check, along with being finger printed.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Possession of, or ability to obtain, a valid California driver’s license.

**EQUAL OPPORTUNITY EMPLOYER**

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

## Cameron Park Community Services District

<b>Job Title:</b>	Recreation Coordinator	<b>Department/Group:</b>	Recreation Department
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input 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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under the general direction of the Recreation Supervisor, oversees a broad base of District program areas within the Recreation Department and assists in the development, implementation, and coordination of recreation programs and events. These duties include, but are not limited to, Community Programs/Classes for all ages – youth to senior, Summer Camps, Day Camps, Sports, Special Events, Sponsorships, Marketing, and Volunteer Programs. The hours scheduled for this position may include evenings, weekends and weekday hours as required.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Assists in promoting and marketing of all recreation programs, facilities and events.</li> <li>• Accepts responsibility for organizing, implementing and supervising areas of one or more District recreation programs, such as Day Camps, sports, volunteer programs and special events, Community Programs/Classes for all ages - youth to senior, oversee classes, activities, and programs for participants, staff and volunteers; may conduct staff/volunteer training.</li> <li>• Plans program content on a monthly basis; reviews plans with Recreation Supervisor for approval; may purchase necessary supplies with authorization; researches new program ideas.</li> <li>• Promotes assigned recreation programs, activities or classes; develops and prepares programs, events and facility marketing and promotional material including news releases, flyers, and schedules of events, pamphlets and brochures.</li> <li>• Monitors and directs children’s activities; handles the more difficult discipline needs; completes accident and incident reports and follows up with parents when necessary; speaks with parents regarding their concerns and complaints; monitors part time/seasonal staff throughout the day.</li> <li>• Creates flyers and other promotional items; arranges field trips, works special events, including holiday activities, etc.</li> <li>• Assists the Recreation Supervisor to create and develop recreation program components including staff manuals, guidelines and procedures. Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval.</li> <li>• Assists in the preparation of program budgets. Monitors expenditures, makes cost savings and operational recommendations.</li> <li>• Assists with staff training and supervising lower level recreation staff and/or volunteers; recommends disciplinary actions to Recreation Supervisor as needed; prepares employee/volunteer schedules; verifies and checks staff/volunteer timecards; submits lower level seasonal, P/T staff’s timecards to Recreation Supervisor or appropriate personnel.</li> <li>• Assists with Aquatics Programs.</li> </ul>			

- Responds timely to inquiries about assigned projects and programs made by telephone, correspondence or during public meetings; ensures excellent customer service is provided throughout the district, including recreation programs and parks services.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.
- Establishes and meets timelines, is proactive and shows strong organizational skills.
- Performs other related duties as required.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- An Associate’s Degree in Recreation, Leisure Studies, or a closely related field from an accredited college or university preferred. Two (2) years of full-time increasingly responsible experience in the recreation field.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Current First Aid and CPR certificates (or the ability to obtain)
- California Driver’s License.

**EQUAL OPPORTUNITY EMPLOYER**

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

# Cameron Park Community Services District

<b>Job Title:</b>	Recreation Supervisor	<b>Department/Group:</b>	Recreation Department
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <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	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under the direction of the General Manager this position is responsible for the oversight of the Recreation department. Oversees all recreation personnel, programs, publications and budgetary matters, and is responsible for the development of department policies and procedures. The Supervisor is the department representative to the Board of Directors, outside organizations and the public.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Supervises, coordinates, conducts and evaluates District activities and special events at District parks and recreation facilities; schedules facilities and obtains necessary permits;</li> <li>• Recruits, trains, supervises and evaluates all recreational staff and volunteers in organizing, implementing and promoting District recreation activities;</li> <li>• Assists organized groups in scheduling parks and recreation facilities;</li> <li>• Oversees, establishes and maintains effective relationships with community groups to identify recreational needs and develop new programs;</li> <li>• Develops advertisements, brochures, Activity Guide, news releases or other promotional literature and speaks to various community, business, educational organizations to stimulate interest in recreation activities;</li> <li>• Conducts and coordinates special activities with other District departments and with outside groups and organizations;</li> <li>• Solicits funds, services or other donations from public and private organizations and individuals to sponsor or help sponsor recreational activities;</li> <li>• Assists in the preparation of the annual budget requests by preparing and projecting costs and revenues for recreation programs;</li> <li>• Assist in updating the Rec Trac system with class information for new and ongoing classes</li> <li>• Responsible for the layout and content of the Activity Guide – three times a year.</li> <li>• Maintain records and prepares reports on recreation activities and their status;</li> <li>• Order materials and supplies necessary for recreational activities;</li> <li>• Enforces department rules and policies;</li> <li>• Has knowledge of safety policies and procedures, ensuring staff adherence to safe work practices and that all supervised staff is trained in a thorough and timely manner, working with the Safety Coordinator;</li> <li>• Performs other related work as required;</li> </ul>			

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s in Recreation & Parks Administration, or related field; and
- Two years of experience in parks and recreation with increasing responsibility.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Ability to direct, assign and motivate staff and volunteers;
- Ability to communicate clearly and concisely orally and in writing;
- Must possess and maintain a valid California’s driver’s license;
- Must maintain Standard First Aid and Adult/Child CPR certifications.

**EQUAL OPPORTUNITY EMPLOYER**

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



## Cameron Park Monthly Performance Standards

### Month May

Performance Standard	System of Record	Result
<b>Missed Pickup</b>	Route Manager	9
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
<b>Call Answer Rate in Seconds</b>	NEC Phone System	79
Customer calls shall be answered within an average of 180 seconds		
<b>Customer Complaints</b>	Logged into Excel	1
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		3
<b>Litter Complaint</b>		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
<b>New Starts</b>		41
<b>Special removal(batteries, bulky, oil)</b>		110
<b>Reporting</b>		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

## Cameron Park Monthly Performance Standards

### Month June

Performance Standard	System of Record	Result
<b>Missed Pickup</b>	Route Manager	11
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
<b>Call Answer Rate in Seconds</b>	NEC Phone System	70
Customer calls shall be answered within an average of 180 seconds		
<b>Customer Complaints</b>	Logged into Excel	1
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		4
<b>Litter Complaint</b>		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
<b>New Starts</b>		40
<b>Special removal(batteries, bulky, oil)</b>		94
<b>Reporting</b>		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

## Cameron Park Monthly Performance Standards

### Month July

Performance Standard	System of Record	Result
<b>Missed Pickup</b>	Route Manager	15
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
<b>Call Answer Rate in Seconds</b>	NEC Phone System	212
Customer calls shall be answered within an average of 180 seconds		
Acquisition/mailling new programs/PI		
<b>Customer Complaints</b>	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		4
<b>Litter Complaint</b>		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
<b>New Starts</b>		56
<b>Special removal(batteries, bulky, oil)</b>		95
<b>Reporting</b>		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

## Call Answer Rate In Seconds

January	February	March	Aril	May	June
0	102	39	66	79	70

July	August	September	October	November	December
212	0	0	0	0	0

<b>YTD Average</b>
81.14

**COMPLIMENTS**

Date	Customer Name	Account Number	Address	Compliment
5.9.19	Peter Brewster	30018268	2954 Alhambra Drive	PETER CALLED TO GIVE A COMPLIMENT TO THE ATTENDANT OF THE CAMERON PARK REC CENTER. HE REQUESTED TO SPEAK WITH HER SUPERVISOR. EMAILED TO SUPERVISORS.
June None				
July None				

**COMPLAINTS**

Date	Customer Name	Account Number	Address	Complaint	Resolution
5.8.19	Colette Polaski	6017740	2050 Ribier Way	<p>CALLED INT O MAKE A COMPLAINT ABOUT ATTENDANT LIESHA. SHE SAID THAT SHE HAS BEEN FRUSTRATED IN THE SAME MANNER AT THIS LOCATION 3 TIMES AND HAD TO CALL IN. SHE STARTED BY SAYING THAT SHE IS NOT PLEASANT NOR IS SHE SPEEDY ENOUGH FOR THIS JOB. COLETTE SAID THAT SHE ARRIVED AT THE REC CENTER AT 9:30AM AND WAS NOT HELPED UNTIL AFTER 10:30. SHE SAID THE CENTER IS SUPPOSED TO OPEN AT 9:30 TODAY IS HER ONLY DAY OFF AND SHE WASTED AN HOUR OF VALUABLE TIME- JUST WANTED TO COMMUNICATE WITH YOU ABOUT THIS CALL. SHE SAID IF YOU WOULD LIKE TO CONTACT HER TO GET FURTHER DETAIL SHE IS WILLING TO SPEAK ABOUT IT.</p>	<p>Sent complaint to MRF Manager PLACED A CREDIT REQUEST FOR MOST RESENT EXTRA RESI CHARGE AND PLACED A OPS</p>
6.7.19	Vincent Gregorio	6086344	3061 Camerosa Circle	<p>VINCENT CALLED IN TO COMPLAIN THAT WE CHARGE HIM FOR EXTRA RESI CHARGES BUT HE IS CERTAIN THAT IS NOT ACCURATE. HE SAID HE NEVER HAS HIS CART FULL LET ALONE OVER FLOWING AND THAT THE LID IS ALWAYS CLOSED, THERE IS NOTED IN ROUTING TO NOT SRVC EXTRAS WITHOUT TICKET, AND PREV CSR HAS CREDITED OF EXTRA RESIS. I PLACED A CREDIT REQUEST FOR MOST RESENT EXTRA RESI CHARGE AND PLACED A OPS TICKET TO HAVE A SUP ADDRESS SITUATION WITH DRIVER</p>	<p>PLACED A CREDIT REQUEST FOR MOST RESENT EXTRA RESI CHARGE AND PLACED A OPS</p>
July None					



## **Agenda Transmittal**

**DATE:** September 3, 2019

**FROM:** Niki Garrison, Administrative Assistant

**AGENDA ITEM #4:** **DISTRICT OF DISTINCTION CERTIFICATE**

**RECOMMENDED ACTION: RECEIVE AND FILE**

Staff is pleased to have finalized and been approved for the SDLF (Special District Leadership Foundation) District Transparency Certificate of Excellence. Dane Wadle, CSDA Public Affairs Field Coordinator, will be presenting the District with the certificate at the next Board Meeting on September 18<sup>th</sup>.

The next step for the District is to apply for the District of Distinction Certificate (Attachment 4A). The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media, and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff. Receiving this important designation demonstrates that the District understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner. The accreditation is valid for two years.

Upon receiving the District of Distinction Certificate, the District receives \$1,144 in Credit Incentive Points (CIP) on our insurance plans with SDRMA. This amount was the bulk of the credit amount missed on the 2018-2019 CIP Matrix (Attachment 4B).

Steps to be completed prior to applying for the District of Distinction Certificate are outlined in the paragraphs below. Staff anticipates that District would be ready to apply for the certificate in 2020.

## **Financial Audits**

Currently, all financial audits are up to date, and the 2018-19 Fiscal Year audit is in progress. No additional items are needed from the Board for this at this time.

## **Policies and Procedures**

As the District has previously approved a District policy manual, the only requirement necessary to complete is to review the policy manual at a Board of Directors Meeting. Policies will be coming to the Board in the coming months for approval. This action will fulfill the policies and procedures requirement.

## **Training**

In order to complete the application process, all Board Members, as well as the General Manager, are required to have completed and provided documentation for the following:

- Governance Training: Six hours of basic governance training within the past five years.

*Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Annually, SDRMA hosts a free *SDRMA Spring Education Day*, a one-day training seminar held in Sacramento. The 2020 SDRMA Day will be Tuesday, March 24<sup>th</sup>. One of the workshops at this seminar covers the *Governance Foundations*, and fulfills the requirement for governance training. Additionally, *Board Member Best Practices* (3 hours offered at specific CSDA seminars) plus 2 approved webinars will satisfy the requirement. See District of Distinction Application for specific webinars, or contact Niki Garrison, Board Clerk, for more information.

- Ethics Training: Completed every two years.

All Board Members must complete this every two years as a requirement in holding their position as Director. This requirement is already met and documented.

- Harassment Prevention Training: Completed every two years.

Documentation verifying completion of AB 1825 harassment prevention training with the last two years is needed. This can be fulfilled by webinars, seminars, and other trainings.

## Attachments:

4A – District of Distinction Application

4B – 2018-19 CIP Points Earned



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

## District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

### Requirements:

#### FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

##### **What to submit:**

- Copies of the three most recent district audits, including financial statements (3), SAS 114 and management letters (3). Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

#### POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

##### **What to submit:**

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

#### TRAINING

##### **What to submit:**

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are:  
*Board Member and District Liability Issues, Must Have Communication Protocols for Board & Staff, and Who Does What? Best Practices in Board Staff Relations.*  
*\*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.*
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

#### OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

##### **What to submit:**

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence



**Who should apply to be a District of Distinction?**

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

**What does a district receive for completing the program?**

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDLF will also send a letter to a local publication and notify legislators on a district's behalf. The District will also receive a Legislative Resolution.

**How does a district apply?**

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

**If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?**

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit [www.sdrma.org](http://www.sdrma.org).

**RE-ACCREDITATION**

**For how long is the designation valid?**

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

**Fees**

The fees are on a sliding scale, based on a district's budget:

**INITIAL ACCREDITATION & RE-ACCREDITATION**

<b>Annual operating budget</b>	<b>Fee</b>
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250

**Submit this application along with all required documentation and payment to:**

Special District Leadership Foundation  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 Phone: 916-231-2909 • Fax: 916-442-7889 • [sdlf.org](http://sdlf.org)

**Electronic filing is preferable.**

Contact SDLF for instructions.

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

**SILVER, GOLD OR PLATINUM RECOGNITION**

Board Members who have received Recognition in Special District Governance: (attach additional pages if necessary)

	Date:
	Date:
	Date:

General Manager:

Has completed Recognition in Special District Governance       Has completed Recognition in Special District Administrator

**PAYMENT**

Total: \$	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Acct. Name:	Acct. Number:
Expiration Date:	Authorized Signature:



## Property/Liability Credit Incentive Program

Cameron Park Community Services District

CIP Points Earned as of: 3/31/2019

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2018-19. **The CIP points earned will be applied toward the invoice for the 2019-20 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice.** The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	2	\$572	0	\$0
Special District Administrator designation from SDLF	0	\$0	2	\$572
Staff Attendance at SDRMA Workshop	2	\$572	0	\$0
Additional Staff Attendance at SDRMA Workshop	1	\$286	0	\$0
Management Staff Attendance at CSDA Sponsored Training	1	\$286	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	1	\$286	0	\$0
Attendance at Approved Legal Seminar	1	\$286	0	\$0
Additional Attendance at Approved Legal Seminar	1	\$286	0	\$0
TargetSolutions Online Training Program	3	\$858	0	\$0
Use of SDRMA Safety Video Library	2	\$572	0	\$0
<b>ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM</b>	<b>9</b>	<b>\$2,574</b>	<b>0</b>	<b>\$0</b>
SDLF District of Distinction designation	0	\$0	4	\$1,144
Single Board Member Attendance at SDRMA Workshop	1	\$286	0	\$0
Additional Board Member Attendance at SDRMA Workshop	1	\$286	0	\$0
Single Board Member Attendance at CSDA Training	1	\$286	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$286	0	\$0
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$572
General Safety Specialist Certificate	0	\$0	1	\$286
<b>GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM</b>	<b>4</b>	<b>\$1,144</b>	<b>0</b>	<b>\$0</b>
No Claims during the year	0	\$0	2	\$572
<b>CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>2</b>	<b>\$572</b>
<b>COMBINED TRACK TOTALS - 15 POINTS MAXIMUM</b>	<b>13</b>	<b>\$3,718</b>	<b>2</b>	<b>\$572</b>
<b>5 YEAR NO CLAIMS BONUS</b>	<b>0</b>	<b>\$0</b>	<b>3</b>	<b>\$858</b>
<b>TOTAL CREDIT INCENTIVE POINTS</b>	<b>13</b>	<b>\$3,718</b>	<b>5</b>	<b>\$1,430</b>

\*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	58,517.25	Payroll 08-09-19 Summer	Payroll 08-09-...	8/9/2019
	58,517.25		Total Payroll ...	8/9/2019
	777.37	Payroll 08/01/19 Term Check cut	Payroll 08/01...	8/1/2019
	777.37		Total Payroll ...	8/1/2019
Abila	687.00	Accounting Software 07/20-08/19/19	30818	8/1/2019
	687.00		Total 30818	8/1/2019
Abila	687.00	Accounting Software 08/20-09/19/19	30957	8/22/2019
	687.00		Total 30957	8/22/2019
ADM Screening	115.00	PE & Spirometry FD RES FF 07/22/19	30819	8/1/2019
	115.00		Total 30819	8/1/2019
Airespring Inc.	564.57	Internet Broadbands CSD/Lake July 2019	30909	8/15/2019
	564.57		Total 30909	8/15/2019
Airgas National Carbonation	321.49	Co2 - Lagoon 07/19/19	30820	8/1/2019
Airgas National Carbonation	157.23	Co2 - Pool 07/19/19		8/1/2019
	478.72		Total 30820	8/1/2019
Airgas National Carbonation	339.21	CO2 delv - Lagoon 07/26/19	30910	8/15/2019
Airgas National Carbonation	272.24	CO2 delv - Lagoon 08/01/19		8/15/2019
Airgas National Carbonation	181.60	CO2 delv - Pool 07/26/19		8/15/2019
Airgas National Carbonation	87.22	CO2 delv - Pool 08/01/19		8/15/2019
Airgas National Carbonation	260.95	CO2 tank rental, Lagoon 07/31/19		8/15/2019
	1,141.22		Total 30910	8/15/2019
Airgas National Carbonation	430.80	CO2 delv, Lagoon 08/09/19	30958	8/22/2019
Airgas National Carbonation	95.80	CO2 delv, Pool 08/09/19		8/22/2019
	526.60		Total 30958	8/22/2019
Aislinn Pilloff	54.00	Art Class HH credit refund	30861	8/1/2019
	54.00		Total 30861	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Alhambra	83.52	Water delv 07/15 & 07/29 & cooler rental	30876	8/8/2019
	83.52		Total 30876	8/8/2019
All Star Rents	972.83	Loader rental, Gateway park 07/23/19	30821	8/1/2019
	972.83		Total 30821	8/1/2019
Andrew Webb	540.15	Inst. Tennis classes July 2019	30955	8/15/2019
	540.15		Total 30955	8/15/2019
Angius & Terry LLP	300.00	CC&R Legal Srvc - phone calls 06/05,10,19 2019 (fy18/19)	30822	8/1/2019
	300.00		Total 30822	8/1/2019
AT&T Calnet 3	347.87	Phone lines 06/24-07/23/19 BAN 9391035823	30823	8/1/2019
	347.87		Total 30823	8/1/2019
AT&T Calnet 3	150.69	FD Phone lines 06/24-07/23/19	30911	8/15/2019
	150.69		Total 30911	8/15/2019
AT&T Calnet 3	21.71	FD89 Fax line 07/10-08/09/19	30960	8/22/2019
	21.71		Total 30960	8/22/2019
AT&T Calnet 3	21.67	RP Phone 07/10-08/09/19 BAN 9391035820	30961	8/22/2019
	21.67		Total 30961	8/22/2019
Barbara Barisone	125.00	Inst. Water Aerobics, July 2019	30825	8/1/2019
	125.00		Total 30825	8/1/2019
Bettina S. Helm	60.00	Cell Allowance - August 2019	30849	8/1/2019
	60.00		Total 30849	8/1/2019
Blain Stumpf Trucking	(685.09)	Sand for Lagoon 05/22/19	30490	8/20/2019
	(685.09)		Total 30490	8/20/2019
Blain Stumpf Trucking	685.09	Re-paying invoice (sand @ lagoon 05/22/19) chk lost in mail	30986	8/22/2019
	685.09		Total 30986	8/22/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Bliss Power Lawn Equipment Co.	1,564.45	Stolen Equipment replacement - Lake	30827	8/1/2019
	1,564.45		Total 30827	8/1/2019
Branden Austin	160.00	Res ff shifts 07/13,16,26,31	30962	8/22/2019
	160.00		Total 30962	8/22/2019
Brian Agee	45.00	Fire Watch 06/26	30908	8/15/2019
Brian Agee	240.00	Res ff shifts 07/03,15,19,21,24,27		8/15/2019
	285.00		Total 30908	8/15/2019
Brittany Hieb	3,000.00	Trimming Privacy Bushes - Eastwood park 07/31/19	30850	8/1/2019
	3,000.00		Total 30850	8/1/2019
California Public Employee's Retirement System	17,224.25	August 2019 CalPERS Health Payment	1001363774	8/2/2019
	17,224.25		Total 100136...	8/2/2019
California Public Employee's Retirement System	1,139.87	PPE 08-03-19 CalPERS Retirement - Classic	1001379988	8/9/2019
	1,139.87		Total 100137...	8/9/2019
California Public Employee's Retirement System	3,109.76	PPE 08-09-19 CalPERS Retirement - Pepra	1001379992	8/9/2019
	3,109.76		Total 100137...	8/9/2019
California Public Employee's Retirement System	1,050.00	CalPERS GASB 68 Reporting Fee	1001388693	8/22/2019
	1,050.00		Total 100138...	8/22/2019
CalPERS 457 Plan	200.00	PPE 08/03/19 CalPERS 457 Plan	1001379891	8/9/2019
	200.00		Total 100137...	8/9/2019
Camino Power Tool	54.74	FD Premixed fuel 08/08/19	30964	8/22/2019
Camino Power Tool	24.45	FD Stihl Mix 08/16/19		8/22/2019
	79.19		Total 30964	8/22/2019
Cap City Sports Academy LLC	823.70	FF Camps July 2019	30830	8/1/2019
	823.70		Total 30830	8/1/2019
Carbon Copy, Inc.	5.75	FD88 Copy count July 2019	30831	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Carbon Copy, Inc.	43.15	FD89 Copy counts July 2019		8/1/2019
	48.90		Total 30831	8/1/2019
Carbon Copy, Inc.	71.74	Copier CSD August 2019	30965	8/22/2019
Carbon Copy, Inc.	39.24	FD89 Copier August 2019		8/22/2019
	110.98		Total 30965	8/22/2019
CardConnect	50.00	Bolt Devices lease July 2019	30832	8/1/2019
	50.00		Total 30832	8/1/2019
Carolina Johnson	90.00	Guard Start class cancelled - refund	30852	8/1/2019
	90.00		Total 30852	8/1/2019
Challenger Sports Corp.	1,567.00	Sports Camp 06/17-06/21/19 (fy18/19)	30833	8/1/2019
	1,567.00		Total 30833	8/1/2019
Chris Sanchez	300.00	Hall rental 07/27, Deposit Refund	30902	8/8/2019
	300.00		Total 30902	8/8/2019
Churchill's Hardware, Inc.	57.21	Hardware/Supplies FD 07/05-07/19/19	30835	8/1/2019
	57.21		Total 30835	8/1/2019
Churchill's Hardware, Inc.	188.76	Parks/Lake/Pool misc hardware, etc July 2019	30913	8/15/2019
	188.76		Total 30913	8/15/2019
Cintas Corporation #622	286.92	CC Janitorial Supplies 08/01/19	30836	8/1/2019
	286.92		Total 30836	8/1/2019
Cintas Corporation #622	53.03	Garbage can liners CC 07/12/19	30914	8/15/2019
Cintas Corporation #622	309.64	Janitorial Supplies CC 08/08/19		8/15/2019
	362.67		Total 30914	8/15/2019
Cintas Corporation #622	286.92	Janitorial Supplies - CC 08/15/19	30967	8/22/2019
	286.92		Total 30967	8/22/2019
City of Sacramento	900.00	FD driver training 08/06 & 08/08 Ewing	30915	8/15/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	900.00		Total 30915	8/15/2019
Clark Woods	300.00	Gym rental 07/01 Deposit refund	30907	8/8/2019
	300.00		Total 30907	8/8/2019
Cold Control Refrigeration, Inc	1,300.00	FD89 replaced Compressor 08/20/19	30968	8/22/2019
	1,300.00		Total 30968	8/22/2019
Comcast	44.99	FD88 Internet 07/14-08/13/19	30837	8/1/2019
	44.99		Total 30837	8/1/2019
Comcast	153.08	FD 89 Internet 08/11-09/10/19	30969	8/22/2019
	153.08		Total 30969	8/22/2019
Comcast	44.99	FD88 Internet 08/14-09/13/19	30970	8/22/2019
	44.99		Total 30970	8/22/2019
Conforti Plumbing, Inc	770.50	FD88 Gas line repair	30838	8/1/2019
Conforti Plumbing, Inc	237.00	Lake, women's RR toilet repair 07/24/19		8/1/2019
	1,007.50		Total 30838	8/1/2019
CoreLogic Solutions LLC	165.00	CC&R Map software July 2019	30916	8/15/2019
	165.00		Total 30916	8/15/2019
Craig Shuler	60.00	Cell Allowance- August 2019	30866	8/1/2019
	60.00		Total 30866	8/1/2019
Dawn Avalon	197.40	Inst. Tai Chi Health July 2019	30824	8/1/2019
	197.40		Total 30824	8/1/2019
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier lease 07/15-08/14/19	30839	8/1/2019
	87.97		Total 30839	8/1/2019
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier lease Aug 2019	30917	8/15/2019
	176.96		Total 30917	8/15/2019
Delta Dental of California	1,238.37	Dental - August 2019	30840	8/1/2019
	1,238.37		Total 30840	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Delta Dental of California	1,238.37	Dental - September 2019	30972	8/22/2019
	1,238.37		Total 30972	8/22/2019
Department of Industrial Relations	485.00	OSHA penalty Pymt #2 due 08/31/19	30918	8/15/2019
	485.00		Total 30918	8/15/2019
Department of Justice	32.00	Pre-emp fingerprinting July 2019	30919	8/15/2019
	32.00		Total 30919	8/15/2019
Dept. of the CA Highway Patrol	123.15	SS 2019 CHP traffic control remainder due	30841	8/1/2019
	123.15		Total 30841	8/1/2019
DSA Technologies, Inc	1,649.00	MSA, IT Maint - August 2019	30842	8/1/2019
	1,649.00		Total 30842	8/1/2019
DSA Technologies, Inc	5,933.67	FD laptop & pc New upgrades for 2019	30877	8/8/2019
	5,933.67		Total 30877	8/8/2019
DSA Technologies, Inc	5,879.38	5 computer towers Wind 10, FY19/20 CSD, Parks & FD	30921	8/15/2019
DSA Technologies, Inc	1,797.00	MSA, IT Maint - FY 19/20 Amend 5% inc June, July & Aug.		8/15/2019
	7,676.38		Total 30921	8/15/2019
DSA Technologies, Inc	2,674.31	MSA, IT Srvcs, September 2019	30973	8/22/2019
	2,674.31		Total 30973	8/22/2019
EDC Chamber of Commerce	495.00	FY19/20 Leadership ED Membership -K. Magoolaghan	30843	8/1/2019
	495.00		Total 30843	8/1/2019
El Dorado County Sheriff's Office	102.00	Fingerprinting Srvc June 2019 (billing office behind) fy1819	30844	8/1/2019
El Dorado County Sheriff's Office	68.00	Fingerprinting Srvcs March 2019 (billing office behind)		8/1/2019
	170.00		Total 30844	8/1/2019



**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
El Dorado Irrigation District	1,838.00	Water/Sewer 05/21-07/30/19 FD89	30878	8/8/2019
	1,838.00		Total 30878	8/8/2019
El Dorado Irrigation District	187.53	Water/Sewer 05/22-07/30/19 Rasm RR's	30879	8/8/2019
	187.53		Total 30879	8/8/2019
El Dorado Irrigation District	520.88	Water/Sewer 05/22-07/30/19 FD88	30880	8/8/2019
	520.88		Total 30880	8/8/2019
El Dorado Irrigation District	253.81	Water 05/22-07/22/19 Hacienda Dog Park	30881	8/8/2019
	253.81		Total 30881	8/8/2019
El Dorado Irrigation District	241.29	Water/Sewer 05/24-07/30/19 Rasmussen	30882	8/8/2019
	241.29		Total 30882	8/8/2019
El Dorado Irrigation District	3,550.30	Water 05/22-07/22/19 Christa M	30883	8/8/2019
	3,550.30		Total 30883	8/8/2019
El Dorado Irrigation District	383.83	Water/Lndscp Wtr 05/23-07/23/19 Bar JA	30884	8/8/2019
	383.83		Total 30884	8/8/2019
El Dorado Irrigation District	755.48	Water 05/22-07/22/19 Bar JB	30885	8/8/2019
	755.48		Total 30885	8/8/2019
El Dorado Irrigation District	1,485.80	Water 05/25-07/26/19 D. West	30886	8/8/2019
	1,485.80		Total 30886	8/8/2019
El Dorado Irrigation District	2,434.67	Water/Sewer 05/22-07/30/19 CP Lake	30887	8/8/2019
	2,434.67		Total 30887	8/8/2019
El Dorado Irrigation District	279.67	Wtr/Lndscp Wtr 05/21-07/22/19 Chardi Corner	30888	8/8/2019
	279.67		Total 30888	8/8/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
El Dorado Irrigation District	2,222.94	Water/Sewer 05/23-07/30/19 CC	30889	8/8/2019
	2,222.94		Total 30889	8/8/2019
El Dorado Irrigation District	823.37	Water/Sewer/RW 05/23-07/30/19 Pool & Grounds	30890	8/8/2019
	823.37		Total 30890	8/8/2019
Ellamae J. Wooten	200.00	Dir Comp Mtgs 08/05,21	30992	8/22/2019
	200.00		Total 30992	8/22/2019
Epperson Law Group, PC	1,872.00	Legal Srvc, calls, mtgs, BOD, 06/03-06/19 & 07/12,17 (fy1819)	30845	8/1/2019
	1,872.00		Total 30845	8/1/2019
Eric William Blodgett Aiston	200.00	Dir Comp Mtgs 08/06,21	30959	8/22/2019
	200.00		Total 30959	8/22/2019
Ewing Irrigation Products, Inc.	396.83	Parks -Ag supplies 07/25/19	30846	8/1/2019
	396.83		Total 30846	8/1/2019
Felicity Wood Carlson	300.00	Dir Comp Mtgs 08/05,06,21	30966	8/22/2019
	300.00		Total 30966	8/22/2019
Fire Apparatus Solutions	66.00	FD hardwired DASH MOUNT	30922	8/15/2019
Fire Apparatus Solutions	70.40	FD vehicle seat switch		8/15/2019
	136.40		Total 30922	8/15/2019
Folsom Officials Association	1,260.00	Adult BB Officials 06/11-07/30/19	30891	8/8/2019
	1,260.00		Total 30891	8/8/2019
Greg Dalbeck	150.00	Parks-Boot reimb 08/19/19	30971	8/22/2019
	150.00		Total 30971	8/22/2019
Highlander Termite & Pest Control	75.00	FD 89 Pest Control 08/08/19	30923	8/15/2019
	75.00		Total 30923	8/15/2019
Highlander Termite & Pest Control	30.00	D. West rodent control 08/07/19	30924	8/15/2019

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 8/1/2019 Through 8/22/2019

Vendor Name	Check Amount	Description	Check Num...	Check Date
	30.00		Total 30924	8/15/2019
Holly Morrison	300.00	Dir Comp Mtgs 08/05,06,21	30976	8/22/2019
	300.00		Total 30976	8/22/2019
Home Depot Credit Services	46.63	Parks & Pool Supplies 07/17 & 07/23/19	30894	8/8/2019
	46.63		Total 30894	8/8/2019
Hunt & Sons	1,363.62	FD Fuel 07/19/19	30925	8/15/2019
Hunt & Sons	1,747.73	FD Fuel 07/26/19		8/15/2019
Hunt & Sons	1,376.32	FD Fuel 08/02/19		8/15/2019
Hunt & Sons	1,361.27	FD Fuel 08/09/19		8/15/2019
	5,848.94		Total 30925	8/15/2019
Hunt & Sons	1,461.76	FD Fuel 08/16/19	30975	8/22/2019
	1,461.76		Total 30975	8/22/2019
Jack Webb	60.00	Res ff Fire watch 06/25	30956	8/15/2019
Jack Webb	200.00	Res ff shifts 07/12,13,19,20,25		8/15/2019
	260.00		Total 30956	8/15/2019
Jean Louise Bransford	180.60	Inst. Cooking 08/01-08/16/19	30912	8/15/2019
	180.60		Total 30912	8/15/2019
Jennifer Candelario	40.00	Dance room rental 06/03 - deposit refund	30829	8/1/2019
	40.00		Total 30829	8/1/2019
Jennifer O'Neill	4.87	Mileage reimb lake to csd July 29-31	30896	8/8/2019
	4.87		Total 30896	8/8/2019
Jennifer O'Neill	61.27	Reimb - snacks Growlersburg crew 8/13/19	30931	8/15/2019
	61.27		Total 30931	8/15/2019
Jill Ritzman	100.00	Cell Allowance - August 2019	30864	8/1/2019
	100.00		Total 30864	8/1/2019
Joshua C. Marks	1,025.00	Janitorial Srvcs 07/17,19,24,26,& 31st	30857	8/1/2019
	1,025.00		Total 30857	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Joshua C. Marks	1,025.00	Janitorial Srvcs CC & Park restrooms 08/02,07,09,14	30929	8/15/2019
Joshua C. Marks	60.00	Janitorial Srvcs Rasm Park bathroom 08/02/19		8/15/2019
	<u>1,085.00</u>		Total 30929	8/15/2019
Karen Morgan	132.00	Swim lessons cancelled - refund	30895	8/8/2019
	<u>132.00</u>		Total 30895	8/8/2019
Karla Kamers	200.00	CalFire Feb burn damage claim - RV cover replaced	30853	8/1/2019
	<u>200.00</u>		Total 30853	8/1/2019
L.N. Curtis & Sons	<u>6,110.03</u>	In Kind Fire Supplies 07/22/19	30855	8/1/2019
	6,110.03		Total 30855	8/1/2019
L.N. Curtis & Sons	398.02	FD Gear per CPFD 07/31/19	30926	8/15/2019
L.N. Curtis & Sons	<u>2,338.05</u>	FD Gear per Robbins 08/06/19		8/15/2019
	2,736.07		Total 30926	8/15/2019
Larry McBride	600.00	In lieu med bens - retired August 2019	30858	8/1/2019
	<u>600.00</u>		Total 30858	8/1/2019
Lincoln Aquatics	<u>796.57</u>	Chlorine delv - Pool 07/19/19	30927	8/15/2019
	796.57		Total 30927	8/15/2019
Lincoln Aquatics	1,305.88	Chlorine delv - Lagoon 07/19/19 w/CM 34911250 (-\$40.00)	30928	8/15/2019
	<u>1,305.88</u>		Total 30928	8/15/2019
Lukas Troutman	90.00	Res ff Fire watch 06/26	30950	8/15/2019
Lukas Troutman	160.00	Res ff shifts 06/06,13,20,26		8/15/2019
Lukas Troutman	<u>120.00</u>	Res ff shifts 07/04,11,17		8/15/2019
	370.00		Total 30950	8/15/2019
Matthew Reid	<u>160.00</u>	Res ff shifts 06/04,11,18,25	30862	8/1/2019
	160.00		Total 30862	8/1/2019
Michael Grassle	<u>100.00</u>	Cell Allowance - August 2019	30847	8/1/2019
	100.00		Total 30847	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Michael Grassle	125.28	mileage reimb - July 2019	30893	8/8/2019
	125.28		Total 30893	8/8/2019
Milauni Nagar	113.40	Inst. Auth Yoga 07/01-08/30/19	30978	8/22/2019
	113.40		Total 30978	8/22/2019
Mountain Democrat	23.63	Notice - Pub Hearing Taxation Voter Debt on 08/09/19	30930	8/15/2019
Mountain Democrat	20.25	Pub Hearing Notice - Final Budget FY 19/20 on 08/09/19		8/15/2019
Mountain Democrat	510.00	Summer Advertising & SS 2019 (w/cm #88 -\$150.00)		8/15/2019
	553.88		Total 30930	8/15/2019
Municipal Resource Group LLC	700.00	Director Teleconf/memo review 08/05/19	30977	8/22/2019
	700.00		Total 30977	8/22/2019
Myung Chong	450.00	Inst. Mod Zumba July 2019	30834	8/1/2019
	450.00		Total 30834	8/1/2019
Pathian Administrators	161.07	Vision Benefits - August 2019	30859	8/1/2019
	161.07		Total 30859	8/1/2019
Pathian Administrators	161.07	Vision Benefits - September 2019	30979	8/22/2019
	161.07		Total 30979	8/22/2019
Paychex	136.55	Paychex Fees for Term Check cut 08/01/19	2019073101	8/2/2019
	136.55		Total 201907...	8/2/2019
Paychex	370.80	Paychex Payroll Fees for 08-09-2019	2019080601	8/9/2019
	370.80		Total 201908...	8/9/2019
Paychex	441.87	Paychex Fees HR August 2019	20371495	8/16/2019
Paychex	591.38	Paychex Fees Stratustime July 2019		8/16/2019
	1,033.25		Total 20371495	8/16/2019
PG&E	2,788.27	Elec FD's & Carousel 06/26-07/25/19	30860	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	2,788.27		Total 30860	8/1/2019
PG&E	6,079.17	Elec 06/26-07/26/19 St lights Parks/LLAD's (check #1 of 2)	30897	8/8/2019
	6,079.17		Total 30897	8/8/2019
PG&E	5,176.16	Elec 06/26-07/26/19 St lights LLAD's (check #2 of 2)	30898	8/8/2019
	5,176.16		Total 30898	8/8/2019
PG&E	9,665.65	Elec 06/26-07/25/19 CP Lake & Lagoon	30899	8/8/2019
	9,665.65		Total 30899	8/8/2019
Ponderosa Auto Express, Inc.	414.84	FD88 2006 vehicle oil maint 05/31/19 FY18/19	30932	8/15/2019
	414.84		Total 30932	8/15/2019
Prep Concrete & Construction	800.00	FD89 APP bay maint & stain guard floor 07/25/19	30933	8/15/2019
	800.00		Total 30933	8/15/2019
Public Employee's Union Local 1	147.02	Union Dues for payroll 08-09-19	30900	8/8/2019
	147.02		Total 30900	8/8/2019
Public Employee's Union Local 1	146.70	Union Dues for Payroll 08-23-19	30980	8/22/2019
	146.70		Total 30980	8/22/2019
R.J. Ricciardi, Inc CPA's	1,784.81	Audit 18/19 Srvcs	30901	8/8/2019
	1,784.81		Total 30901	8/8/2019
Rescue Training Institute, Inc.	38.50	Inst. CABS class 07/23/19	30863	8/1/2019
	38.50		Total 30863	8/1/2019
Rescue Training Institute, Inc.	77.00	Inst. CABS course 08/06/19	30981	8/22/2019
	77.00		Total 30981	8/22/2019
Richard A. Kowaleski	174.00	Inst. Dance July 2019	30854	8/1/2019
	174.00		Total 30854	8/1/2019
Riebes Auto Parts	59.56	Lake - Mower battery 08/08/19	30934	8/15/2019

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 8/1/2019 Through 8/22/2019

Vendor Name	Check Amount	Description	Check Num...	Check Date
	59.56		Total 30934	8/15/2019
Rosalie M. Stearns	252.00	Inst. Hula classes July 2019	30870	8/1/2019
	252.00		Total 30870	8/1/2019
Roy M. Imai	81.00	Inst. Tai Chi Bal July 2019	30851	8/1/2019
	81.00		Total 30851	8/1/2019
Sam's Club Direct	523.80	Sams Club card purchases 06/21-07/17/19	30865	8/1/2019
	523.80		Total 30865	8/1/2019
Sarah St. Claire	160.00	Cancelled son Jedi Camp - refund w/ fee	30869	8/1/2019
	160.00		Total 30869	8/1/2019
SDRMA	1,748.40	Workers Comp FY19/20 Chk#1 of 9 by depts.	30936	8/15/2019
	1,748.40		Total 30936	8/15/2019
SDRMA	8,405.29	Workers Comp FY19/20 Chk#2 of 9 by depts.	30937	8/15/2019
	8,405.29		Total 30937	8/15/2019
SDRMA	8,405.29	Workers Comp FY19/20 Chk#3 of 9 by depts.	30938	8/15/2019
	8,405.29		Total 30938	8/15/2019
SDRMA	8,405.29	Workers Comp FY19/20 Chk#4 of 9 by depts.	30939	8/15/2019
	8,405.29		Total 30939	8/15/2019
SDRMA	6,572.96	Workers Comp FY19/20 Chk#5 of 9 by depts.	30940	8/15/2019
	6,572.96		Total 30940	8/15/2019
SDRMA	6,572.96	Workers Comp FY19/20 Chk#6 of 9 by depts.	30941	8/15/2019
	6,572.96		Total 30941	8/15/2019
SDRMA	9,140.87	Workers Comp FY19/20 Chk#7 of 9 by depts.	30942	8/15/2019
	9,140.87		Total 30942	8/15/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
SDRMA	5,472.07	Workers Comp FY19/20 Chk#8 of 9 by depts.	30943	8/15/2019
	5,472.07		Total 30943	8/15/2019
SDRMA	3,554.23	Workers Comp FY19/20 Chk#9 of 9 by depts.	30944	8/15/2019
	3,554.23		Total 30944	8/15/2019
Shara Langford	300.00	West 1/2 Hall rental 07/18 - Deposit refund	30856	8/1/2019
	300.00		Total 30856	8/1/2019
Shawn Rogan	120.00	Res ff shifts 07/08,14,18	30982	8/22/2019
	120.00		Total 30982	8/22/2019
Sierra Security & Fire	150.00	2nd Qtr Security/Alarm CC 2019	30946	8/15/2019
Sierra Security & Fire	99.00	2nd Qtr Security/Alarm CP Lake 2019		8/15/2019
Sierra Security & Fire	90.00	2nd Qtr Security/Alarm FD88 2019		8/15/2019
Sierra Security & Fire	90.00	2nd Qtr Security/Alarm FD89 2019		8/15/2019
	429.00		Total 30946	8/15/2019
Sign Banner Print Express	62.21	Pooch Plunge flyers/banner revs 2019	30867	8/1/2019
	62.21		Total 30867	8/1/2019
SiteOne Landscape Supply	19.62	Hac Park irrig supply (w/ pay discount -0.37)	30868	8/1/2019
	19.62		Total 30868	8/1/2019
SiteOne Landscape Supply	29.93	Hacienda dog park supplies (w/ pay disc -0.57)	30947	8/15/2019
SiteOne Landscape Supply	109.56	Hacienda park irrig. (w/ pay disc -\$2.08)		8/15/2019
	139.49		Total 30947	8/15/2019
Ski Air Incorporated	1,627.42	CSD A/C Maint & Repair 07/10/19	30948	8/15/2019
	1,627.42		Total 30948	8/15/2019



**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
SS/CP Chamber of Commerce	148.00	SS/CP Chamber Membership FY19/20	30945	8/15/2019
	148.00		Total 30945	8/15/2019
Standard Plumbing Supply Co.	24.20	Christa - plumbing 08/12/19	30949	8/15/2019
	24.20		Total 30949	8/15/2019
Stephen Beck	780.00	Inst. Futsal July Clinics 2019	30826	8/1/2019
	780.00		Total 30826	8/1/2019
Stephen Beck	630.00	Inst. Futsal 2 August clinics	30963	8/22/2019
	630.00		Total 30963	8/22/2019
Stratus Environmental, Inc	1,827.80	CP Lake Envirn Srvc 2019 through 07/31/19 FY 19/20	30985	8/22/2019
Stratus Environmental, Inc	3,315.50	CP Lake Envirn Srvc through 03/29/19 FY 18/19		8/22/2019
	5,143.30		Total 30985	8/22/2019
Susan Settle	10.44	Senior program/Office Reimb	30984	8/22/2019
	10.44		Total 30984	8/22/2019
Taylor Doll	160.00	Res ff shifts 07/07,10,14,31	30920	8/15/2019
	160.00		Total 30920	8/15/2019
Teresa Haverty	59.40	Inst. Paint & Splash class July 2019	30848	8/1/2019
	59.40		Total 30848	8/1/2019
The Auto Analyst, Inc.	3,318.52	FD 2010 F150 repairs 07/22/19	30903	8/8/2019
	3,318.52		Total 30903	8/8/2019
The Clipper	3,100.80	Fall Activity Guide mail processing for 8/16/19	30871	8/1/2019
	3,100.80		Total 30871	8/1/2019
Think, Inc.	4,897.68	Fall Act Guide 2019 Pkng & Delv	30987	8/22/2019
	4,897.68		Total 30987	8/22/2019
Timothy Dana Bowen	668.20	Inst. Jedi Master Camp July 2019	30828	8/1/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	668.20		Total 30828	8/1/2019
Tina Lynn Goins	200.00	Cover pages Summer Act Guide, delayed billing fy18/19	30892	8/8/2019
Tina Lynn Goins	100.00	E-News, August 2019		8/8/2019
Tina Lynn Goins	1,039.00	Fall Actv Guide design, etc & Images 2019		8/8/2019
	<hr/> 1,339.00		Total 30892	8/8/2019
TPX Communications	891.79	CSD Phones/Internet August 2019	30904	8/8/2019
	<hr/> 891.79		Total 30904	8/8/2019
U.S. Bank	5,986.31	Cal Card Purchases 06/24-07/20/19	30872	8/1/2019
	<hr/> 5,986.31		Total 30872	8/1/2019
Umpqua Bank	56.02	Maintenance Fee for July 2019	Maint Fee	8/20/2019
	<hr/> 56.02		Total Maint Fee	8/20/2019
Umpqua Bank	1,098.51	CC Merch Fees - Vantiv - July 2019	Merch Fees	8/9/2019
	<hr/> 1,098.51		Total Merch F...	8/9/2019
United Rentals	1,517.38	SS 2019 Light rentals (part 1) (fy 18/19)	30873	8/1/2019
United Rentals	573.59	SS 2019 Light rentals (part 2) (fy18/19)		8/1/2019
	<hr/> 2,090.97		Total 30873	8/1/2019
United Rentals	511.04	Generator for SS 2019 (w/ CM 170948342-007 -\$199.10)	30951	8/15/2019
United Rentals	608.91	Generator for SS 2019 (w/ CM 170948342-008 -\$199.10)		8/15/2019
United Rentals	626.94	Generator for SS 2019 (w/ CM 170972623-004 -\$199.10)		8/15/2019
United Rentals	1,373.18	Generator for SS 2019 (w/ CM 170972623-005 -\$398.20)		8/15/2019
United Rentals	380.50	Light Towers for SS 2019 (w/ CM 170948358-003 -\$45.17)		8/15/2019
	<hr/> 3,500.57		Total 30951	8/15/2019
Upholstery Plus	45.00	FD Bucket Seat repair 08/13/19	30988	8/22/2019
	<hr/> 45.00		Total 30988	8/22/2019

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Uptown Studios, Inc	5,100.00	ADA Compliance configuration of website	30905	8/8/2019
Uptown Studios, Inc	350.00	Web Maint. July 2019		8/8/2019
	5,450.00		Total 30905	8/8/2019
Uptown Studios, Inc	50.00	1 yr domain renewal - cameronpark.org	30952	8/15/2019
	50.00		Total 30952	8/15/2019
Vanessa Esmerelda Harris Faur	160.00	Res ff shifts 07/11,18,21,30	30974	8/22/2019
	160.00		Total 30974	8/22/2019
Vavrinek, Trine, Day & Co., LLP	2,720.00	Prof Srvcs CPA June 2019 (late billing) FY 18/19	30953	8/15/2019
	2,720.00		Total 30953	8/15/2019
Vavrinek, Trine, Day & Co., LLP	2,690.00	Prof Srvcs CPA July 2019 FY 19/20	30954	8/15/2019
	2,690.00		Total 30954	8/15/2019
Verizon Business	5.24	FD phone carrier charges July 2019	30989	8/22/2019
	5.24		Total 30989	8/22/2019
Verizon Wireless	384.66	FD Wireless 06/16-07/15/19 (fy19/20) 970402560-00001	30874	8/1/2019
	384.66		Total 30874	8/1/2019
Verizon Wireless	114.03	FD Wireless 06/16-07/15/19 (fy19/20) 970402560-00004	30875	8/1/2019
	114.03		Total 30875	8/1/2019
Verizon Wireless	664.08	Wireless Phones CC, Rec & Parks 07/11-08/10/19	30990	8/22/2019
	664.08		Total 30990	8/22/2019
Verizon Wireless	201.42	Ipads & Hotspots - Parks 07/11-08/10/19	30991	8/22/2019
	201.42		Total 30991	8/22/2019
Wilkinson Portables, Inc.	34.33	Port potty rentals Blue Oak, YFF June 2019 fy 18/19	30906	8/8/2019
	34.33		Total 30906	8/8/2019

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 8/1/2019 Through 8/22/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Zachary Schnetz	90.00	Res ff Fire watch shift 06/24	30935	8/15/2019
	90.00		Total 30935	8/15/2019
Zachary Schnetz	160.00	Res ff shifts 07/01,09,22,29	30983	8/22/2019
	160.00		Total 30983	8/22/2019
Report Total	306,654.66			