



Orlando Fuentes, President
Jim Luttrell, Vice President
Gil Albiani, Director
Rod Brewer, Director
Jaclyn Moreno, Director

Joshua Green, General Manager
Michael McLaughlin, Fire Chief
Sigrid Asmundson, District Counsel
Nitish Sharma, Chief Administrative Officer
Paul Mewton, Chief of Planning,
Design and Construction

REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, APRIL 15, 2020

**EXECUTIVE SESSION – 5:00 P.M.
REGULAR MEETING – 6:30 P.M.**

**Video Conference
Zoom Meeting**

<https://zoom.us/j/632851103>

Meeting ID: 632 851 103

One tap mobile

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AGENDA

Note: All items submitted for the Agenda must be in writing. The deadline for submitting these items is 4:00 P.M. on the Monday one week prior to the meeting. The Secretary of the Board receives all such items.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

To protect our constituents, District officials requests all members of the public to follow the California Department of Health Services' guidance and the County of Sacramento Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing. Consistent with Executive Order N-29-20, the meeting will be held via zoom teleconference. In-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is available in the following ways: 1) Video Conference Zoom Meeting <https://zoom.us/j/632851103>, Meeting ID 632 851 103 2) Email public comments to clerkoftheboard@yourcsd.com by 5:30 pm, Wednesday, April 15. The District Clerk will read the comments out loud during public comment, subject to the customary 3-minute time limitation. If your comment concerns a specific agenda item, please note the item in the subject line of your email. If you have issues submitting a public comment via email, please contact the Clerk's Office at 916-405-7169 by the 5:30 p.m. deadline and leave a message, your comment will be played during the meeting.

EXECUTIVE SESSION – 5:00 P.M.

1. CALL TO ORDER
2. COMMUNICATIONS FROM THE PUBLIC
3. RECESS TO EXECUTIVE SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representatives: General Manager Joshua Green
Unrepresented employees: all non-represented employees
 - b. THREAT TO PUBLIC SERVICES AND FACILITIES
Pursuant to Government Code Section 54957
Consultation with: General Manager Joshua Green, District Counsel Sigrid Asmundson, Fire Chief Mike McLaughlin, Chief Administrative Officer Nitish Sharma, Chief of Planning, Design and Construction Paul Mewton
 - c. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)
Significant Exposure to Litigation: 1 potential case

REGULAR BOARD MEETING – 6:30 P.M.

A. CALL TO ORDER

1. Report out of Executive Session
2. Session Roll Call
3. Pledge of Allegiance
4. Moment of Silence

B. ANNOUNCEMENTS/PRESENTATIONS

5. District Long Term Financial Presentation – Chief Administrative Officer Nitish Sharma

C. DEPARTMENT REPORTS

6. Administrative Services Department Report – (J. Ambrosini)
7. Parks and Recreation Department Report – (M. Dopson)
8. Fire Department Report – (M. McLaughlin)

D. COMMUNICATIONS FROM THE PUBLIC (Non-agendized items): This is the time and place for the general public to address the Board of Directors. State law prohibits the Board from addressing any items not previously included on the Agenda. The Board of Directors may receive testimony and set the matter for a subsequent meeting. Comments are to be limited to three minutes per individual at the discretion of the President. Individuals representing a group or an organization shall be permitted five minutes. Comments relating to similar issues should be brief, concise and non-repetitious. Speakers should state their home or business address when commenting to the Board.

Note: Under the provisions of the California Government Code, the Board is prohibited from discussing or taking immediate action on any non-agendized item unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

E. CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any item may be removed by a Board Member for discussion or clarification. Members of the public wishing to comment on any Consent Calendar item may do so before Board action.

9. Approve the April 1, 2020 Regular Board Meeting Minutes.
10. Approve a Multi-year Agreement for Irrigation Network Support Services.
11. Adopt Resolution No. 2020-25 Authorizing the General Manager to Accept Real Property.

RECOMMENDATION: Approve the Consent Calendar as presented.

F. PUBLIC HEARINGS

12. **SUBJECT: Annexation #26 – Community Facilities District No. 1 (Elk Grove Fire Protection) (CFD1). (J. Ebner)**

RECOMMENDATION:

- 1) Open the public hearing take testimony on the proposed annexation of properties into CFD1;
- 2) Approve Resolution No. 2020-22 to annex territory to CFD1 and authorize the levy of special taxes;
- 3) Approve Resolution No. 2020-23 calling a special election of the qualified electors of the territory to be annexed to CFD1; and
- 4) Approve Resolution No. 2020-24 declaring the results of Special Tax Election, determining validity of prior proceedings, and directing recording of notice of special tax lien.

G. STAFF REPORTS:

The President will open the meeting for public input if the Board desires to take action on any item(s).

13. **SUBJECT: Full-Time Unrepresented Employee Classification and Compensation Study (Secondary) and Revised Full-Time Salary Schedule. (J. Green)**

RECOMMENDATION:

- 1) Receives the Final Classification & Compensation Study by Koff and Associates, in Attachment A;
- 2) Approves revised classification descriptions in Attachment B;
- 3) Authorizes the General Manager to modify the Human Resources Director classification FLSA Status to "Full Time, Exempt"; and
- 4) Adopts resolution 2020-26 authorizing revisions to the 2020 Full-Time Employee Salary Schedules effective March 16, 2020, in Attachment C.

H. INFORMATIONAL ITEMS

14. Note from Shriners Hospitals for Children thanking the Fire Department for donating toys, games, balls and puzzles for its Northern California location.

I. BOARD OF DIRECTOR'S BUSINESS

15. Miscellaneous Reports
16. Meeting/Event Approval
17. Meeting/Event Report

J. IDENTIFICATION OF ITEMS FOR FUTURE MEETING:

This is the time for the Board of Directors to identify the items they wish to discuss at a future meeting. These items will not be discussed at this meeting, only identified for a future meeting. This is also the time for scheduling of Board Workshops or special meetings.

K. ADJOURNMENT

Note: *Disabled Accommodations.*

The Cosumnes Community Services District will make reasonable accommodations for persons having special needs due to disabilities. Please contact Elenice Gomez, Assistant to the General Manager, at 8820 Elk Grove Blvd. Elk Grove, CA 95624, phone (916) 405-7169, at least 48 hours prior to the meeting, to allow time to provide for special accommodations.

Note: *Review and Copies of Agenda, Agenda Reports and Material.*

Prior to each Meeting, copies of the Agenda, Agenda Reports and other materials, as well as any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting, are available for public review at the Cosumnes Community Services District's Administrative Office during normal working hours. In addition, a limited supply will be available on a first come, first serve basis at the meeting.

Certificate of Posting of Agenda

I hereby declare that the foregoing Agenda for the April 15, 2020 Regular Meeting of the Cosumnes Community Services District Board of Directors was posted on April 9, 2020 at 8820 Elk Grove Blvd., Elk Grove, California, 95624, and was available +for public review at that location.

Signed this 9th day of April 2020



STAFF REPORT

DATE: April 15, 2020

TO: Board of Directors

FROM: Nitish Sharma, Chief Administrative Officer

SUBJECT: MONTHLY ADMINISTRATIVE SERVICES DEPARTMENT REPORT – MARCH 2020



VISION: A regional leader dedicated to providing superior fire, emergency medical and parks and recreation services that enrich the community and save lives.

MISSION: To enhance the quality of life for those residing in, doing business in and visiting the community. The CSD strives to provide balanced services to all areas of the community, while being responsive to individuals.

GOAL 1 – The CSD will make safety a priority in all operations.

- Custodial staff performed deep cleaning and disinfecting of Wackford Community and Aquatics Complex, Pavilion, Laguna Town Hall, Beeman Recreation Center due to COVID-19.
 - Extracted all carpets and floor mats.
 - Deep cleaned and disinfected all bathrooms and bathroom fixtures.
 - Scrubbed and deep cleaned locker room floors and tiles.
 - Extracted Valley Oak Ballroom chairs; thoroughly cleaned tables.
 - Cleaned and buffed vinyl tile flooring.
 - Disinfected staff offices, lobbies and common areas.
- IT worked with the Leadership Team and HR to create a temporary telework process for COVID-19.
 - Created teleconference rooms and assisted with Microsoft Teams and Zoom for employees to meet virtually.
 - Implemented a Remote Access Server to enable employees to securely connect to their office computers remotely.
 - Enabled 40+ multi-factor authentication accounts for telework.
 - Inventoried, prepared and deployed dozens of portable devices and accessories for remote access.
- General Manager issued Executive Directive 20-11, in which he exercised his authority pursuant to Government Code Section 3104 and authorized the Fire Chief, Deputy Fire Chief and Battalion Chief to Administer Oath or Affirmation of Allegiance for Disaster Service Workers for the duration of the District's Emergency Operations Plan activated on March 13.
- Coordinated an informational video featuring the General Manager and the Fire Chief regarding COVID-19 and the District's involvement, was recorded and distributed to staff.
- District issued a press release announcing the closure of public playgrounds, sports fields and courts, and other park amenities at the 98 parks in Elk Grove.

- The District pushed out swim and summer registration dates from mid-April to mid-May. The Summer 2020 Activity Guide will be released in mid to late April.
- All recreation activities, events, and rentals will be postponed and/or canceled through April 2020.
- The District has highlighted behavioral health options and opportunities the District offers staff through the EAP program.

GOAL 2 – The CSD will ensure its financial stability, accountability and transparency.

- Finance worked on the Development and implementation of the District’s fiscal contingency plan in response to COVID-19.
- Finance attended the Cal PERS webinar related to COVID-19 to discuss the results of the material investment unrealized losses and the direct impact on agencies within the state.
- The Business and Publics Affairs Division moved from the Parks and Recreation Department to Administrative Services Department to create alignment that promotes support District Wide. Business and Public Affairs Division include oversight of concessions, front office, in-door spaces and picnic rentals, facilities operations, sponsorships as well as marketing and communications. The marketing and sponsorship coordinator will report directly to the General Manager’s Office.
- Staff began preparation meetings for the 20-2021 budget process including meetings with the budget officers and key stakeholders.
- Created tracking systems related to COVID 19 for revenue loss and expenditures.

GOAL 3 – The CSD will promote a work environment where staff can thrive.

- Promoted part time Maintenance Aide to full time Facilities Technician for Elk Grove Aquatics Center.
- Continued supporting the Start with Why book club.
- Provided staffing assistance to Park Operations fostering professional development and interdepartmental relationship building.
- IT designed and created the permanent District SharePoint sites for staff collaboration.

GOAL 4 – The CSD will provide excellent services, programs, and facilities to address the distinct needs of the community.

- Completed IT setup and moved staff to the new Recreation Center at Beeman.
- Developed communication strategies and materials for the District’s COVID-19 response, including social media, website, videos, facility signage, media releases, customer response, and internal communications.

GOAL 5 – The CSD will ensure access, equity and inclusion in all of its programs, services and operations.

- Staff collaborated with the City of Elk Grove on marketing strategies for Census 2020.
- Facility operations staff completed training in harassment prevention and workplace violence.
- IT worked with staff and the Board to establish a process to conduct board meetings online.

Webpage Visits

	2020	2019	Change	Top Pages		Users
Sessions	24,085	44,320	-45.66%	1	Home Page	5,217
Unique Visitors	17,147	30,515	-43.81%	2	Activity-Guide	1,798
Pageviews	59,043	143,717	-58.92%	3	Parks-Recreation	1,437
				4	CivicAlerts.aspx?AID=362	1,079
				5	Employment	1,078
				6	Coronavirus-Disease-2019-COVID-19	850
				7	Parks-Facilities-Stations	721
				8	Wackford-Aquatic-Complex	652
				9	Fire	593
				10	Parks-List	509

Planning, Design & Construction Project Status (Facilities & Parks)

Planning		
2020-25 District Capital Improvement Plan (CIP)	Goal 4	Completed 1 st draft and presented to budget team. 2 nd draft to be completed 4/9
Climate Action Plan	Goal 4*	Final list of CHG reduction strategies in staff review. CAP completion scheduled 5/29/20.
Fire & Park Impact Updates	Goal 2	Consultant will commence Nexus study work for Park Impact Fee once CIP numbers are finalized.
Morse Park Recreation Center	Goal 1*	Completed site visits w/ individual Board Members to review design options. Board Presentation date TBD.
Admin Building Solar Project	Goal 2	RFP for both Solar and Parking Lot Improvement which shall include CWTA now scheduled for future Board Meeting TBD.
Design & Bidding		
Fire Station 77	Goal 4	Design Development Plans 60% complete. City will approve temporary stormwater retention plan. SASD to require connection offsite and reimbursement agreement. Estimate out to bid June 2020.
MacDonald Park Phase 2 (1 acre)	Goal 1*	Staff completed Design Development. Construction Documents (CD) 20% complete.
Lichtenberger/Pederson Park Revitalization	Goal 2*	Design Development Complete. Staff reviewing 35% CD submittal
Administration Building Landscape Maintenance	Goal 4*	Bid Awarded 3/18, Contract executed
Playground Poured in Place Sealing	Goal 4*	Bid Awarded 3/18, Contract executed
Electrostatic Painting	Goal 4*	Bid Awarded 3/18, Contract executed
Recreation Center @ Beeman Park	Goal 2*	Architect consultant completed 90% CDs COEG Virtual Tenant Improvement Review 4/7

<i>Construction</i>		
Roof Repair Project	Goal 3	Laguna Town Hall in progress
Fire HQ North Building	Goal 3	Completed electrical and computer wiring install. Office remodel in progress
Strauss Island	Goal 4*	Staff completed majority of remodel work. Need to install new HVAC.
Administration Building	Goal 4	All project work is complete. Issuing letter of completion prior to payment of retention.
Recreation Center @ Beeman Park	Goal 3	Completed Phase 1 temporary office remodel and staff move in. Asbestos removal in progress.
Oasis Community Park (20 acres)	Goal 1*	Construction is 60% complete. Play equipment installation is complete, shade structures complete except for large picnic structure which is in COEG permit review, installing art pieces in playground. Installing remainder of concrete flatwork fabric. Phased opening, phase 1 open summer 2020 weather dependent.
Fieldstone North/ Milestone Trail Corridor	Goal 1*	Performing Inspections on irrigation & landscaping, Fieldstone Nth construction at 90%.
Riparian Drive subsurface drip irrigation replacement	Goal 4*	Completed
Pebbleflex Settlement - Surfacing Replacement	Goal 4*	All nine park sites have been completed per the settlement agreement.
Administration Building – Landscape	Goal 4*	Pre-school Tot Lot play equipment delivered. Coast Landscaping will donate labor and materials to complete play equipment install and site improvements. Helping Hands Volunteer project suspended due to COVID19.
Singh & Kaur Park (5 acres)	Goal 1*	Contractor mowed existing weeds to initiate site preparation work to begin 2 nd week in April

* Indicates Goal from Parks and Recreation 2019-2022 Strategic Plan

Finance: Accounts Payable

768
INVOICES

476
CHECKS

256
RECEIVABLES

Human Resources



149
APPLICANTS

11
RECRUITMENTS

4,145 Facility Rentals
(Church, Meeting Rooms, Picnic)

2,055 Registrations
(phone, walk-in, email, fax and mail)

Information Systems



153 Work Requests

77
PARKS &
RECREATION

37
FIRE
DEPARTMENT

38
ADMINISTRATION
DEPARTMENT

59,043 Page views on yourcsd.com

24,085 Website Sessions

17,147 Unique Visitors



255 Hotline Calls and Emails

\$10,000 Sponsorship Revenue



STAFF REPORT

DATE: April 15, 2020

TO: Board of Directors

FROM: Mike Dopson Parks and Recreation Director

SUBJECT: PARKS AND RECREATION DEPARTMENT REPORT – MARCH 2020



VISION: An inclusive and connected park, recreation, and trails system that delivers opportunities for health and wellness, social interaction, and delight to the Elk Grove community.

MISSION: At Cosumnes CSD, we provide exceptional parks and recreation services to our diverse Elk Grove community.



GOAL 1 – Meeting the Needs of Our Growing Community

Create responsive programs, parks and facilities for Elk Grove's diverse and growing community.

- Preschool Staff continues to provide early childhood activities and online resources to families due to school closures.
- Preschool To Go, a packet filled with activities and resources, was created and published in the CSD website. This was also shared on Class Dojo, an app teachers use, to instantly connect with families registered in our programs.
- Sports hosted the Northern California Junior Lacrosse Association at Bartholomew Sports Park.
- The Golf Course received certification in the Operation 36 Program. This is a new adult lesson program starting in August. This credential allows Emerald Lakes Golf Course to be a certified recognized facility for this intensified training program.



GOAL 2 – Revitalizing & Developing Community Spaces

Strengthen parks and recreation facilities for future generations.

- Golf Course staff deep cleaned and organized the pro shop and barn, so merchandise and supplies are stocked upon re-opening.
- Park Operations staff made repairs to the stepping forms at Kloss Park playground.
- Park Operations staff completed ball field renovations at Luttig, Backer, Stephenson and Laguna Community Park, in preparation for the baseball and softball seasons.
- Park Operations staff replaced missing basketball hoop at Rau Park.



GOAL 3 – Enhancing Community Connections

Foster collaborative partnerships that leverage strengths and resources to enhance recreation experiences.

- The Parks and Recreation Department Received two awards from the California Park and Recreation Society District 2 for the 2019 Elk Grove Giant Pumpkin Festival marketing campaign and Champion of the Community Jill Jones.
- The following approved 2020 Community Support Program (CSP) awardees' events occurred in the month of March:
 - South Area People First Meeting - Wackford Complex; hosted by South Area People First
 - Strauss Spring Tea- Laguna Town Hall; hosted by the Strauss Festival of Elk Grove.
 - ARTSbeat- Cancelled due to COVID-19
 - Early California days- Cancelled due to COVID-19
- Twenty-three fall 2020 proposals reviewed; staff contacted prospective contractors to determine eligibility under Assembly Bill 5 and to set up follow up interviews.
- Partnered with the California Pumpkin Growers to offer the annual Pumpkin Growers Forum at the Pavilion in Elk Grove Park on Saturday, March 7th. (117 attendees)
- Several staff from Recreation Services attended the California Parks and Recreation Conference in Long Beach, CA the week of March 8th.
- Manager, Traci Farris, and Sports Coordinator, Jonathon Long, were installed to the CPRS District 2 Board of Directors.
- Supervisor, Teri deRosier, was installed as President of the CPRS Aquatics Section Board of Directors and Manager Traci Farris was installed for her second year as Region 1 Representative on the Admin Section State Board.
- Golf Course staff continues to maintain contact with customers via phone and email giving them golf course updates during the closure.



GOAL 4 – Ensuring a Sustainable Parks & Recreation System

Allocate staff and resources based upon sound operational practices to ensure long-term operation and maintainability.

- Preschools classroom activities were extended to students through Class Dojo. Parents post pictures of their child accomplishing tasks/lessons they usually would do in classroom.
- Preschool staff published first social media video featuring a demonstration on an art project children do at home in an effort to reconnect with families and children.
- Sports held their quarterly meeting for part-time staff at Elk Grove Pavilion. Staff received training on a variety of topics and were a part of the planning process for summer programming.
- Aquatics welcomed Christina Davis into the vacant Recreation Coordinator position on March 2.

- Lifeguard recertification course was administered to current and returning staff members to renew their current certifications.
- Park Operations staff posted signs at playgrounds and parks promoting ways to help slow the spread of Covid-19. Over 350 signs were posted at parks that were informational and meant to encourage safe social distancing. They also were placed strategically to discourage play on playgrounds.
- Park Operations staff moved to sanitizing all park restrooms a minimum of two times a day in an effort to help stop the spread of Covid-19.
- Park Operations staff installed soap dispensers in all park restrooms to encourage safe hand washing practices.
- Frank Fines was promoted to Park Maintenance Supervisor in charge of overseeing the maintenance and operations of the District's swimming pools and spray parks.

311
WORK ORDERS



Tree Maintenance

11,754 Activities Participation



255

Park Maintenance
Hotline Calls



Giant Pumpkin
Growers Forum



117
ATTENDED

1,288

Rounds of Golf

171,690 Range Balls



SOCIAL MEDIA STATISTICS

179,212 Impressions

12,195 Engagements

383 Link Clicks



Mission

At Cosumnes CSD, we provide exceptional parks and recreation services to our diverse Elk Grove community.

Vision

An inclusive and connected park, recreation, and trails system that delivers opportunities for health and wellness, social interaction, and delight to the Elk Grove community.



STAFF REPORT

DATE: April 15, 2020
TO: Board of Directors
FROM: Mike McLaughlin, Fire Chief



SUBJECT: FIRE DEPARTMENT REPORT – MARCH 2020

VISION: Committed to providing extraordinary service through prevention, preparedness, and emergency response.

MISSION: The Men and Women of the Cosumnes Fire Department strive to exceed expectations at all times.



Administration – Achieve excellence through leadership, sound fiscal management, industry best practices, transparency, and innovation.

- Resolution No. 2020-20 Proclaiming a Local Emergency and Ratifying the Proclamations of a Local Emergency by the City of Galt, City of Elk Grove and the County of Sacramento was approved by the Board of Directors. (Objective 7.a,7.b.)
- Staff activated the Cosumnes Community Services District Incident Action Plan for the ongoing COVID 19 incident. (Objective 3.b.,7.a.)
- Congressman Ami Bera joined the Emergency of Operations Planning (EOP) meeting and gave an update on COVID-19 from the Federal level, as well as, listened to the concerns of the Cosumnes Community Services District. (Objective 4.a.)
- CERT team members joined other CERT teams from the county to support the drive-thru COVID 19 testing site at Cal Expo. (Objective 7.c.)
- Joel Burke has accepted the offer to be promoted to the rank of Captain to fill the vacancy that was created from the retirement of Captain Kirk McKinzie. (Objective 2.b.)
- Staff completed Annexation no 26 in the Elk Grove Community Facilities District no.1 (Elk Grove Fire Protection). (Objective 1.a.)
- Staff continues to work closely with the EMS Division to maintain emergency supplies and to minimize supply chain disruptions from the ongoing COVID 19 Incident. (Objective 2.f., 8.c.)



Operations – Provide exceptional emergency response operations consistent with the communities' needs and expectations.

- Crews arrived on scene of emergency calls in six minutes and fifty-five seconds (6:55) from the receipt of the dispatch by Sacramento Regional Fire/EMS Communications Center Systems (SRFECC), 90% of the time for the month of March. The Cosumnes Fire Department's standard is seven minutes (07:00) from the time the call is received in SRFECC. (Objective 1.a.)

- Chief Bair attended the EMS Today Conference & Expo in Tampa, FL. EMS staff, accompanied by Sacramento Regional Fire & EMS Medical Director, Dr. Kevin E. Mackey, presented high-performance CPR in virtual reality. Staff presented on creative and innovative ways to promote quality Fire and EMS training by utilizing emerging, innovative technology, such as VR and 360 videos, for training and education, to create another vital layer to EMS Education. (Objective 3.b.,5.b.)
- Chief Bair ran the Operations of the Department of Operations Center (DOC) for the Fire Department during the ongoing COVID-19 incident. (Objective 5.b.)



Emergency Medical Services – Provide exceptional medical care and customer service while supporting the needs and well-being of our members who provide that care.

- Staff actively engaged with the development of the COVID-19 field response guide, patient monitoring, employee health, and supply chain disruptions. (Objective 1.c.)
- In coordination with our Fire Services Medical Director, Dr. Kevin Mackey and Sacramento Public Health Officer, Dr. Olivia Kasirye, staff implemented CC71 and CC74 Mobile Integrated Health units in partnership with Kaiser and U.C. Davis Medical Centers. (Objective 1.b.)
- Staff responded to critical incidents to facilitate operational level learning in support of Didactic and Clinical education. (Objective 1.a.)
- Staff completed the move to the new EMS Office. (Objective 3.c.)
- Staff presented at the International EMS Conference in Tampa Florida on their implementation of Technology in Training. (Objective 1.d.)
- Twenty-Three subpoenas (23) and one thousand, one hundred ninety-three (1,193) Patient Care Reports were processed. (Objective 3.a.)
- Staff assisted seven (7) personnel with licensure. (Objective 3.a.)



Fire Prevention – Proactively improve life safety, minimize losses, and reduce the risks from fire through education, application of codes, and investigation.

- Fire Investigators performed two (2) fire investigations and issued one (1) infraction citation for \$113.00 in fines. (Objective 1.a.,4.a.,4.b.,4.c.)
- 100% of the 226 requested construction inspections were completed within 48 hours. (Objective 3.c.)
- Staff completed 12 of the 167 annual state-mandated inspections (151 inspections remaining). (Objective 1.a)
- Fire and life safety information was provided at five (5) different presentations/events. (Objective 4.b.)



Fleet Management – Provide effective management of vehicles and equipment to ensure that they are safe, properly designed, and well maintained.

- Staff completed twenty (20) services and one hundred and forty-one (141) other repairs. (Objective 1.b.)



Training & Special Operations – Create effectiveness through innovative and diverse training programs.

- Staff facilitated a confined space operations drill at the Waste Water Treatment Plant for rescue personnel. (Objective 1.b.)
- Staff organized and tracked the EMS 10-shift rotations for all Probationary Firefighters ensuring continuity and onboarding. (Objective 1.a., 1.b., 1.d.)
- Staff administered 194.25 hours of administration training, 393.75 hours of daily training, 78.5 hours of Emergency Medical Services Continued Education training, 1263 hours of monthly training, and 312 hours of Taskbook completions, totaling 2241.5 hours of training (Objective 1.a)
- Members of the Training and Spec Ops divisions directly supported the Sacramento County Emergency Operations Center (EOC) for the COVID-19 incident. (Objective 3.b.)

Total Number of Monthly Incidents

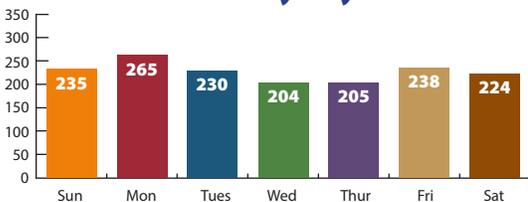
1,601 ↓

	Fire	22
	Explosion	0
	EMS	1,251
	Hazardous Conditions	23
	Service Call	96
	Good Intent	136
	False Alarm	63
	Severe Weather	1
	Special Incidents	0
	Not Reported	9

Total Loss from March Fires

\$167,715

Call Volume by Day of Week



Total Responding Units

2,889 ↓

March 2019
3,477 Responding Units

Response Time

Alarm to Arrival Emergent Only

90th Percentile
CFD Standard is 7:00



0:06:55

Average Commitment Time

Dispatch to Clearing Scene

41:33



Unit Hour Utilization

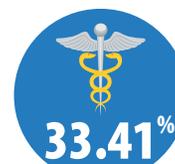
Total hours for 30 days for 24 hours per day



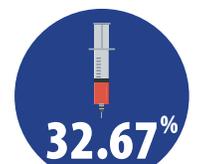
Medic 45



Medic 46



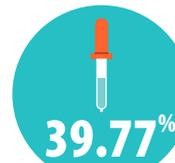
Medic 71



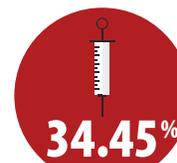
Medic 72



Medic 73



Medic 74



Medic 76

Public Education

Car Seats	5
Site Visits.....	3
Station Tours	2
People Reached.....	154



**COSUMNES COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING – 6:30 PM
WEDNESDAY, APRIL 1, 2020
MINUTES**

REGULAR BOARD MEETING – 6:30 PM

ATTENDANCE

Directors present included Gil Albiani, Rod Brewer, Orlando Fuentes, Jim Luttrell and Jaclyn Moreno.

General Manager Josh Green, Fire Chief Mike McLaughlin, Chief Administrative Officer Nitish Sharma and District Counsel Sigrid Asmundson were also present.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Fuentes called the meeting to order at 6:30 p.m.
2. Battalion Chief Dan Quiggle led the Pledge of Allegiance.
3. A moment of silence was observed in honor of the two people who died in Elk Grove victims of COVID-19 and those infected with the virus.

B. ANNOUNCEMENTS/PRESENTATION

None

C. COMMUNICATIONS FROM THE PUBLIC

None

D. CONSENT CALENDAR

4. Approve the March 18, Regular Board Meeting Minutes.
5. Approve the March 9, Special Board Meeting Minutes.
6. Approve the March 18, Special Board Meeting Minutes.
7. Approve Resolution No. 2020-17, Calling for District Elections.
8. Approve Proclamation Endorsing April as the National Youth Sports Safety Month.
9. Approve Proclamation Endorsing April 20 – 24 as Administrative Professional Week and April 22, 2020 as Administrative Professionals Day.
10. Award Multi-Year Agreement for Weed Mowing Services.
11. Review and File Report on “People First”, Staff Training.
12. Approve Resolution No. 2020-21 Declaring the Weeds on the Properties Listed in the Attachment B as Seasonal and Recurrent Nuisance and Establish July 17 and August 5, 2020 as Public Hearing Dates.

Director Albiani asked staff to rewrite the parcel numbers written in item 12 to match the industry standard.

Director Albiani moved to approve consent items 4 through 12; seconded by Director Luttrell, the Clerk did the roll call and the vote was 5 yes and 0 no.

E. PUBLIC HEARINGS

None

F. STAFF REPORTS

13. **SUBJECT:** Memorandum of Understanding for Fire Services and Community Support

RECOMMENDATION:

1. Approve the Memorandum of Understanding (“MOU”) between the District and Wilton Rancheria for fire services and community support and authorize the General Manager to execute the MOU.

Fire Chief Mike McLaughlin presented the staff report.

Wilton Rancheria Tribal Chairman Raymond Hitchcock addressed the Board and gave a brief background history of the Rancheria Tribe.

After deliberating Director Brewer moved to accept staff’s recommendation; seconded by Director Moreno, vote was 5 yes and 0 no.

G. INFORMATIONAL ITEMS

None

H. BOARD OF DIRECTORS BUSINESS

14. City of Elk Grove Liaison
15. City of Elk Grove Two by Two
16. City of Galt Liaison
17. City of Galt Two by Two
18. Elk Grove Cosumnes Cemetery District Two by Two
19. Elk Grove USD Two by Two
20. Senior Center Board
21. Elk Grove Historical Society
22. Elk Grove Chamber of Commerce
23. Galt Chamber of Commerce
24. Diversity Work Group
25. Northern California Special Districts Insurance Authority
26. Fire Communications Center
27. Sacramento County Treasury Oversight Committee
28. Miscellaneous Reports
29. Meeting/Event Approval
30. Meeting/Event Report

H. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

- President Fuentes thanked the Elk Grove City Mayor’s Office and California Northstate University for donating PPE to the Fire Department and the Elk Grove

Foodbank. And thanked the General Manager and Leadership Team for the work being done during this time of crisis.

- Director Moreno commended the District Leadership Team for the response to the COVID-19 pandemic and support provided to our first responders and the community. Also gave a shout-out to IT for making the use of Zoom for Board meetings a smoother process.
- Director Albiani, thanked the General Manager for the weekly updates.
- Director Brewer thanked the General Manager, Fire Chief and staff for how well all are managing the Emergency Action Plan.

I. ADJOURNMENT

With no further business, the meeting was adjourned at 7:08 p.m.

Approved: _____
Board President

Attest: _____
Secretary to the Board



STAFF REPORT

DATE: April 15, 2020

TO: Board of Directors

FROM: Steve Sims, Director of Parks and Neighborhood Services
Parks and Recreation Department

BY: Eileen Alcanices, Management Analyst

SUBJECT: APPROVAL OF MULTI-YEAR AGREEMENT WITH TORO NATIONAL SUPPORT NETWORK SERVICES

RECOMMENDATION

The Board of Directors:

- 1) Approves a three-year agreement with Toro, to provide national support network services for the District's owned irrigation central control systems; and
- 2) Authorizes the General Manager to execute all requirements of the agreement.

BACKGROUND/ANALYSIS

The Park and Golf Operations Division requires the use of automated irrigation central control systems at Emerald Lakes Golf Course to provide hydraulic and electric flow management to manage water pressure of sprinkler heads throughout the golf course, and assure water and power usage is being used efficiently. In 2015, the District began using the Toro Lynx Central Control irrigation system due to its compatibility with the current sprinkler heads and its wireless and remote access for ease of use. The five-year agreement, which includes hardware and software support, expires May 2020.

Staff recommends commencing the Toro Standard Tower agreement which includes unlimited 24-hour toll-free support by licensed irrigators, emergency paging service, extended warranty, controller software service packs, hardware replacement, standard tower, and National Support Network (NSN) Connect for Remote Connection and NSN Portal. This gives staff 24/7 access to professionals who can answer irrigation questions and troubleshoot the system.

FINANCIAL ANALYSIS

The monthly pricing for the NSN renewal plan is \$7,632 for the 36-month term. Without the renewal, the golf course's TORO controller will no longer be covered by hardware warranty, not receive replacement service, access to NSN Connect app, or 24-hour technical support. The replacement, repairs and service costs associated with just one incident can easily exceed the cost of the NSN renewal plan.

SUSTAINABILITY ANALYSIS

The use of an automated irrigation central control system supports staff's ability to manage valuable water resources. This practice continues sustainability best practices which is goal 4.2 of the Park and Receptions 2018 Plan for Play Parks, Receptions & Facilities Master Plan.

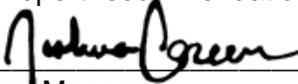
Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Steve Sims
Director of Parks and Neighborhood Services

Staff Report recommendation authorized by:



General Manager

STAFF REPORT

DATE: April 15, 2020
TO: Board of Directors
FROM: Sigrid Asmundson, District Counsel



SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ACCEPT ON THE DISTRICT'S BEHALF ALL INTERESTS IN REAL PROPERTY

RECOMMENDATION

The Board of Directors approves Resolution No. 2020-25 authorizing the General Manager to accept all real property interests on the behalf of the District.

BACKGROUND/ANALYSIS

The Board of Directors ("Board") must authorize the acquisition of easements and/or real property. The Board must also authorize the recording of all easements, deeds, and other conveyance instruments. Government Code § 27281 states: "Deeds or grants conveying any interest in or easement upon real estate to a political corporation or government agency for public purposes shall not be accepted for recordation without consent of the grantee evidenced by its certificate or resolution of acceptance attached to or printed on the deed or grant."

Government Code 27281 also states: "A political corporation or governmental agency, by a general resolution, may authorize one or more officers or agents to accept and consent to such deeds or grants."

The proposed resolution grants the General Manager authority to accept all real property interests on behalf of the District that have been approved for acquisition and/or acceptance by the Board. The resolution also grants the authority for the acceptance of easements or right of ways.

FINANCIAL ANALYSIS

This report has no impact on District resources.

SUSTAINABILITY ANALYSIS

Resolution No. 2020-25 would expedite the processing of deeds, grants, right of way, etc. as received by the District.

There is no impact to the District's sustainability practices as a result of this report.

Staff Report: Adopt a Resolution Authorizing the General Manager to Accept on the District's Behalf All Interests in Real Property

Date: April 1, 2020

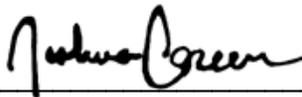
Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Sigrid Asmundson
District Counsel

Staff Report recommendation authorized by:



General Manager

Attachment A – Resolution 2020-25

RESOLUTION NO. 2020-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ACCEPT ON THE DISTRICT'S BEHALF ALL INTERESTS IN REAL PROPERTY

WHEREAS, Government Code Section 27281 provides that instruments conveying an interest in real property to the District may not be recorded without a Certificate of Acceptance from the Board of Directors; and

WHEREAS, Government Code Section 27281 also provides that the Board of Directors may, by a general resolution, authorize one or more officers to accept instruments conveying an interest in real property by executing a Certificate of Acceptance; and

WHEREAS, the Board of Directors desires to delegate to the General Manager the authority to accept all real property interests on the behalf of the District "Offers of Dedication", "Rights of Entry" and "Minor Property Acquisitions". Offers of Dedication are defined as the conveyance of real property for public use as an outright donation, in exchange for the granting of any land use entitlement by the District (such as subdivision maps, building permits or zone changes) or to satisfy mitigation requirements resulting from an environmental review. Rights of entry are possessory interests in real property whereby the District is authorized, for a short duration and for a limited purpose, to enter upon real property and engage in work for the public benefit. Minor property acquisitions are defined as negotiated acquisitions not under the threat of eminent domain for minor real property interest in the nature of an easement or fee interest for a public purpose.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DOES HERBY RESOLVE AS FOLLOWS:

Section 1. Rights of Entry. The General Manager may accept on behalf of the Board of Directors all rights of entry so long as each right of entry is memorialized in a written document signed by the property owner.

Section 2. Offers of Dedication. The General Manager may accept on behalf of the Board of Directors Offers of Dedication of an easement, right of way or fee interest in real property so long as each offer is evidenced by a written instrument signed by the offering property owner.

Section 3. Property Acquisitions. The General Manager may accept on behalf of the Board of Directors all property acquisitions of an easement or fee interest in real property so long as a written instrument is signed by the property owner.

Section 4. All Other Interest in Real Property. The General Manager may accept on behalf of the Board of Directors all other interest in real property, not stated in Sections 1, 2, and 3 above, in accepting all the subdivision map offers of dedication.

Section 5. Recording. The Clerk to the Board shall utilize the Certificate of Acceptance attached hereto as Exhibit "A" and record the Certificate along with the instrument conveying the offer of dedication or minor property acquisition with the County Recorder.

Section 6. Legal Review. Prior to accepting any offer of dedication, right of entry or minor property acquisition the District Legal Counsel shall ensure the document or instrument is in a legally acceptable format.

Section #. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section #. Necessary Acts. The General Manager or designee is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution.

Section #. Effective Date of Resolution. This Resolution shall take effect immediate upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Cosumnes Community Services District, this 15th day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Orlando Fuentes, President

ATTEST:

Joshua Green, Secretary

Exhibit "A"

**CERTIFICATE OF ACCEPTANCE OF AN INTEREST IN REAL PROPERTY
BY THE COSUMNES COMMUNITY SERVICES DISTRICT**

(Government Code Section 27281)

This is to certify that the interest in real property conveyed by the instrument dated _____ from _____ ("Grantor") to the Cosumnes Community Services District ("Grantee"), a special district in the State of California, is hereby accepted by the General Manager pursuant to the authority of the General Manager to accept offers of dedication conferred by the Grantee's Board of Directors Resolution No. 2020-25 adopted on April 15, 2020. The District further consents to its recordation.

Dated: _____

GRANTEE:

COSUMNES COMMUNITY SERVICES
DISTRICT, a public body, corporate and
politic

By: _____
Joshua Green
General Manager

STAFF REPORT



DATE: April 15, 2020

TO: Board of Directors

FROM: Michael W. McLaughlin, Fire Chief

BY: John Ebner, Senior Management Analyst

SUBJECT: PUBLIC HEARING – ANNEXATION #26 – COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION)

RECOMMENDATION

The Board of Directors:

1. Opens the public hearing and takes testimony on the proposed annexation of properties into Community Facilities District No. 1 (Elk Grove Fire Protection).
2. Approves Resolution No. 2020-22, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1 (Attachment 1).
3. Approves Resolution No. 2020-23, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT CALLING A SPECIAL ELECTION OF THE QUALIFIED ELECTORS OF THE TERRITORY TO BE ANNEXED TO COMMUNITY FACILITIES DISTRICT NO. 1 (Attachment 2).
4. Approves Resolution No. 2020-24, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DECLARING RESULTS OF SPECIAL TAX ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN (Attachment 3).

BACKGROUND/ANALYSIS

As the Board of Directors is aware, the CSD created CFD No. 1 (Elk Grove Fire Protection) in June of 2012 for the purpose of offsetting the financial impact of providing services to new development. From time to time it will be necessary to annex projects into CFD No. 1 using the normal CFD resolution and election process.

On March 4, 2020, the Board approved Resolution 2020-15 declaring intention to annex territory into the CFD. The proposed CFD annexation contains three projects comprised of five commercial parcels. This is the twenty-sixth annexation to the CFD. The project has a condition of approval which requires that the property owner(s) participate in a funding mechanism for emergency mitigation and fire prevention services. The condition will be satisfied by the annexation of their project to the CFD, which is the subject of tonight's action.

In order to complete the annexation process, the Board is being asked to complete the following actions:

1. Hold a public hearing and take testimony on the annexation of additional territory into CFD No. 1 (Elk Grove Fire Protection).
2. Consider and approve Resolution No. 2020-22, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION) AND AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN.
3. Consider and approve Resolution 2020-23, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT CALLING A SPECIAL ELECTION OF THE QUALIFIED ELECTORS OF THE TERRITORY TO BE ANNEXED TO COMMUNITY FACILITIES DISTRICT NO. 1.
4. Conduct a special election on the CFD annexation during which the Canvassing Board opens the ballot, tallies the vote, and announces the results of the election.
5. Consider and approve Resolution No. 2020-24, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DECLARING RESULTS OF SPECIAL TAX ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF NOTICE OF SPECIAL TAX LIEN.

Pursuant to those actions, staff, with the help of SCI Consulting Group, has completed the following steps in order to facilitate the annexation to the CFD in Elk Grove:

- The map of the proposed annexation into CFD No. 1 (Elk Grove Fire Protection) was recorded with the County Recorder on March 25, 2020.
- The CFD election ballot was mailed to the property owners at least 10 days prior to the date of the Public Hearing. The property owners are asked in the ballot whether they approve or disapprove of having their properties annexed into CFD No. 1.

The Mello Roos Community Facilities Act provides that a public hearing must be held on the annexation of additional territory into a CFD. At the close of the public hearing, absent any objections by the property owners in the proposed CFD, the Board may determine that there was no majority protest, as defined by the Act. In order to expedite the annexation process, all property owners within the proposed CFD have signed a waiver and consent form waiving their right to protest at the public hearing and waiving any minimum time periods relative to the landowner election.

Upon the final approval of the annexation into the CFD, a Notice of Special Tax Lien (Attachment 4) will be recorded with the Sacramento County Recorder, resulting in a permanent lien on the parcels involved in the special election. The lien continues in perpetuity unless the Board terminates the special tax obligation by later Board actions in accordance with the Act.

FINANCIAL ANALYSIS

The proposed CFD will be fully supported by an annual special tax levied exclusively on the real property within the CFD. The District's administrative costs related to the CFD will be reimbursed from the special tax proceeds. There will be no impact on the District's finances or on the General Fund.

SUSTAINABILITY ANALYSIS

There is no environmental impact related to the annexation of properties into Community Facilities District No. 1 (Elk Grove Fire Protection).

Should you have any questions, please contact me prior to the Board meeting.

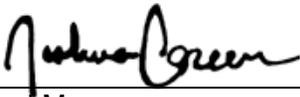
Respectfully submitted,



Michael W. McLaughlin
Fire Chief

- Attachment 1 – Resolution No. 2020-22
- Attachment 2 – Resolution No. 2020-23
- Attachment 3 – Resolution No. 2020-24
- Attachment 4 – Notice of Special Tax Lien
- Attachment 5 – Notice of Public Hearing

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

Attachment 1

RESOLUTION NO. 2020-22

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSUMNES COMMUNITY SERVICES DISTRICT
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1**

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

RESOLVED by the Board of Directors ("Board") of the Cosumnes Community Services District (the "District"), County of Sacramento, State of California, that:

WHEREAS, the Board has conducted proceedings to establish Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") adopted Resolution 2012-25 on June 6, 2012 (the "Resolution of Formation") pursuant to the Mello-Roos Community Services and Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code; and

WHEREAS, on March 4, 2020, the Board adopted a Resolution 2020-15 entitled "Resolution of the Board of Directors of the Cosumnes Community Services District Declaring Intention to Annex Territory to Community Facilities District No. 1 and Authorize the Levy of Special Taxes Therein" (the "ROI") of the District pursuant to the Act; and

WHEREAS, a Petition, Consent and Waivers from each of Woodside Homes of Northern California, and Pappas Investments, have been filed with Clerk of the Board ("Board Clerk"); and

WHEREAS, the proposed boundaries of the territory to be annexed to the CFD are as shown on the maps attached hereto as Exhibit A, and incorporated herein, and which is also on file with the Board Clerk; and

WHEREAS, the public Services and Facilities proposed to be financed by the CFD ("Services and Facilities") are described in the document titled "Description of Services and Facilities to be Financed by the CFD," attached hereto as Exhibit B and incorporated herein; and

WHEREAS, except to the extent that funds are otherwise available to the CFD to pay for the Services and Facilities, a special tax (the "Special Tax") sufficient to pay the costs thereof, secured by recordation of a continuing lien against all nonexempt real property in the CFD, will be levied annually within the CFD, and collected in the same manner as ordinary ad valorem property taxes levied within the CFD. The proposed rate

and method of apportionment of the Special Tax are described in the document titled "Rate and Method of Apportionment of Special Tax," attached hereto as Exhibit C and incorporated herein; and

WHEREAS, the Board Clerk published notice of a public hearing to be held on April 15, 2020, in compliance with Section 53322 of the Act regarding the proposed annexation of territory to the CFD; and

WHEREAS, at the hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to the CFD, the Services and Facilities to be provided therein and the levy of said special tax were heard and a full and fair hearing was held; and

WHEREAS, on the date hereof, this Board held a noticed public hearing as required by the Act and the ROI relative to the proposed annexation of territory to the CFD; and

WHEREAS, at said hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to the CFD and the levy of said special taxes within the area proposed to be annexed were heard and a full and fair hearing was held; and

WHEREAS, the special tax proposed to be levied in the territory to annex to the CFD to pay for the fair share of proposed Services and Facilities to be provided therein has not been eliminated by protest by fifty percent (50%) or more of the registered voters residing within the territory to be annexed to the CFD or the owners of one-half (1/2) or more of the area of the territory to be annexed to the CFD and not exempt from the special tax; and

WHEREAS, if the Board proceeds with annexation of territory to the CFD, the Special Tax shall be submitted to a vote among the property owners in the proposed CFD by mailed or hand-delivered ballot, with each property owner having one vote for each acre or portion of an acre such owner owns in the CFD.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The foregoing recitals are true and correct.
2. The proposed special tax to be levied within the territory to be annexed to the CFD has not been precluded by majority protest pursuant to Section 53324 of the Act.
3. The type of Services and Facilities proposed to be financed by the CFD and pursuant to the Act shall consist of those items listed in Exhibit B hereto and by this reference incorporated herein.

4. The Fire Chief, located at 10573 East Stockton Blvd., Elk Grove, CA 95624, telephone number 916-405-7100, is the officer of the District who will oversee the CFD Administrator who will prepare annually a current roll of special tax levy obligations by assessor's parcel number and who will be responsible for estimating future special tax levies pursuant to the Act.
5. Upon recordation of an amended notice of special tax lien pursuant to Section 3114.5 of the Streets and Highways Code of California, a continuing lien to secure each levy of the special tax shall attach to all nonexempt real property in the territory to be annexed to the CFD and this lien shall continue in force and effect until the special tax obligation is prepaid and permanently satisfied and the lien canceled in accordance with law or until collection of the tax by the District ceases.
6. The boundary map of the territory to annex to the CFD was recorded in the Sacramento County Recorder's Office as Document No. 202003250074 in Book 130, Page 20 of the Book of Maps of Assessments of Community Facilities Districts and on file with the Board Clerk are hereby finally approved, are incorporated herein by reference, and shall be included within the voter approval of the levy of the special taxes therein as hereinafter provided.
7. The Board has determined that all proceedings undertaken by the District in connection with the establishment of the territory to be annexed to the CFD and the levy of the Special Tax are valid and in conformity with the applicable provisions of the Act. Pursuant to Section 53325.1 of the Act, the Board's finding in this regard is final and conclusive.
8. Pursuant to the provisions of the Act, the proposition of the levy of the Special Tax shall be submitted to the qualified electors of the territory to be annexed to the CFD at an election, the time, place and conditions of which shall be as specified by a separate resolution of the Board.

PASSED AND ADOPTED by the Board of Directors of the Cosumnes Community Services District at a regular meeting of said Board held on the 15th day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Cosumnes CSD Board of Directors

ATTEST:

Clerk of the Board

EXHIBIT A



Legend

- Annex 26 - LMI Logistics REIT
- Sacramento County Parcels

SCJ Consulting Group
4745 Mangols Blvd.
Fairfield, CA 94534
(707) 430-4300

CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMNES COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY OF _____, 2020.

CLERK OF THE BOARD _____

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION), COSUMNES COMMUNITY SERVICES DISTRICT, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT AT A MEETING THEREOF HELD ON THE _____ DAY OF _____, 2020, BY ITS RESOLUTION NO. _____

CLERK OF THE BOARD _____

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF CALIFORNIA.

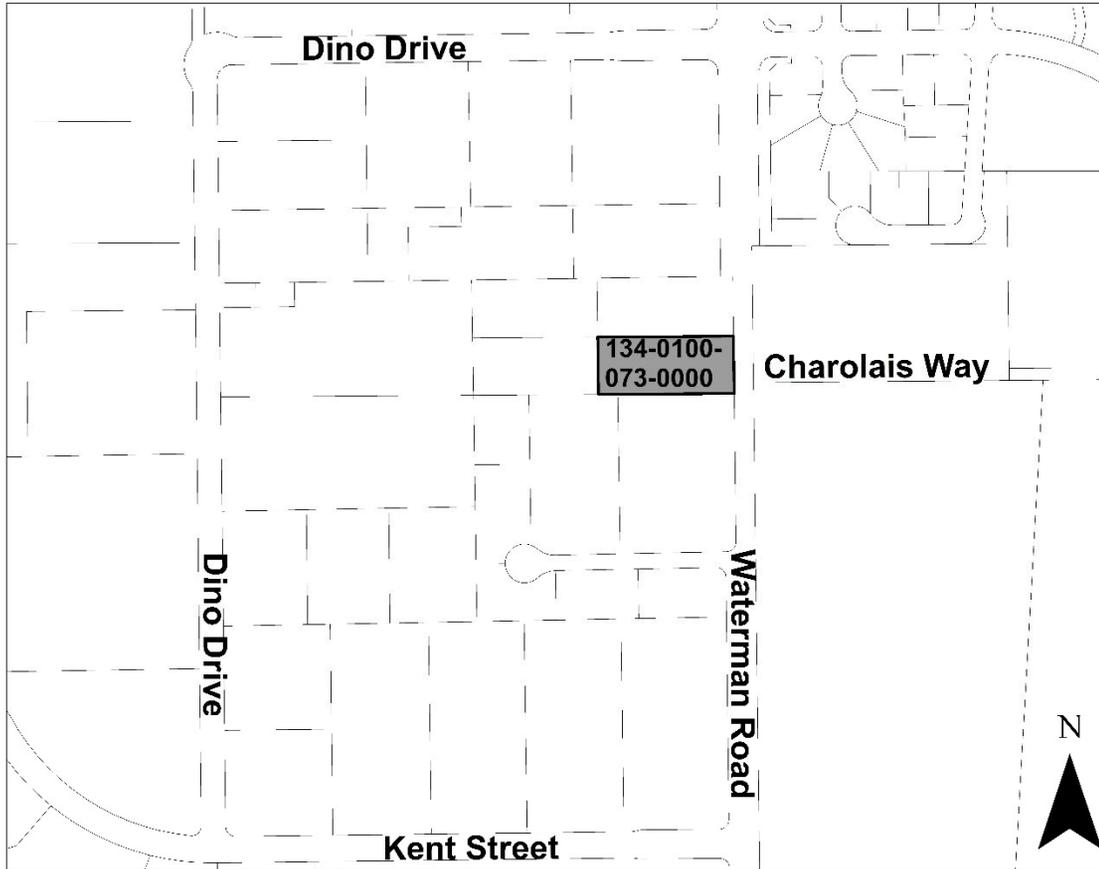
COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO

DEPUTY, COUNTY OF SACRAMENTO

NOTE:
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF SACRAMENTO FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

ANNEXATION MAP NO. 26 OF
COMMUNITY FACILITIES DISTRICT NO. 1
(ELK GROVE FIRE PROTECTION) OF THE
COSUMNES COMMUNITY SERVICES DISTRICT,
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

Sheet 1 of 3



Legend

- Annex 26 - S C Sanabria Drywall
- Sacramento County Parcels

SCI Consulting Group
 4745 Mangels Blvd.
 Fairfield, CA 94534
 (707) 430-4300

CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMNES COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY OF _____, 2020.

CLERK OF THE BOARD _____

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION), COSUMNES COMMUNITY SERVICES DISTRICT, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT AT A MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2020, BY ITS RESOLUTION NO. _____.

CLERK OF THE BOARD _____

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF CALIFORNIA.

COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO _____

DEPUTY, COUNTY OF SACRAMENTO _____

NOTE:
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ANNEXATION MAP NO. 26 OF
 COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) OF THE
 COSUMNES COMMUNITY SERVICES DISTRICT,
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

Sheet 2 of 3



Legend

- Annex 26 - Tankersley
- Sacramento County Parcels

SCI Consulting Group
 4745 Mangels Blvd.
 Fairfield, CA 94534
 (707) 430-4300

CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMNES COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY OF _____, 2020.

 CLERK OF THE BOARD

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION), COSUMNES COMMUNITY SERVICES DISTRICT, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT AT A MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2020, BY ITS RESOLUTION NO. _____.

 CLERK OF THE BOARD

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF CALIFORNIA.

 COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO

 DEPUTY, COUNTY OF SACRAMENTO

NOTE:
 REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF SACRAMENTO FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

**ANNEXATION MAP NO. 26 OF
 COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) OF THE
 COSUMNES COMMUNITY SERVICES DISTRICT,
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA**

Sheet 3 of 3

EXHIBIT B

DESCRIPTION OF SERVICES AND FACILITIES TO BE FINANCED BY THE CFD

COSUMNES COMMUNITY SERVICES DISTRICT Community Facilities District No. 1 (Elk Grove Fire Protection)

The Services and Facilities described below are proposed to be financed by Community Facilities District No. 1 (the "CFD") of the Cosumnes Community Services District (the "District"):

The types of Services and Facilities to be financed by the CFD ("Services and Facilities") shall include new a) fire protection and suppression services, b) ambulance and paramedic services; and c) renovation, expansion, acquisition, construction of existing and future fire protection and suppression Services and Facilities and equipment, vehicles, apparatus and supplies including collection and accumulation of funds to pay for anticipated Services and Facilities cost shortfalls and reserves for repair and replacement of Services and Facilities, improvements, vehicles, and equipment with a useful life of five (5) years or more to the extent that such Services and Facilities are required to sustain the service delivery capability of the District's Fire Department.

EXHIBIT C

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

COSUMNES COMMUNITY SERVICES DISTRICT Community Facilities District No. 1 (Elk Grove Fire Protection)

A Special Tax authorized under the Mello-Roos Community Services and Facilities Act of 1982 applicable to the land in the Community Facilities District No. 1 (the "CFD") of the Cosumnes Community Services District (the "District") shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate, as shown below.

A. DEFINITIONS

"Act" means the Mello-Roos Community Services and Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California, as amended, which authorizes the establishment of the CFD to finance: a) fire protection and suppression Services and Facilities; b) fire and emergency medical equipment; and c) other fire department operations, Services and Facilities provided by the District.

"Administrative Expenses" means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs as determined by the District.

"Age-Restricted Nonresidential" means residential retirement communities or occupancies, as described in Section 51.3 of the Civil Code, which are restricted to adults or senior citizens only, but are owned and managed by a commercial entity that rents or leases residential units such as apartments or rooms to the aforementioned individuals.

"Age-Restricted Residential" means residential retirement communities or occupancies, as described in Section 51.3 of the Civil Code, which are restricted to adults or senior citizens only.

"Annual Escalation Factor" means an amount equal to the percentage increase during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose metropolitan area (CPI-U), as published by the

U.S. Department of Labor, Bureau of Labor Statistics, or if this index ceases publication, an equivalent index.

"Annual Special Tax" means the annual Special Tax, determined in accordance with Section E below to be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

"Authorized Services and Facilities" means those Services and Facilities listed in the Resolution of the Board of Directors of the Cosumnes Community Services District Declaration Intention to Establish the CFD.

"Base Year" means the Fiscal Year ending June 30, 2012.

"Building Area" means the total of the gross area of the floor surfaces within the exterior wall of the building constructed or to be constructed, not including covered public pedestrian circulation areas and vehicle parking areas.

"Board" means the Board of Directors of the Cosumnes Community Services District, acting as the legislative body of the District and the CFD.

"CFD" means Community Facilities District No. 1 (Elk Grove Fire Protection) of the Cosumnes Community Services District.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining providing for the levy and collection of the Special Taxes.

"County" means the County of Sacramento, California.

"Developed Property" means all Assessor's Parcels subject to the Special Tax for which a building permit has been approved and recorded by June 1 of the prior Fiscal Year. These Assessor's Parcels can be classified into one of following groups: Single Family Residential, Multi-Family Residential or Nonresidential.

"District" means the Cosumnes Community Services District.

"Fire Protection Service and Facility Costs" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus and supplies; c) the salaries and benefits of District staff that directly provide fire suppression services, emergency medical services, fire prevention activities and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFD.

"Fiscal Year" means the period starting July 1 and ending the following June 30.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

"Multi-Family Residential" means any Assessor's Parcel of Developed Property for which a building permit has been issued for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, duplexes, triplexes, fourplexes, or mobile homes.

"Nonresidential Property" means all Assessor Parcels of Developed Property for which a building permit has been issued by the City for the construction of one or more units not classified as residential property or Services and Facilities.

"Single-Family Residential" means any Assessor's Parcel of Developed Property for which a building permit has been issued for construction of at least one single-family residential unit and is not Multi-Family Residential.

"Special Tax" means the Special Tax to be levied, in each Fiscal Year, on Taxable Parcel, pursuant to Sections B, C, and D below.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFD to: a) pay for Fire Protection Service and Facility Costs; b) pay for reasonable Administrative Expenses; c) pay any amounts required to establish or replenish any reserve funds; and d) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"State" means the State of California.

"Residential Unit" or **"Residential Units"** means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

"Taxable Parcel" means any Parcel that is not exempt from Special Taxes as defined within this Rate and Method of Apportionment of Special Tax.

"Tax-Exempt Property" means any Parcel within the CFD which is not Developed or Undeveloped Property, and includes property owned or operated by a public District or exempted for some other reason.

"Undeveloped Property" means any Assessor's Parcel which is Zoned for any use, is not Tax-Exempt Property, and for which no building permit has been approved and issued by June 1 of the previous Fiscal Year.

"Zoned" means use, zoning, allowed or designated on the applicable General Plan, Specific Plan or Community Plan which the County of Sacramento utilizes and relies upon for planning purposes and for the approval of development.

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each parcel of land in the CFD to be classified as Developed Property, Undeveloped Property or Tax-Exempt Property. The District shall cause all Developed Property to be further classified as Single Family Residential, Multi-Family Residential, Age-Restricted Residential, Nonresidential and Age-Restricted Nonresidential.
2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax Rates shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax Rate for the upcoming Fiscal Year.

Land Use Classification	Base Year Maximum Tax Rate
Developed Single Family Residential	\$235.18 per unit
Developed Multi-family Residential	\$135.49 per unit
Developed Age Restricted Residential	\$110.48 per unit
Developed Nonresidential	\$0.11 per square foot of Building Area
Developed Age-Restricted Nonresidential	\$0.11 per square foot of Building Area
Undeveloped	\$0
Tax Exempt	\$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property is not needed for public use and is converted to a private use, it shall become subject to the Special Tax.
4. **Developed Nonresidential Building Area Not Subject to the Special Tax.** Any Developed Nonresidential Building Area constructed prior to January 1, 2009 for the following Assessor's Parcels shall not be subject to the Special Tax:

Assessor's Parcel No(s)

132-2170-004	132-2170-017	123-0160-001
132-2170-005	134-1010-009	
132-2170-006	134-1010-010	

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2013 and each January thereafter, the Maximum Special Tax shall be adjusted annually in an amount equal to the percentage increase during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose metropolitan area (CPI-U), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or if this index ceases publication, an equivalent index.

Each annual adjustment of the Maximum Special Tax shall become effective on the subsequent July 1.

D. CALCULATION OF THE ANNUAL SPECIAL TAX

Commencing with Fiscal Year 2012-13, and for each subsequent Fiscal Year, the Board shall determine the Special Tax Requirement and shall levy the Annual Special Tax on each Assessor's Parcel of Developed Residential Property at one hundred percent of the applicable Maximum Special Tax to fund the Special Tax Requirement.

The Board shall not levy an Annual Special Tax on 1) Undeveloped Property, 2) Tax Exempt Property or 3) Developed Nonresidential Building Area described in Section B4 hereof.

Under no circumstances will the Annual Special Tax levied against any Assessor's Parcel of Developed Single-Family or Multi-Family Residential Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the foregoing, the amount of Annual Special Tax levied upon any Developed Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the Fire Chief or his or her designee, appealing the

levy of the Special Tax on the subject property. The Fire Chief or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant and decide the merits of the appeal. If the findings of the Fire Chief or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the Fire Chief or his or her designee shall be referred to the Board and the decision of the Board shall be final.

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate or the method of apportionment or the classification of properties or any definition applicable to the CFD.

G. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year.

H. ANNEXATION OF TERRITORY

Any territory to be annexed to the CFD shall, in addition to payment of Special Taxes at the rate set forth above, be subject to payment of any costs incurred by the District in conducting the annexation process.

Attachment 2

RESOLUTION NO. 2020-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSUMNES COMMUNITY SERVICES DISTRICT CALLING A SPECIAL ELECTION
OF THE QUALIFIED ELECTORS OF THE TERRITORY TO BE ANNEXED TO
COMMUNITY FACILITIES DISTRICT NO. 1**

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

RESOLVED by the Board of Directors ("Board") of the Cosumnes Community Services District (the "District"), County of Sacramento, State of California, that:

WHEREAS, on March 4, 2020, the Board adopted a Resolution No. 2020-15 entitled "Resolution of the Board of Directors of the Cosumnes Community Services District Declaring Intention to Annex Territory to Community Facilities District No. 1 (Elk Grove Fire Protection) and Authorize the Levy of Special Taxes Therein" (the "Resolution of Intention") pursuant to the California Government Code Section 53311 et seq. (the "Act"); and

WHEREAS, the Resolution of Intention to Annex Territory set a public protest hearing to be held concurrently on April 15, 2020, ("Public Hearing"); and

WHEREAS, at the close of the Public Hearing, the Board determined that there was no majority protest under the provisions of the Act; and

WHEREAS, at the conclusion of the Public Hearing, the Board adopted Resolution No. 2020-22 entitled "Resolution of the Board of Directors of the Cosumnes Community Services District to Annex Territory to Community Facilities District No. 1" (the "ROA") with respect to the CFD Annexation No. 26 pursuant to the Act; and

WHEREAS, pursuant to the provisions of the ROA, a proposition to authorize the levy of special taxes within the territory to be annexed to the CFD is to be submitted to the qualified electors of the annexation territory as required by the Act.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Board has heretofore found that fewer than twelve persons have been registered to vote within the territory of the CFD for the ninety days preceding the close of the public hearing heretofore held by the Board for the purposes of these proceedings. Accordingly, the vote shall be by the land owners of the CFD, and each owner of record at the close of such public hearing, or the authorized representative thereof, shall have one vote for each acre or portion of an acre that he or she owns within the CFD.

2. The date of the election shall be April 15, 2020, and the Board Clerk shall conduct the election. The election shall be conducted by either personally delivered or mailed ballots, and in accordance with the provisions of law regulating elections of the District insofar as such provisions are determined by the Board Clerk to be applicable. The voted ballots shall be returned to the Board Clerk not later than 4:30 p.m. on April 15, 2020 at such time the election will be closed.
3. The form of the ballot for the election is attached hereto as Exhibit A and by this reference incorporated herein. The Board Clerk has cause to be delivered to each of the qualified electors of the territory to be annex to the CFD a ballot in said form. Each ballot indicates the number of votes to be voted by the respective elector based upon the number of acres of land owned by such elector as set forth above. The identification envelope for return of the ballot was enclosed with the ballot, and shall contain (a) the name and address of the landowner, (b) a declaration, under penalty of perjury, stating that the elector is the owner of record, or the authorized representative thereof, and is the person whose name appears on the identification envelope, (c) the printed name, signature and address of the elector, (d) the date of signing and place of execution of the declaration described above and (e) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk. Analysis and arguments with respect to the ballot proposition are hereby waived.
4. There is on file with the Board Clerk a Petition, Consent and Waiver executed by each qualified elector of the CFD requesting a shortening of the time for the special election in order to expedite the process of formation of the CFD and waiving any requirement for analysis and arguments in connection therewith.

PASSED AND ADOPTED by the Board of Directors of the Cosumnes Community Services District at a regular meeting of said Board held on the 15th day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Cosumnes CSD Board of Directors

ATTEST:

Clerk of the Board

**OFFICIAL BALLOT
SPECIAL LANDOWNER TAX ELECTION**

**Cosumnes Community Service District
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

This ballot is for the special landowner annexation election. You must return this annexation ballot in the enclosed postage paid envelope to the office of the Clerk of the Board of the Cosumnes Community Service District no later than 4:30 p.m. on April 15, 2020, either by mail or in person. The Cosumnes Community Service District office is located at 9355 E Stockton Blvd., Suite 185, Elk Grove, CA 95624.

To Vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO." All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void. If you wrongly mark, tear, or deface this ballot, please return it to the Cosumnes Community Service District to obtain another.

BALLOT MEASURE: Shall the Cosumnes Community Services District, by and for its Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD"), be authorized to levy special taxes within the territory annexed to said CFD pursuant to and as described in Resolution No. 2020-15 of the Cosumnes Community Services District adopted by its Board on March 4, 2020?	YES: _____ NO: _____
--	-----------------------------

By execution in the space provided below, you 1) declare under penalty of perjury that you are the owner of record or the authorized representative of the landowner entitled to vote this ballot; and 2) confirm your waiver of the time limit pertaining to the conduct of the election and any requirement for notice of election and analysis and arguments with respect to the ballot measure, as such waivers are described and permitted by Sections 53326(a) and 53327(b) of the California Government Code.

Number of Votes: _____
Property Owner: _____
Attention: _____

By: _____

Title: _____

Attachment 3

RESOLUTION NO. 2020-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES
COMMUNITY SERVICES DISTRICT DECLARING RESULTS OF SPECIAL TAX
ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND
DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN**

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

RESOLVED by the Board of Directors (“Board”) of the Cosumnes Community Services District (the “District”), County of Sacramento, State of California, that:

WHEREAS, in proceedings heretofore conducted by the Board pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), this Board has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory to be annexed to Community Facilities District No. 1 (the “CFD”); and

WHEREAS, all requirements, including but not limited to any time limit, pertaining to the conduct of the special election have been waived by unanimous consent of the qualified electors of the CFD as authorized by the Act, which executed Landowner Petition, Waiver and Consent from each qualified elector is on file with the Board Clerk, and with the concurrence of the Board Clerk as the designated election official conducting the election; and

WHEREAS, as authorized by the unanimous waiver of special election requirements by all qualified electors pursuant to the Act (California Government Code section 53326(a)), the special election is by ballot mailed with the Notice of Public Hearing to all the property owners within the CFD by the Board Clerk on April 15, 2020, to be tabulated by the Board Clerk at 4:30 p.m. or as soon thereafter at the close of the public hearing on April 15, 2020; and

WHEREAS, the Board Clerk has certified that a ballot in the form set forth in Exhibit A hereto has caused to be delivered to each of qualified electors in the CFD, that each ballot indicated the number of votes to be voted by the respective landowner to which it pertains, that each ballot was accompanied by all supplies and written instructions necessary for the use and return of the ballot, and that the envelopes to return the ballot were enclosed with the ballot, and contained the following: (a) the name and address of the landowner, (b) a declaration, under penalty of perjury, stating that the voter is the owner of record or authorized representative of the landowner entitled to vote and is the person whose name appears on the envelope, (c) the printed name, signature and address of the voter, (d) the date of signing and place of execution of the declaration

pursuant to clause (b) above, and (e) a notice that the envelope contains an official ballot; and

WHEREAS, the Board Clerk accepted the ballots of the qualified electors in her office upon and prior to 4:30 p.m. on April 15, 2020, or as soon thereafter as the matter could be heard, which is the special election date, whether said ballots be personally delivered or received by mail. The Board Clerk also made available ballots to be marked at her office on the election day by said qualified electors; and

WHEREAS, the Board Clerk has on file a Canvass and Statement of Results of Election, a copy of which is attached hereto as Exhibit B; and

WHEREAS, the Board has reviewed that canvass and hereby approves it.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Recitals. The foregoing recitals are all true and correct.

Section 2. Issues Presented. The issues presented at the special election were the levy of a special tax within the CFD pursuant to the Resolution of Annexation.

Section 3. Canvass and Issues Approved. The Board hereby approves the Canvass and finds that it shall be a permanent part of the record of its proceedings for the CFD. Pursuant to the Canvass, the issues presented at the special election were approved by the qualified electors of the CFD by more than two-thirds of the votes cast at the special election.

Section 4. Proceedings Approved. Pursuant to the voter approval, the territory to be annexed to the CFD is hereby declared to be fully annexed with the authority to levy the special taxes in accordance with the approved Rate and Method of Apportionment as heretofore provided in these proceedings and in the Act. It is hereby found that all prior proceedings and actions taken by this Board with respect to the CFD were valid and in conformity with the Act

Section 5. Amended Notice of Tax Lien. The Board Clerk is hereby directed to complete, execute and cause to be recorded in the office of the County Recorder of the County of Sacramento an Amended Notice of Special Tax Lien in the form required by the Act, such recording to occur no later than 15 days following adoption by the Board of this resolution.

PASSED AND ADOPTED by the Board of Directors of the Cosumnes Community Services District at a regular meeting of said Board held on the 15th day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Cosumnes CSD Board of Directors

ATTEST:

Clerk of the Board

EXHIBIT A

**OFFICIAL BALLOT
SPECIAL LANDOWNER TAX ELECTION**

**Cosumnes Community Service District
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

This ballot is for the special landowner annexation election. You must return this annexation ballot in the enclosed postage paid envelope to the office of the Clerk of the Board of the Cosumnes Community Service District no later than 4:30 p.m. on April 15, 2020, either by mail or in person. The Cosumnes Community Service District office is located at 9355 E Stockton Blvd., Suite 185, Elk Grove, CA 95624.

To Vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO." All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void. If you wrongly mark, tear, or deface this ballot, please return it to the Cosumnes Community Service District to obtain another.

BALLOT MEASURE: Shall the YES: _____
Cosumnes Community Services District, _____
by and for its Community Facilities District _____
No. 1 (Elk Grove Fire Protection) (the NO: _____
"CFD"), be authorized to levy special taxes _____
within the territory annexed to said CFD _____
pursuant to and as described in Resolution _____
No. 2020-15 of the Cosumnes Community _____
Services District adopted by its Board on _____
March 4, 2020?

By execution in the space provided below, you 1) declare under penalty of perjury that you are the owner of record or the authorized representative of the landowner entitled to vote this ballot; and 2) confirm your waiver of the time limit pertaining to the conduct of the election and any requirement for notice of election and analysis and arguments with respect to the ballot measure, as such waivers are described and permitted by Sections 53326(a) and 53327(b) of the California Government Code.

Number of Votes: _____
Property Owner: _____
Attention: _____

By: _____

Title: _____

EXHIBIT B

CANVASS AND STATEMENT OF RESULT OF ELECTION

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

I hereby certify that on this date, I canvassed the returns of the election held on this date, in Community Facilities District No. 1 (Elk Grove Fire Protection) Annexation No. 26 of the Cosumnes Community Services District which election is designated as the Special Tax Election, and the total number of ballots cast and the total number of votes cast for and against the measure are as follows and the totals as shown for and against the measure are full, true and correct:

	Qualified					
	Landowner	Ballots	Landowner	Votes	YES	NO
	Ballots	Cast	Votes	Cast		
Cosumnes Community Services District Community Facilities District No. 1 Annexation No. 26 Special Tax Election April 15, 2020	<u>3</u>	_____	_____	_____	_____	_____

BALLOT MEASURE: Shall the Cosumnes Community Services District, by and for its Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD"), be authorized to levy special taxes within the territory annexed to said CFD pursuant to and as described in Resolution No. 2020-15 of the Cosumnes Community Services District adopted by its Board on March 4, 2020?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND this 15th day of April, 2020.

COSUMNES COMMUNITY SERVICES DISTRICT

By: _____
Clerk of the Board

Attachment 4

**RECORDING REQUESTED BY AND
AFTER RECORDATION RETURN TO:**

Mike McLaughlin, Fire Chief
Cosumnes Fire Department
Cosumnes Community Services District
10573 E. Stockton, Blvd.
Elk Grove, CA 95624

**AMENDED
NOTICE OF SPECIAL TAX LIEN**

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

Pursuant to the requirements 3117.5 of the California Streets and Highways Code and the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the California Government Code (the "Act"), the undersigned Clerk of the Board of the Cosumnes Community Services District, County of Sacramento, State of California, hereby gives notice (the "Notice") of the foregoing and that a lien to secure payment of a special tax is hereby imposed by the Board of Directors of the Cosumnes Community Services District, County of Sacramento, State of California. The special tax secured by this lien is authorized to be levied for the purpose of providing the facilities and services, including incidental expenses, in and according to the rate and method of apportionment set forth in the certain Notice of Special Tax Lien heretofore recorded in the Office of the County Recorder of the County of Sacramento, State of California on July 11, 2012 as Instrument No. in Book 20120611, Page 0777, to which recorded Notice of Special Tax Lien reference is hereby made and the provisions of which are hereby incorporated by this reference.

This Amended Notice of Special Tax Lien amends the Notice of Special Tax Lien to add to the territory of Community Facilities District No. 1 (Elk Grove Fire Protection) of the Cosumnes Community Services District ("CFD") the lands set forth in that certain "Annexation Map No. 26 to Community Facilities District No. 1 of the Cosumnes Community Services District, County of Sacramento, State of California," heretofore recorded in the Office of the County Recorder of the County of Sacramento, State of California on March 25, 2020 at Book 130 of the Maps of Assessment and Community Facilities Districts at Page 20.

The assessor's tax parcel(s) numbers of all parcels or any portion thereof which are affected by this Amended Notice of Special Tax Lien, together with the name(s) of the owner(s) thereof, as they appear on the latest secured assessment roll as of the date of recording hereof or as are otherwise known to the Cosumnes Community Services District are as set forth in Exhibit A attached hereto and hereby made a part hereof.

For further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to this special tax lien, interested persons should contact Chief Mike McLaughlin, Cosumnes Fire Department, Cosumnes Community Services District, 10573 E. Stockton, Blvd., Elk Grove, CA 95624, telephone (916) 405-7101.

Dated: _____, 2020

By: _____
Clerk of the Board
Cosumnes Community Services District

EXHIBIT A

DESCRIPTION OF LANDOWNER'S PROPERTIES

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

Assessor's Parcel Number	Acres	Property Owner
134-0620-019-0000	4.96	LM LOGISTICS REIT
134-0620-020-0000	4.96	LM LOGISTICS REIT
134-0630-026-0000	7.56	LM LOGISTICS REIT
134-0100-073-0000	0.694	S C SANABRIA DRYWALL INC
127-0080-064-0000	4.39	TANKERSLEY GUY KAREN

Attachment 5

**NOTICE OF PUBLIC HEARING
ON THE RESOLUTION DECLARING INTENTION TO ANNEX TERRITORY
COSUMNES COMMUNITY SERVICES DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1
(ELK GROVE FIRE PROTECTION)**

NOTICE IS HEREBY GIVEN that pursuant to California Government Code Section 53322, the Board will hold a public hearing at 6:30 p.m. on Wednesday April 15, 2020, at the meeting place of the Board as set forth below, to consider:

- A. A summary of the text of Resolution 2020-15 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DECLARING INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1 AND TO AUTHORIZE THE LEVY OF THE SPECIAL TAX THEREIN is as follows:

The Board has conducted proceedings to establish Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code and The Board hereby finds and determines that public convenience and necessity require that territory be added to the CFD. The name of the existing CFD is "Cosumnes Community Services District Community Facilities District No. 1 (Elk Grove Fire Protection)." The territory included in the existing CFD is set forth in the map of the CFD recorded in the office of the County Recorder of the County of Sacramento in Book 116 at Page 1580 of Maps of Assessment and Community Facilities Districts, to which map reference is hereby made. The territory now proposed to be annexed to the CFD is as shown on Annexation Map No. 26 to the CFD, on file with the Clerk of the Board ("Board Clerk"). The services and facilities to be financed by the CFD (the "Services and Facilities") and pursuant to the Act are described in Exhibit A of Resolution No. 2012-25 of the District, adopted on June 6, 2012 (the "Resolution of Formation") which is incorporated herein by reference. The Resolution, Description of Facilities, Rate and Method of Apportionment of Special Tax and the proposed boundaries of the Community Facilities District No. 1 Annexation No. 26 are on file with Chief Mike McLaughlin, Cosumnes Fire Department, Cosumnes Community, 10573 E. Stockton, Blvd., Elk Grove, California, and are available for review there during business hours by any interested persons. To review, please contact the District at (916)405-7150) for available times and documents.

On Wednesday, April 15, 2020, at the meeting place of the Board as set forth below, this Board, as legislative body for the CFD, will conduct a public hearing on the annexation of the territory to the CFD and consider and finally determine whether the public interest, convenience and necessity require the annexation of the Property to the CFD and the levy of the Special Tax thereon.

At the public hearing, the testimony of all interested persons or taxpayers for or against the proposed annexation will be heard. If owners of one-half or more of the area of land in the existing CFD and not exempt from the Special Tax, or if the owners of one-half or more of the area of land in the territory proposed to be annexed and not exempt from the Special Tax, file written protests against the proposed annexation, and protests are not withdrawn so as to reduce the protests to less than a majority, no further proceedings to annex the same territory shall be undertaken for a period of one year from the date of the decision of the District Board on the issues discussed at the hearing.

Special note: Cosumnes Community Services District Board of Directors meetings will be held remotely in accordance with Governor Gavin Newsom's Executive Order N-25-20, issued March 12, 2020, and Government Code Section 54954(e). In compliance with these requirements, residents may access meetings remotely. Visit the District's website at <https://www.yourcsd.com/896/Remote-Board-Meeting> or contact the Board Clerk at EleniceGomez@yourcsd.com or (916) 405-7169 for instructions regarding how to access the meeting and how to submit a speaker card for any item on the agenda.

STAFF REPORT



DATE: April 15, 2020

TO: Board of Directors

FROM: Joshua Green, General Manager

BY: Joe Ambrosini, Human Resources Director

SUBJECT: FULL-TIME UNREPRESENTED EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY (SECONDARY) AND ADOPTION OF RESOLUTION 2020-26 ADOPTING REVISED FULL-TIME SALARY SCHEDULE.

RECOMMENDATION

The Board of Directors:

1. Receives the Final Classification & Compensation Study by Koff and Associates, in Attachment A;
2. Approves revised classification descriptions in Attachment B;
3. Authorizes the General Manager to modify the Human Resources Director classification FLSA Status to “Full Time, Exempt”; and
4. Adopts resolution 2020-26 authorizing revisions to the 2020 Full-Time Employee Salary Schedules effective March 16, 2020, in Attachment C

BACKGROUND/ANALYSIS

On March 4, 2020 the Board of Directors approved the classification and compensation study for full-time, non-represented employees, and revised the full-time and part-time salary schedules. The Board of Directors also directed staff to continue working with Koff and Associates (K&A) to review select classifications that warranted further review after the original compensation report was released to employees. Furthermore, staff were directed to review two positions on employment agreements, Human Resources Director and Chief Administrative Officer, to determine if these positions were impacted by the new salary schedule.

Classification Study

Following the March 4, 2020 Board of Director’s approval of the classification and compensation study, K&A initiated the secondary review of select classifications. Of the seven classifications reviewed:

- Two of the classifications reviewed resulted in a “reclassification” recommendation.
- Three of the classification reviews resulted in “no change” recommendation.
- Two of the classification reviews resulted in “title/job description” revisions.

All classification findings and recommendations are included in Table 1 “Reclassification Recommendations” as prepared by K&A:

Table 1. Reclassification Recommendations

Current Classification Title	Proposed Classification Title	Recommendation
Accounting Specialist	Accountant	Reclassification
Administrative Assistant	Accounting Assistant	Reclassification
Administrative Specialist	Administrative Specialist	No Change
Assistant to the General Manager/Clerk	Assistant to the General Manager/Clerk of the Board	Title Change
Golf Professional (2 positions)	Golf Professional	No Change
Human Resources Analyst	Human Resources Analyst	Revise Job Description
Landscape Assistant	Landscape Assistant	No Change

In addition, K&A recommended the archival of the Executive Assistant classification, therefore it is being proposed for archival and removed from the Salary Schedule. The revised classifications recommended by K&A for the position in Table 1 are in Attachment B.

Compensation Study

Following the classification reviews, K&A conducted a compensation review on six classifications to determine appropriate placement on the District’s full-time salary schedule. Four of those classifications are not on employment agreements. Those compensation findings for those four classifications and recommendations are included in Table 2 “Salary Range Recommendations – Full Time” as prepared by K&A:

Table 2. Salary Range Recommendations – Full Time

Classification Title	Proposed Salary Grade	Rationale
Accountant	Professional/Supervisor- Grade 1	Based on Market Median
Assistant to the General Manager/Clerk of the Board	Administrative Support/Board Clerk/Confidential-Grade 3 (new; set at 5% above Grade 2)	Revise Job Description
Human Resources Analyst	Manager-Grade 2	Allocate to a range that is comparable to Sr. Management Analyst
Landscape Assistant	Professional/Supervisor-Grade 1 (no change)	Based on Market Median

K&A also conducted a compensation review on two classifications which are on employment agreements. Those compensation findings for those two classifications and

recommendations are included in Table 3 “Salary Range Recommendations – Contract, Exempt” as prepared by K&A:

Table 3. Salary Range Recommendations – Contract, Exempt

Classification Title	Proposed Salary Grade	Rationale
Chief Administrative Officer	Director-Grade 3 (new; set at 5% above Grade 2)	Level of responsibility, complexity of work, and other job factors, as well as the needs of the organization necessitate new grade
Director of Human Resources	Director-Grade 1	Allocate to a range that is comparable to Parks and Recreation Director

Staff is recommending the District modify the FLSA Status of the Director of Human Resources classification from “Contract, Exempt” to “Full Time, Exempt”. This will provide better equity amongst all classifications within the Director – Grade 1 salary schedule. If approved, the Director of Human Resources employment agreement will be terminated and the position will be governed by the same terms of other non-represented, exempt positions.

With consideration of the recommendation from K&A, the General Manager is recommending that the salary range for the Chief Administrative Officer be expanded from 3-steps to 6-steps with the upper 3-steps initially set to mirror the three top steps of the Director – Grade 2. The incumbent is within the first year of the initial term of the contract, and unlike other classifications considered in either K&A study will not receive any increase as a result of this study, until the incumbent is eligible, per employment agreement, to a step increase in October 2020.

Salary Schedule

California Code of Regulations outlines elements necessary to meet the definition for a publicly available pay schedule. California Code of Regulations Title 2, Section 570.5 CalPERS uses these publicly available pay schedules as one component of the calculation of employee compensation for pension purposes. “Compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1 is limited to the amount listed on the pay schedule that meets all of the following requirements:

- 1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of the applicable public meeting laws;
- 2) Identifies the position title for every employee position;
- 3) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts with a range;

Date: April 15, 2020

- 4) Indicates the time base, including but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- 5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- 6) Indicates an effective date, and date of any revisions;
- 7) Is retained by the employer and available for public inspection for not less than five years; and
- 8) Does not reference another document in lieu of disclosing the pay rate.

All eight of the requirements above must be met in one salary schedule for each member's pay in order for CalPERS to approve the amount as pay rate and reportable compensation earnable.

Staff are also recommending that the salary schedule become effective March 16, 2020, which is the effective date of the original classification and compensation report. The Full-Time Salary Schedule is attached as Exhibit 1.

FINANCIAL ANALYSIS

Current Fiscal Year (FY 2019-2020) cost estimates are approximately \$15,000. The current fiscal year cost will be paid from the carryover of funds from the closing of the prior fiscal year. The costs for FY 2020-21 and onwards shall be part of the mandatory cost adjustment in the next budget process.

SUSTAINABILITY ANALYSIS

There is no sustainability analysis applicable to what is being requested in this report.

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Joshua Green
General Manager

Attachment A- Koff & Associates Classification and Compensation Study
Attachment B- Revised Classification Descriptions
Attachment C- Resolution 2020-26
Exhibit 1-Updated Full-Time Salary Schedule

Approved as to Form:



District Counsel



Submittal Date: 04/03/2020

Final Report of the Classification and Compensation Study of Select Positions

Cosumnes Community Services District

Submitted By:

Koff & Associates

GEORG S. KRAMMER

Chief Executive Officer

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April 4, 2020

Mr. Joseph Ambrosini
Human Resources
Cosumnes Community Services District
8820 Elk Grove Blvd, Elk Grove, CA 95624

Dear Mr. Ambrosini:

Koff & Associates is pleased to present the final report for the classification study of select positions at Cosumnes Community Services District (“District”). This report documents the classification study process including completion of written desk audit forms, interviews with employees and management, recommendations for allocation of individual positions, and revision of class specifications.

We would like to thank you and other District staff for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the District and we look forward to future opportunities to provide you with professional assistance.

Kind Regards,

Georg Krammer
Chief Executive Officer



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APPENDICES

Appendix I: Revised Classification Specifications

Appendix II: Market Compensation Data



BACKGROUND

In March 2020, Cosumnes Community Services District (“District”) contracted with Koff & Associates (K&A) to conduct a classification study for eight positions, currently allocated to the following classifications:

- Accounting Specialist (1 position);
- Administrative Assistant (1 position);
- Administrative Specialist (1 position);
- Assistant to the General Manager (1 position);
- Golf Pro (2 positions);
- Human Resources Analyst (1 position); and
- Landscape Assistant (1 position).

All classification findings and recommendations are included in this report.

Goals and Objectives

This classification review process was precipitated by the concern of employees and management that the duties and responsibilities of the positions do not fit within the framework of the current classifications.

The goals and objectives of the study were to:

- Obtain detailed information about the positions through a variety of techniques, including a completed written Position Description Questionnaire (PDQ), as well as interviews with the incumbents and their supervisors.
- Analyze the work assigned to the positions to identify the major duties and responsibilities performed.
- Analyze the District’s current classification specifications.
- Recommend appropriate classifications for the studied positions that:
 - Recognize the scope and level of responsibility of the studied positions; and
 - Provide an improved basis for recruitment, assessment, and selection.
- Develop recommendations that are perceived as equitable by management and employees alike by maintaining regular and clear communication with employees and management, making classification decisions based on work performed (rather than individual competencies and experience), avoiding using classifications to resolve compensation issues and to reward performance, and documenting processes and procedures as appropriate.



- Provide sufficient documentation to ensure the integration of the studied classifications with the District’s overall classification plan.
- Develop a report that documents the classification study methodology, findings, and recommendations and serves as a guide for the District in the future.

CLASSIFICATION STUDY METHODOLOGY

The following provides an overview of the classification study methodology.

A. PDQ Completion and Review

- Employees completed PDQ forms and their supervisor reviewed, commented, and signed off on the forms.
- K&A received and reviewed the PDQ forms.

B. Employee, Supervisor, and Management Interviews

- Interviews were scheduled with employees, supervisors, and management.
- Employees were interviewed to clarify and supplement the PDQ data.
- Supervisors and management were interviewed to clarify and/or confirm the information collected in the staff interviews and to respond to potential perception differences regarding roles, tasks, and scope.

C. Classification Concept and Position Allocation Development

- Following the analysis of the position information gathered, classification concepts and position allocations were developed and recommended.
 - Classification concept recommendations may include expanding or collapsing class series and/or separating or combining classifications assigned to different functional areas; identifying and defining classification levels and career ladders; and updating established titling guidelines for the studied classifications for appropriate and consistent titling.
 - Specific position allocation recommendations include specifying current and proposed classification title and impact of the recommendations (reclassification, title change, or no change [i.e., update of classification specifications format and/or content only]).

D. Class Specification Development

- Classification specifications were revised, as needed, to reflect the duties, responsibilities, and minimum qualifications required of the positions studied. The revised and/or new classification specifications are included in Appendix I.
- Compliance with Fair Labor Standards Act (FLSA) and Americans with Disability Act (ADA) requirements was reviewed and updated, as needed.



- Allocation recommendations and/or classification specifications were revised, as appropriate, based on employee and management feedback.
- E. Final Report Development
- The final report was developed and contains: study goals and objectives; classification review methodology; classification concepts; position allocation recommendations; and revised classification specifications.

CLASSIFICATION CONCEPTS DEFINED

The Purpose of a Classification Plan

A Classification Plan is a systematic framework for grouping jobs into common classifications based on similarities in duties, responsibilities, and requirements.

The purpose of a Classification Plan is to provide an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of career paths, training plans, and succession planning;
- Design of an equitable and competitive compensation structure;
- Organizational development and change management; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing the basis for various human resources management and process decisions, a Classification Plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Position vs. Classification

“Position” and “Classification” are two terms that are often used interchangeably; however, each term has a different meaning:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular, temporary, filled, or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same classification title is appropriate for each position; that the scope, level, duties,



and responsibilities of each position assigned to the class are sufficiently similar (but not identical), and that the same core knowledge, skills, and other requirements are appropriate for all positions in the class.

The description of a position often appears as a job description or working desk manual, going into detail regarding work process steps, while a classification specification emphasizes the general scope and level of responsibilities, plus the knowledge, skills, and other requirements for successful performance.

A classification specification normally reflects several positions and is a summary document that does not list each duty performed by every employee. The classification specification, which is broader and more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the classification, not detail-specific position responsibilities.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Analysis and Findings

A detailed analysis is provided below for each studied position. When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or volume of work performed. Positions are thus evaluated and classified on the basis of such factors as the nature and level of work performed, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and the knowledge, skills, and abilities required to perform the work.

When evaluating the reclassification of a position, it is necessary to: (i) identify the duties that the incumbent is currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Accounting Specialist, Marilyn Leoncio

Per the classification specification, the Accounting Specialist performs a variety of routine to complex technical and administrative account support duties involving independent decision and judgment in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, and payroll, in addition to balancing and maintaining manual and computerized accounting and financial records.



Per the PDQ form, Ms. Leoncio's primary responsibilities (87% of time) is to manage payroll workflow by ensuring the accurate and timely preparation, processing, and reporting of payroll in accordance with established guidelines and legal and reporting requirements:

- Processes semi-monthly, final, and special payroll checks by:
 - Reviewing, validating, and approving miscellaneous payroll run by an accounting assistant;
 - Processing, reviewing, and validating fire payroll, including reconciling fair labor standards act (FLSA) pay period and semi-monthly pay period and ensuring proper calculation and pay of overtime and additional compensation/incentive pay.
- Serves as the payroll lead and provides oversight of assigned accounting assistant by providing training and assigning and reviewing work for accuracy.
- Interprets, analyzes, implements, and ensures adherence to the provisions of Memorandum of Understanding (MOU) and negotiated employment contracts.
- Reviews payroll workflow to identify and recommend new steps in the process and/or changes to the existing process.
- Reviews, balances, and verifies payroll transactions by creating and using parallel balancing system; examples include:
 - Creating excel spreadsheets to validate accuracy of payroll;
 - Performing general ledger reconciliation of each code (all payroll deductions and benefits are attached to a general ledger code) on a semi-annual basis;
 - Reviewing and updating deduction, benefit, pay, and related codes on a semi-annual and as needed basis; and
 - Running different scenarios and calculations to verify accuracy of pay for employee retiring.
- Creates and prepares on-going, quarterly, and year-end reports/forms for government agencies, tax authorities, insurance companies, industry associations, audits, management, and others as requested and/or required; for example:
 - Analyses of costs proposals in preparation for and during labor negotiations;
 - Position control reports to support development of budgets; and
 - Serving as lead in response to audits by researching, collecting, and submitting requested documents for audits and responding to questions that arise.
- Prepares tax reporting forms, such as W-2 forms; reviews, reconciles, adjusts/corrects, and validates information against general ledger and reports submitted to appropriate tax authority and regulatory agencies.
- Processes wage garnishments, liens, and other withholdings in accordance in regulatory requirements and submits payments in a timely manner.



- Creates new payroll codes and manages accrual set-up and calculation of earnings each pay period, including setting limits and setting up cash out elections.
- Prepares and processes monthly payroll bills, reconciles against payroll benefit and deduction registers, and monitors issuance of checks to ensure accuracy of payables and proper documentation is included.
- Receives, resolves, and responds to payroll problems or questions by researching and analyzing available information.

Ms. Leoncio spends the rest of her time performing other duties and special projects (such as fixed assets electronic conversion, creating accounts receivable miscellaneous billing process for application of refunds and credits, and serving as lead for the conversion from the old to new financial system), reconciling bank transactions and investments on a quarterly basis (by creating and reviewing cash flow spreadsheet to ensure end balance matches bank statement), investment calculations (conducts quarterly cash reconciliation and consolidates investments and cash within general payroll accounts), and preparing and managing fixed assets annual depreciation schedule for all departments (by consolidating all fixed assets and carrying over to template that vendor uploads to financial system and ensuring accurate upload of information).

Overall, based on the data collected from the PDQ form and interviews, as well as reviewing the Accounting Specialist classification specification, the recommendation is to create an Accountant classification and to reclassify Ms. Leoncio to this classification. The preponderance of time is spent performing professional, analytical work and the nature and level of work performed, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, and the knowledge, skills, and abilities required to perform the work are reflective of an Accountant classification:

- Maintains and reconciles a variety of ledgers, reports, bank accounts, balance sheets, and accounting records; examines accounting transactions to ensure accuracy; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll; prepares numerous periodic financial statements and reports.
- Analyzes and reconciles expenditure and revenue accounts; reviews and processes appropriation transfer requests between accounts; reconciles financial statements to the general ledger.
- Prepares a wide variety of financial and statistical reports, including year-end reporting, budgetary reports, and supporting documentation.



- Reconciles CalPERS payments against biweekly payroll amounts; works with staff for journal entry corrections when needed; works with Human Resources to ensure payment and research and resolve errors.
- Prepares and processes biweekly payroll, special payroll payments, additional payouts, and biweekly tax payments; processes timesheet data and identifies problems or issues to ensure accurate payroll.
- Prepares and processes special payroll payments and annual payouts, quarterly reports, and year-end W2 balancing and reporting; tracks a variety of reports including payroll tax, pension, government, and payroll, and external payroll account payments; participates in system upgrade testing for HR/Payroll and timekeeping systems.
- Records and maintains appropriate controls for fixed assets; prepares year-end fixed asset schedules; generates depreciation and posts disposals/transfers; submits reports and spreadsheets to auditors.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting District financial operations.
- Plans, organizes, assigns, and reviews the work of assigned clerical accounting staff; trains staff in work procedures.
- Monitors activities of assigned accounting work unit; identifies opportunities for improving service delivery and procedures and provides recommendations for process changes; reviews with appropriate management staff; implements improvements.

Furthermore, the qualifications (i.e., knowledge, abilities, and education, training, and experience) required to perform the work is reflective of a professional accountant classification:

- Knowledge of:
 - Modern principles, practices, and methods of public and governmental accounting and financing, including position budgeting, general and payroll accounting, and auditing.
 - Principles and practices of financial reporting including statements and periodic comprehensive financial reports.
- Ability to:
 - Review, analyze, record, and document a diverse range of financial transactions.
 - Review and verify the accuracy of financial data.
 - Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
 - Ensure proper authorization and documentation for disbursements and other financial transactions.
 - Audit, reconcile, and balance bank statements.



- Analyze financial data and draw sound conclusions.
- Education and Training: Equivalent to a bachelor’s degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field. Note: Experience requirements will depend on whether the classification is entry, journey, and/or advanced-journey level. Typically for a journey-level Accountant classification, the years of experience required are 2-3 years of professional accounting and auditing experience.

Recommendation: Reclassify Ms. Leoncio from Accounting Specialist to Accountant. The new Accountant classification specification is included in Appendix I.

Administrative Assistant, Jessica Reyes

Per the classification specification, the Administrative Assistant performs a variety of administrative, secretarial, reception, and office support duties requiring thorough knowledge of the assigned department, its procedures, and operational details; may provide front line customer service at various District facilities or administrative support to management and departmental staff; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; and provides assistance for a wide variety of assignments related to administrative support of budgets, contracts, research projects, and department programs.

Per the PDQ form, Ms. Reyes’ primary responsibilities (96% of time) is receiving and processing accounts receivable and accounts payable for the Fire Department:

- Processes accounts receivable, including reimbursement checks and cash received for plan intake and permits; creates batches and enters into enterprise resource planning (ERP) financial system; writes deposit slips.
- Codes, categorizes, and enters invoices for payment in ERP financial system.
- Verifies, reconciles, posts, and records accounts payable batch transactions; prepares and maintains related databases and records:
 - Receives incoming invoices via mail or email;
 - Reviews utility bills to ensure correct amounts and approves and posts for management approval; and
 - Contacts vendor for updated information and invoices as needed.
- Organizes, codes, and reconciles department purchasing card statements, receipts, and payments on a monthly basis by accessing online bank account for each card holder,



printing out monthly statement, requesting supporting documentation (such as receipts), reconciling receipts to statements, coding and/or revising coding of receipts as necessary, reviewing to ensure qualifying purchase for reimbursement, and entering in to the ERP financial system.

- Reconciles accounts payable and receivable transactions against supporting documentation such as receipts and invoices; forwards problems or issues to assigned supervisor for correction and to determine how to proceed.
- Assists staff, vendors, and others, by phone or in person, on questions and discrepancies related to accounts payable and accounts receivable.
- Receives, opens, time stamps, and sorts incoming fire department invoices and payments.

Ms. Reyes spends the rest of her time assisting in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports (including reports on account expenditures) and assisting with budget preparation and production (including providing input on expenditures and future budget needs).

Overall, based on the data collected from the PDQ form and interviews, as well as reviewing the Administrative Assistant and Accounting Assistant classification specifications, the recommendation is to reclassify Ms. Reyes to an Accounting Assistant. The preponderance of time is spent performing administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions and the nature of work performed, the responsibility for monitoring expenditures, and the knowledge, skills, and abilities required to perform the work are reflective of an Accounting Assistant (except duties related to posting and/or making journal entries):

- Performs a variety of routine to complex administrative and technical account support duties related to accounts receivable, accounts payable, and/or department-specific technical account duties including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Verifies, codes, reconciles, posts, and records a variety of financial transactions including batch transactions for accounts payable and receivable; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer and balances them appropriately.
- Reconciles accounts payable and receivable transactions with appropriate documentation such as receipts, purchase orders, invoices, and bank statements; identifies and resolves routine discrepancies; elevates non-routine discrepancies to supervisor or appropriate department staff.



- Performs a variety of mathematical calculations; computes charges, interests, penalties, refunds, and other financial data.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.

The primary responsibility of Ms. Reyes' position is to prepare, process, reconcile, and verify accounts receivable and accounts payable; and not to provide administrative, secretarial, reception and office support duties as described in the Administrative Assistant classification specification.

Recommendation: Reclassify Ms. Reyes from Administrative Assistant to Accounting Assistant.

Administrative Specialist, Kavita Takhar

Per the classification specification, the Administrative Specialist performs advanced and complex support to District staff; performs a variety of routine to complex and/or confidential administrative, secretarial, and office support duties requiring thorough knowledge of the assigned department, its procedures, and operational details; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; and provides assistance for a wide variety of assignments related to administrative support of budgets, contracts, research projects, and department programs.

Per the PDQ form, Ms. Takhar performs the following duties:

- Provides confidential administrative support to two Deputy Fire Chiefs and their staff, including:
 - Scheduling and coordinating meetings, conferences, travel, lodging, and trainings including working with other District staff and external agencies;
 - Preparing and coordinating agenda items and attending meetings and taking minutes (examples of meetings include Battalion Chief and Operations, Captain, labor management, and leadership and executive management team meetings)
 - Setting up meeting rooms; and
 - Serving as calendar delegate to schedule and accept meetings on behalf of Deputy Fire Chiefs.
- Serves as liaison between Deputy Fire Chiefs and internal and external customers.
- Supports Ride-Along program by explaining program eligibility standards and procedures, assisting in completing forms, coordinating dates with stations and applicant, and processing fingerprint clearance using Department of Justice system.



- Processes, responds to (by working with Board Clerk and District staff to gather and release requested documents), and tracks public records requests including fire incident reports; ensures compliance with established procedures and guidelines.
- Processes mutual aid and operational cost recovery by processing and tracking F-42 forms for Office of Emergency Services, Wildland Fire, verifying travel expenses, completing travel expense forms, and receiving, processing, and coding invoices.
- Supports Urban, Search, and Rescue Taskforce 7 by processing deployment paperwork and timecards, coordinating with Telestaff administrative specialist to verify information, creating, processing, and tracking invoices, coding checks received, and working with City of Sacramento Fire Department.
- Updates and converts standard operating procedures using Lexipol software (for example, worked with Training Captain on smoking policy by researching policies from other agencies, comparing existing policy to Lexipol policy template, making edits and sending to chiefs for review, sending out to all department employees for review, forwarding to Fire Chief for review, and updating policy in Lexipol).
- Processes and tracks Department of Motor Vehicle (DMV) paperwork for new vehicles, purchases, license plates, title changes, and sales.
- Prepares and processes personnel action forms (including step/pay increase, promotions, longevity, reimbursements, incentives, stipends, shift changes, and budget code changes); tracks position and personnel changes by maintaining spreadsheet received from payroll.
- Coordinates recruitment and promotional processes with Human Resources including pulling seniority lists, posting information on social media, scheduling and coordinating interviews, sending invitations, preparing interview questions (pulling questions from database for Fire Chief and Deputy Fire Chief review and approval), and coordinating and scheduling testing; processes pre-employment and on-boarding paperwork when hired (such as background investigation, psychological evaluation forms, and personnel action forms).
- Maintains accurate and up-to-date files, records, and logs.
- Verifies, records, codes, and prepares financial transactions for the department.
- Researches, provides assistance, and coordinates special projects or events (such as, and not limited to, education incentive audit [reviewing employee paperwork, counting credits, calculating percentages, and inputting information to online system], and coordinating academy graduation).

Per Ms. Takhar, the position is privy to confidential information such as terminations, grievances, position/employment changes, and other payroll and personnel information. In addition, she



provides administrative support at labor-management committee meetings (by attending and taking meeting minutes) and is privy to employee relations information discussed in these meetings (as a note: Ms. Takhar is not involved in labor relations/negotiations activities).

Overall, based on the data collected from the PDQ form and interviews, as well as reviewing the Administrative Specialist classification specification, Ms. Takhar is properly classified. The Administrative Specialist classification reflects many of the responsibilities performed by Ms. Takhar including:

- Assisting or administering department projects and/or programs as assigned by management staff (such as the Ride-Along program, policy updates using Lexipol, and coordinating department recruitment and promotional processes); providing assistance to department staff in various research and department-related projects such as, but not limited to, preparation of the department budget, reports, and/or presentations.
- Providing administrative support to District staff by organizing and carrying out administrative assignments (such as processing mutual aid and operational cost recovery; and supporting Urban, Search, and Rescue Taskforce 7); researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to projects or programs in assigned area (such as responding to public records requests and preparing and processing personnel action forms).
- Maintaining/managing calendars and schedules and/or coordinating meetings, seminars, conference registration, and training sessions for department staff.
- Attending meetings including, but not limited to, community outreach and Board meetings; acting as meeting secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing notes or minutes.

We acknowledge that the Administrative Specialist and Executive Assistant classifications perform similar duties; however, the distinguishing factor between the two classifications is that the Executive Assistant provides administrative support to a department head. At the District, the General Manager and Fire Chief are classified as department heads, and when supporting the department head classifications, there is a higher-level of political-sensitivity associated with the work in that positions regularly work with or on documents, reports, data, and information that goes to the Board of Directors and/or has District-wide impact. By contrast, Ms. Takhar provides administrative support to the Deputy Fire Chiefs and staff, the impact of the work primarily affects the Fire Department, and while she is privy to confidential personnel information, she is not regularly privy to, nor working with, confidential labor relations and/or politically-sensitive information. In summary, Ms. Takhar is properly classified as an Administrative Specialist.



As a final note, if the District does not have a need for the Executive Assistant classification now and in the future (i.e., the District will continue to use the Assistant to the Fire Chief and Assistant to the General Manager/Clerk classifications to provide administrative support to the department heads), then we recommend that the Executive Assistant classification be archived.

Recommendation: No change. Ms. Takhar is properly classified as an Administrative Specialist.

Assistant to the General Manager/Clerk, Elenice Gomez

Per the classification specification, the Assistant to the General Manager provides confidential secretarial support for the Administrative Services Department; processes Board of Directors' timesheets and reimbursement requests, screens incoming calls and mail; and types various memos, reports, and documents.

Per the PDQ form, Ms. Gomez' primary responsibilities are providing administrative support to the General Manager and Chief Administrative Officer and serving as Clerk of the Board:

- Receives all documents requiring the General Manager's review and/or approval; ensures General Manager is final review and approval by coordinating review of documents with appropriate management prior to sharing with General Manager.
- Coordinates recurring meetings for the General Manager with staff, Board members, elected officials, and external agencies.
- Ensures agenda items are submitted in a timely manner; reviews and revises for correct grammar and spelling (not content changes); facilitates review process of agenda items with the General Manager, legal counsel, Chief Administrative Officer, and Chief of Planning, Design, and Construction; publishes and posts legal notices and meeting agendas.
- Prepares and presents staff reports (such as Board nomination requests, response to claims against the District in accordance with insurance company's recommendation); prepares monthly department head report for the Parks and Recreation and Administrative Services departments; coordinates with department staff to ensure all data pertaining to business conducted by each department is included in the report.
- Facilitates and runs Board meetings including preparing scripts for the Board President and calling each agenda item; prepares, maintains, and publishes official minutes of Board meetings.
- Ensures compliance with Public Records Act, Freedom of Information Act, and Brown Act; reviews and monitors legal requests for records; receives all public record requests for



the District and responds by sending an acknowledgement of receipt to the requestor, routing request to appropriate department/staff to gather requested information, consulting with legal counsel as needed, and issuing response within established guidelines and requirements.

- Responds to and communicates with Board members on requests for Board member appearances.
- Coordinates annual election proceedings, including preparing staff report and resolution to be approved by the District Board of Directors and County of Sacramento Board of Supervisors; works with County of Sacramento Voter Registration and Elections Office to prepare for District elections.
- Assists in reviewing policies directly related to the Board of Directors; reviews and updates Conflict of Interest Code and related codes.
- Serves as Filing Officer for Fair Political Practices Commission (FPPC) for campaign disclosure filings and Statement of Economic Interests forms; coordinates with County of Sacramento on officers that file directly with the County.
- Registers General Manager, other executive management staff, and Board members for conferences, including making travel and hotel reservations; reconciles General Manager credit card expenses and submits for payment processing.

Ms. Gomez also issues and maintains District access cards and coordinates facility access for staff with service provider; works with District insurance provider and requests additions and deletions of District assets for insurance coverage; requests certificates of liability insurance for business partners; and distributes District vehicle insurance cards.

Overall, based on the data collected from the PDQ form and interviews, as well as reviewing the Assistant to the General Manager/Clerk classification specification, Ms. Gomez is appropriately classified as an Assistant to the General Manager/Clerk. However, we recommend that the classification title be changed to Assistant to the General Manager/Clerk of the Board and the specification be updated to better describe the duties performed and qualifications required to perform Clerk of the Board duties.

Recommendation: Ms. Gomez is properly classified as Assistant to General Manager/Clerk. Title change to Assistant to the General Manager/Clerk of the Board and update the classification specification. The revised Assistant to the General Manager/Clerk of the Board classification specification is included in Appendix I.



Golf Professional, Natalie Farahani

Per the classification specification, the Golf Professional plans, organizes, and supervises the golf shop operations, special events, private and group lessons, leagues, and clubs for the golf course.

Per the PDQ form, Ms. Farahani is primarily responsible for coordinating junior golf programs including The First Tee, Ladies Professional Golf Association (LPGA)/United States Golf Association (USGA) Girls Golf, and Professional Golf Association (PGA) Junior League:

- Schedules junior golf programs (schedules season a year out).
- Establishes program goals.
- Conducts class evaluations and recommends and makes changes as necessary.
- Coordinates First Tee program with Elk Grove Unified School District including working with teachers to ensure they have current information and training materials.
- Coaches junior golf programs and private lessons.
- Attends community outreach events and represents the junior golf programs; writes content for brochures and flyers regarding junior golf programs.
- Notifies maintenance staff of facilities and building maintenance needs.
- Purchases food and beverage, class supplies, and advertisement supplies; updates inventory; provides budget recommendations on food, beverage, training, and program supplies.
- Supervises part-time recreation leaders by making monthly schedule and participating on interview panels; recruits and trains volunteers for junior golf programs.

Based on the data collected from the PDQ form and interviews, as well as reviewing the Golf Professional and Recreation Supervisor classification specifications, the Golf Professional specification reflects the preponderance of Ms. Farahani's duties performed, as well as the qualifications required to perform the work.

The Recreation Supervisor, on the other hand, is a broad supervisor classification responsible for planning, organizing, and supervising one or more program and/or facility areas at the District, and does not reflect the specific qualifications required of the position (PGA Class A license). Furthermore, in looking at the organizational structure of the Recreation Department, the Recreation Supervisors differ from Ms. Farahani's position in that they supervise staff through lower-level recreation coordinators (full-time positions). Ms. Farahani's position provides limited supervision (limited to scheduling staff) directly to part-time staff. Finally, the Recreation Supervisors report to Parks and Recreation Directors, whereas Ms. Farahani reports to the Golf Course Manager (who reports to a Parks and Recreation Director).



In summary, based on the analysis of the whole job factors, including the nature and level of work performed, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, and the knowledge, skills, and abilities required to perform the work, Ms. Faharani is appropriately classified as a Golf Professional.

Recommendation: No change. Ms. Faharani is appropriately classified as a Golf Professional.

Golf Professional, Katie Hamilton

Per the classification specification, the Golf Professional plans, organizes, and supervises the golf shop operations, special events, private and group lessons, leagues, and clubs for the golf course.

Per the PDQ form, Ms. Hamilton is primarily responsible for supervising recreation leaders, creating golf programs and special events, coaching golf lessons to students/players of all ages and abilities, overseeing the pro shop, and managing assigned budgets:

- Supervises part-time recreation leaders including planning, distributing, reviewing, and approving work performed, providing training, evaluating performance, making hiring decisions, approving leaves and pay increases, disciplining, and recommending termination and demotion of employees; approves timesheets.
- Purchases pro shop merchandise, food and beverage, office, driving range, and lesson program supplies and equipment; codes invoices for purchases; sets profit margin for pro shop.
- Creates curriculum for lesson programs, including creating and/or revising program curriculum and developing program budget in terms of profit margin and expenditures (new curriculum is reviewed by the Golf Course Manager); evaluates programs based on actual versus maximum attendance and expenditures.
- Makes recommendations for facilities improvement (including obtaining quotes for services) to management or contacts vendor directly.
- Coaches golf lessons.
- Supervises golf leagues and clubs.
- Coordinates tournaments, including reviewing contracts and communicating with tournament host to ensure their needs are met.
- Posts program information on social media and website; writes content for marketing materials.
- Creates and processes instructor payment invoices.



- Prepares and submits board reports such as recommendations to improve staff protocol and procedures, evaluations on meeting community needs (based on attendance and feedback received), programs implemented, special events held, and pro shop updates (such as new vendor) and revenues.
- Attends various meetings.

Based on the data collected from the PDQ form and interviews, as well as reviewing the Golf Professional and Recreation Supervisor classification specifications, the Golf Professional specification reflects the preponderance of Ms. Hamilton’s duties performed, as well as the qualifications required to perform the work.

The Recreation Supervisor, on the other hand, is a broad supervisor classification responsible for planning, organizing, and supervising one or more program and/or facility areas at the District, and does not reflect the specific qualifications required of the position (PGA license as a Golf Professional). Furthermore, in looking at the organizational structure of the Recreation Department, the Recreation Supervisors differ from Ms. Hamilton’s position in that they supervise staff through lower-level recreation coordinators (full-time positions). Ms. Hamilton’s position provides supervises part-time staff directly. Finally, the Recreation Supervisors report to Parks and Recreation Directors, whereas Ms. Hamilton reports to the Golf Course Manager (who reports to a Parks and Recreation Director).

In summary, based on the analysis of the whole job factors, including the nature and level of work performed, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, and the knowledge, skills, and abilities required to perform the work, Ms. Hamilton is appropriately classified as a Golf Professional.

Recommendation: No change. Ms. Hamilton is appropriately classified as a Golf Professional.

Human Resources (HR) Analyst, Sheena Newman

Per the classification description, the HR Analyst performs complex and varied professional analytical work in support of District-wide projects and programs in the areas of employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and risk management. This position also provides technical and confidential assistance to department heads and District management in department specific issues regarding disciplinary actions and other projects supporting the goals and objectives of individual departments.



Per the PDQ form, Ms. Newman:

- Assists and provides technical advice and interprets Memorandum of Understanding (MOU) provisions, policies, procedures, and labor laws to employees, supervisors, and managers.
- Oversees and performs the most complex aspects of various human resources programs including workers' compensation, family medical leave act (FMLA), leave of absences, and disability accommodations.
 - Processes disability retirements.
 - Participates in interactive process and Americans with Disabilities Act (ADA) accommodations.
 - Facilitates resolution to escalated issues such as concerns that a workers' compensation claim will be denied, leave of absence extends beyond twelve weeks, and employee has used all sick leave.
- Performs the more difficult and complex work in the maintenance, implementation, and use of the enterprise resource planning (ERP) system, human resources information systems (HRIS) module including creating or updating position details (titles, salary ranges, etc.), and updating and maintaining District benefit groups/benefit plans; ensures adherence to MOU provisions; and develops and generates reports.
- Provides support to the Director of Human Resources on employee relations matters, disciplinary actions, and labor relations including:
 - Participating as a member of the negotiations team by researching and researching proposals, collecting and disseminating data/information, compiling, reviewing, and analyzing cost proposals, and advising on compliance issues pertaining to laws, regulations, and reporting agency requirements.
 - Investigating complaints, assisting with counseling, and recommending action on employee relations matters.
- Researches and analyzes data and prepares and submits reports, including for compliance reporting purposes.
- Coordinates, leads, or implements various special projects:
 - May participate in selection of consultants and vendors; reviews and approves work products; and present final deliverables to the Director of Human Resources and senior management.
 - Examples of projects: classification and compensation study and diversity, equity, and inclusion study.
- Reviews and provides lead direction or indirect supervision to assigned human resources and payroll staff, typically on a project basis; may include day-to-day work such as



workers' compensation filings, benefits administration, recruitment and selection, and HRIS system updates and maintenance.

- Oversees processing and maintenance of benefits plans, including overseeing open enrollment process; works directly with vendors to research and resolve employee benefits issues; works with benefits brokers to research, review, and recommend changes to current benefits as needed.
- Creates, reviews, and updates human resources and related policies.
- Creates, reviews, and updates classification specifications.
- Administers retiree health benefits plan and reimbursements; works with vendors to research and resolve benefits issues.

Overall, based on the data collected from the PDQ form and interviews, as well as reviewing the Human Resources Analyst specification, Ms. Newman is appropriately classified as a HR Analyst. However, we recommend that the classification specification be updated by:

- Adding a Class Characteristics section that describes the HR Analyst as a journey-level classification and defining level of decision-making, consequence of error, independence of action, and impact of the work; and
- Updating duties and responsibilities to better describe the work performed.

The revisions to the duties and responsibilities do not change the scope of the work, level of responsibility, and/or complexity of work performed by the HR Analyst; rather the revisions are to more clearly articulate or describe the duties performed. The HR Analyst is a journey-level classification responsible for independently performing professional duties in support of the District's human resources programs. Ms. Newman's position exercises judgment and initiative in assigned tasks, receives only occasional instruction or assistance as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit.

Recommendation: No change. Ms. Newman is properly classified as Human Resources Analyst. Update the Human Resources Analyst classification specification to include Class Characteristics section and updating duties and responsibilities. The revised Human Resources Analyst classification specification is included in Appendix I.

Landscape Assistant, Erik Vierra

Mr. Vierra provided K&A with a revised copy of the Landscape Assistant classification specification. The revised specification was submitted and approved via a staff report to the Board of Directors in December 2016. The PDQ form Mr. Vierra completed mirrors the Landscape



Assistant specification approved in 2016 with the exception of one duty not included in the PDQ (prepares landscape architectural elements including layout, erosion control, grading, staking, drainage, planning, irrigation, playground design, and construction).

Recommendation: No change. Mr. Vierra is properly classified as a Landscape Assistant.

Classification Allocation Recommendations

There are three options for a recommendation:

- **No change:** The classification and title are appropriate for the position.
- **Title change:** Title changes are recommended to more clearly reflect the level and scope of work being performed and establish consistency with the labor market and industry standards.
- **Reclassification:** Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added or removed from those positions. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification are recommended for a reclassification.

Regardless of recommendation made, the descriptions for the classifications included in the study were reviewed and updated as necessary, in order to ensure that the format is consistent and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills. Table 1 summarizes the recommendations for each position studied.

Table 1. Reclassification Recommendations

Current Classification Title	Proposed Classification Title	Recommendation
Accounting Specialist	Accountant	Reclassification
Administrative Assistant	Accounting Assistant	Reclassification
Administrative Specialist	Administrative Specialist	No change
Assistant to the General Manager/Clerk	Assistant to the General Manager/Clerk of the Board	Title change
Golf Professional (2 positions)	Golf Professional	No change
Human Resources Analyst	Human Resources Analyst	No change



Current Classification Title	Proposed Classification Title	Recommendation
Landscape Assistant	Landscape Assistant	No change

Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires, compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

For title change recommendations, compensation recommendations are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance.

For reclassification recommendations, incumbents may experience a change in compensation as a result of the reclassification process. If the reclassification recommendation results in an employee being assigned to a classification in a lower salary range, K&A does not recommend reducing salaries. If the employee’s current salary is above the top step or maximum of the salary range of the recommended classification, then K&A recommends to Y-rate the employee which means to keep the employee’s salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee’s current salary is within the recommended salary range. This will result in no immediate loss of income but will delay any future increases until the employee’s salary is within the salary range.

COMPENSATION STUDY

In addition to conducting a classification study, K&A also conducted a review of compensation for the new and revised classifications based on the classification recommendations identified above. In addition, K&A conducted a compensation review for the Landscape Assistant (since the study recently conducted in 2019-20 did not use the revised Landscape Assistant classification specification approved in 2016). Finally, K&A included two additional benchmark



classifications (Director of Human Resources and Chief Administrative Officer) at the request of the District. In summary, the classification surveyed included:

- Accountant
- Assistant to the General Manager/Clerk of the Board
- Chief Administrative Officer
- Director of Human Resources
- Human Resources Analyst
- Landscape Assistant

Comparator Agencies

The comparator agencies included in the compensation study are the same agencies used in the 2019-20 compensation study:

- City of Davis
- City of Elk Grove
- City of Folsom
- City of Roseville
- City of Sacramento
- City of Vacaville
- Cordova Recreation and Park District
- El Dorado Hills Fire Department
- Hayward Area Recreation and Park District
- Livermore Area Recreation and Park District
- Livermore-Pleasanton Fire Department
- Sacramento Metropolitan Fire District
- San Ramon Valley Fire Protection District
- Southgate Recreation and Park District

Data Collection

Cosumnes CSD completed a compensation study in February 2020. The data that was collected for the February 2020 compensation study was used in this analysis. Data was collected from comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.



Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on Cosumnes CSD's classification specifications as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at Cosumnes CSD. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole job by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at Cosumnes CSD is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where Cosumnes CSD's class falls in the middle.



If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Base Salary Data

The top of the salary range and/or control point was collected. All figures are presented on a monthly basis. Note: Cost of labor differentials were applied to the top monthly salaries reported for Hayward Area Recreation and Park District, Livermore Area Recreation and Park District, Livermore-Pleasanton Fire Department, and San Ramon Valley Fire Protection District.

For each benchmark classification, the top monthly base salary data spreadsheets report the average (mean) and median (midpoint) of the comparator agencies. The % above or below that Cosumnes CSD is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations.

Market Compensation Findings

The following table represents a summary of the market top monthly (base) salary findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median is listed. The table is sorted alphabetically. Detailed base salary data sheets are included in Appendix II.

Table 2. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly Salary % Above or Below
Accountant	7	New Class
Assistant to the General Manager/Clerk of the Board	9	-10.6%



Classification Title	# of Matches	Top Monthly Salary % Above or Below
Chief Administrative Officer	4	-16.4%
Director of Human Resources	8	-9.1%
Human Resources Analyst	8	0.3%
Landscape Assistant	7	2.2%

Recommendations

Pay Philosophy

Cosumnes CSD has many options regarding what type of compensation plan it wants to implement. This decision will be based on Cosumnes CSD’s pay philosophy, at which level Cosumnes CSD desires to pay employees compared to the market, whether Cosumnes CSD is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Internal Salary Relationships

Internal relationships between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

In addition, the following are additional standard human resources practices that are commonly applied when making salary recommendations based upon internal alignment:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, Cosumnes CSD can adopt a closer standard.
 - Certain internal percentages are often applied. Those that are the most common are:



- The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
- A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
- A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for Cosumnes CSD management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

Salary Grade Recommendations

The placement to a salary grade is based on the market base salary results, whole job evaluation factors, and internal alignment with other classifications, either in the same class series or those classifications that have similar scope of work and level of responsibility. In addition, building from the market compensation results for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop salary range recommendations for all classifications where less than four matches were found (i.e., insufficient data [ISD]). The salary grade recommendations are shown in Table 3.

Table 3. Salary Range Recommendation

Classification Title	Proposed Salary Grade	Proposed Step 7 Salary	Rationale
Accountant	Professional/Supervisor - Grade 1	\$8,028	Based on market median
Assistant to the General Manager/Clerk of the Board	Administrative Support/Board Clerk/Confidential - Grade 3 (new; set 5% above Grade 2) ¹	\$6,804	Based on market median



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Classification Title	Proposed Salary Grade	Proposed Step 7 Salary	Rationale
Chief Administrative Officer	See Note 2 below		
Director of Human Resources	Director – Grade 1 or comparable salary range ³	\$14,410	Based on market median and internal alignment to Parks and Recreation Director
Human Resources Analyst	See Note 4 below		
Landscape Assistant	Professional/Supervisor - Grade 1	\$8,028	Based on market median

- 1- The recommendation is to establish a new salary range for Administrative Support/Board Clerk/Confidential. The District should also reassess the internal alignment relationship between the Assistant to the General Manager/Clerk of the Board, Assistant to the Fire Chief, and Executive Assistant.
- 2- This classification is a contract position. This classification is currently a contract position. The recommendation is to allocate this classification to a salary range based on market and comparable to the Chief of Planning, Design, and Construction. The District may want to review this recommendation further based on management’s understanding of the level of responsibility, complexity of work, and other job factors, as well as the needs of the organization and may consider placing this classification at a salary range set 5-10% above the Chief of Planning, Design, and Construction.
- 3- This classification is currently a contract position. The recommendation is to allocate this classification to a salary range comparable to the Park and Recreation Director.
- 4- The recommendation is to allocate this classification to a salary range based on the market median. The District may want to review this recommendation further based on management’s understanding of how the Human Resources Analyst compares to the Management Analyst and Senior Management Analyst classifications.



K&A would like to reiterate that this report and the findings are meant to be a tool for Cosumnes CSD to create and implement an equitable compensation plan. The collected data presented herein represents a market survey that will give Cosumnes CSD an instrument to make future compensation decisions.

CONCLUSION

It has been a pleasure working with Cosumnes Community Services District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,
Koff & Associates

A handwritten signature in blue ink that reads "Georg Krammer".

Georg Krammer
Chief Executive Officer



Appendix I

Revised Classification Specifications

COSUMNES COMMUNITY SERVICES DISTRICT

ACCOUNTANT

DEFINITION

Under general supervision, performs a variety of professional accounting duties, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to District staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the District's annual budgets; prepares accounting reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial personnel in the department organizational chart. Depending on the area of assignment, this position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This journey-level classification performs the full range of duties as assigned, working independently, and exercising judgment and initiative. Areas of responsibility may include project accounting, cash accounting, debt accounting, general accounting, payroll accounting, and other related financial areas. Positions 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. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to management; prepares a diverse range of monthly financial reports.
- Prepares year-end fixed asset schedules; maintains and records fixed asset inventory into fiscal management system; generates depreciation and posts disposals/transfers; submits reports and spreadsheets to auditors.
- Oversees, prepares, and processes biweekly payroll, special payroll payments, additional payouts, and biweekly tax payments; reviews, adjusts/corrects, balances, and verifies payroll transactions and reports; creates new payroll codes and manages accrual set-up and calculation of earnings; reviews payroll workflow to identify and recommend new steps in the process and/or changes to the existing process.
- Prepares and processes monthly payroll bills, reconciles against payroll benefit and deduction registers, and monitors issuance of checks to ensure accuracy of payables and proper documentation.
- Interprets, analyzes, implements, and ensures adherence to the provisions of Memorandum of Understanding (MOU) and negotiated employment contracts; performs periodic financial audits of payroll accounts for the purpose of ensuring that state and federal statutes and Board policies are being adhered to.

COSUMNES CSD: ACCOUNTANT

- Prepares and processes special payroll payments and annual payouts, quarterly reports, and year-end W2 balancing and reporting; tracks a variety of reports including payroll tax, pension, government, and payroll, and external payroll account payments.
- Assists in preparing a wide variety of financial and statistical reports, including year-end reporting and budgetary reports; assists in the preparation of the Comprehensive Annual Finance Report (CAFR).
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Reconciles bank transactions and investments on a quarterly basis.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations.
- Participates in the development of policies and procedures for assigned programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Participates in and assumes responsibility for various departmental programs including audits, financial statements, general ledger, monthly statements, financial systems, and special projects accounting; conducts and prepares special studies and reports.
- May plan, organize, assign, and review the work of assigned staff; trains staff in work procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:

- Two (2) years of professional accounting and auditing experience.

Special Requirements:

Some positions may require occasional driving, and when specified those positions will include the following requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including general accounting, budgeting, and auditing and their application to special district operations.
- Payroll and timekeeping accounting principles and practices.
- Reporting requirements applicable to payroll and tax reporting.

COSUMNES CSD: ACCOUNTANT

- Accounting and auditing principles as they apply to the accounting cycle, accounting records, classification of accounts, cost accounting, fund accounting, and the budget process.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of financial reporting including statements and periodic comprehensive financial reports.
- Principles and procedures of financial record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Review, analyze, record, and document a diverse range of financial transactions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Ensure proper authorization and documentation for disbursements and other financial transactions.
- Audit, reconcile, and balance bank statements.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- Hearing/Talking: frequent hearing and talking in person and on the phone;

COSUMNES CSD: ACCOUNTANT

- Emotional/Psychological: frequent decision making and coworker contact;, ability to remain calm in emergency situations; occasionally works alone;
- Driving: in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	
Created:	03/27/2020
Previous Title:	

COSUMNES COMMUNITY SERVICES DISTRICT

ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

DEFINITION

Under general supervision, provides confidential administrative and secretarial support to the General Manager and management; serves as Clerk of the Board; ensures the efficient and effective administration of the office to which the position is assigned; interprets District policies and administrative regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision the General Manager. This position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the secretarial and administrative job family responsible for performing the most complex work assigned. Incumbents regularly work on tasks which are varied, confidential, politically sensitive, and/or complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides confidential secretarial and administrative support to the General Manager and assigned management; ensures the efficient and effective administration of the office to which the position is assigned.
- Provides administrative support to the General Manager by organizing and carrying out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to projects or programs in assigned area; provides assistance on special projects or programs as assigned.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for the General Manager and management; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Maintains/manages calendars and schedules and/or coordinates meetings, seminars, conference registration, and training sessions for the General Manager, Board of Directors, and department management and staff.
- Serves as Clerk of the Board; attends Board meetings; prepares meeting agendas and gathers background information for agenda items; assembles and distributes agenda packets, meeting records, and all enclosures for mailings; sets up meeting rooms; reviews and posts minutes; distributes documents resulting from Board action; prepares legal and informational notices on behalf of the District.
- Ensures compliance with Public Records Act, Freedom of Information Act, and Brown Act; reviews and monitors legal requests for records; receives all public record requests for the

COSUMNES CSD: ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

District; coordinates response with staff and legal counsel; issues response within established guidelines and requirements.

- Responds to and communicates with Board members on requests for Board member appearances.
- Coordinates annual election proceedings, including preparing staff report and resolution to be approved by the District Board of Directors and County of Sacramento Board of Supervisors.
- Serves as Filing Officer for Fair Political Practices Commission (FPPC) for campaign disclosure filings and Statement of Economic Interests forms; coordinates with County of Sacramento on officers that file directly with the County.
- Receives and screens visitors and telephone calls, providing information, and handling issues that may require sensitivity and the use of sound independent judgment; conducts research and responds to requests for information and complaints; refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority, and routes incoming correspondence and reports.
- Maintains accurate and up to date office files, records and logs by developing, preparing, and monitoring various file management systems.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High school diploma or equivalent; supplemented by course work from an accredited college or university in office practices, management, business administration or a closely related field.

Experience:

- Three (3) years of full-time increasingly responsible experience in executive or confidential administrative secretarial work that can be directly related to the duties and responsibilities prescribed for the class of Assistant to General Manager/Clerk of the Board.

Special Requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Office administrative and management practices and procedures.
- Organization and function of public agencies, including the role of an elected governing board.
- Principles, practices, and procedures related to public agency recordkeeping and the Clerk of the Board function.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.

COSUMNES CSD: ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied confidential administrative support to the General Manager and assigned management with accuracy, speed, tact, and discretion under general supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files and record keeping systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and coworker contact; ability to remain calm in emergency situations; occasionally works alone;
- Driving: in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	03/27/2020
Created:	
Previous Title:	Assistant to the General Manager/Clerk

COSUMNES COMMUNITY SERVICES DISTRICT

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, performs complex and varied professional analytical work in support of District-wide projects and programs in the areas of employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and risk management; provides technical and confidential assistance to department heads and District management in department specific issues regarding disciplinary actions and other projects supporting the goals and objectives of individual departments; and performs related work as required.

This position is used only in the Human Resources Division of the Administrative Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction the Director of Human Resources. This position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This journey-level classification performs the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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. Successful performance of the work requires knowledge of human resources practices, procedures, and legal requirements.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Performs professional analytical work involved in the administrative support of human resources and departmental projects and/or programs.
- Participates in the development and administration of District human resources policies, practices, and procedures; researches, analyzes, develops recommendations, and implements new or revised human resources procedures, policies, systems, and methods of operation.
- Participates in the administration of the District's employee benefits program, including contract review and compliance, evaluation of program components and vendor effectiveness, and developing recommendations for revisions to options and service providers.
- Participates in classification and compensation studies; responds to, researches, provides data, and conducts compensation surveys; analyzes survey results to determine appropriate compensation levels; develops and updates classification descriptions.
- Administers the District's workers' compensation, family medical leave act (FMLA), leave of absence, and Americans with Disabilities Act (ADA) accommodation programs including participating in interactive processes and facilitating resolution to escalated issues.
- Prepares, reviews, audits, and reconciles payroll, benefits, and other HR related reports.
- Oversees HRIS system related activities including creation, analysis, and evaluation of various reports, research of issues, input of data, and compliance upkeep.

COSUMNES CSD: HUMAN RESOURCES ANALYST

- Investigates employee complaints, assists with counseling, and recommends action on employee relations matters.
- Plans, conducts, and represents the District and department on committees and in meetings as directed.
- Prepares reports, spreadsheets, relational databases, statistical, and graphics packages.
- Receives and screens visitors and telephone calls, providing information, and handling issues that requiring sensitivity and the use of sound independent judgment; conducts research and responds to requests for information and complaints; refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue.
- Maintains accurate and up to date office files, records and logs by developing, preparing, and monitoring various file management systems.
- May plan, organize, assign, and review the work of assigned staff; trains staff in work procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of human resources.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- A Bachelor's degree from an accredited college or university in human resources management, public or business administration, or a closely related field. If Bachelor's degree is in an unrelated field, a Certificate in Human Resources Management is required.

Experience:

- Three (3) years of full-time work including in-depth experience in one or more areas of human resource management. Experience with a Special District or other public sector agency is desirable.

Special Requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Principles and methods of public employee and labor relations administration.
- Principles, practices, and techniques of human resources administration, including employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and workers' compensation and risk management.
- District personnel rules, policies, and labor contract provisions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Principles and procedures of record keeping, document processing, and filing systems.

COSUMNES CSD: HUMAN RESOURCES ANALYST

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional human resources duties involving administering employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and risk management functions.
- Provide appropriate human resources and risk management services, advice, and policy and legal requirement interpretation to District departments and employees.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Mediate between employees, employee groups, and members of management.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of employees, former employers, and other matters affecting District employee relations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, clerical and financial calculation instruments;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Exempt
PERS Group:	Miscellaneous
Revised:	03/27/2020
Created:	
Previous Title:	



Appendix II

Market Compensation Data

Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)

Accountant						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cosumnes Community Services District	Accountant	Proposed			
2	Sacramento Metropolitan Fire District	Payroll Analyst	\$ 8,459	9/12/2019	1/1/2021	1%-3%
3	City of Sacramento ¹	[Program Analyst (Management Analyst) / Accountant Auditor]	\$ 7,937	6/22/2019	unknown	unknown
4	City of Roseville ²	[Senior Payroll Technician / Payroll Supervisor / Accountant II]	\$ 7,910	3/16/2019	1/1/2020	2.00%
5	City of Davis	Accountant II	\$ 7,648	7/1/2019	7/1/2020	2.00%
6	City of Folsom ³	[Payroll Specialist / Financial Analyst]	\$ 7,451	7/1/2018	unknown	unknown
7	City of Elk Grove	Accountant	\$ 7,372	7/1/2019	unknown	unknown
8	City of Vacaville	Accountant II	\$ 7,195	7/1/2018	unknown	unknown
9	Cordova Recreation and Park District	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Hayward Area Recreation and Park District	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,710
% Cosumnes Community Services District Above/Below		
Median of Comparators		\$ 7,648
% Cosumnes Community Services District Above/Below		
Number of Matches		7

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

- 1 - City of Sacramento: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 3 - City of Folsom: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)

Assistant to the General Manager/Clerk of the Board						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cordova Recreation and Park District	Clerk of the Board/Executive Assistant	\$ 8,075	7/1/2019	unknown	unknown
2	Livermore Area Recreation and Park District*	Assistant to the General Manager	\$ 8,055	7/1/2019	unknown	unknown
3	City of Folsom ¹	[Administrative Support Specialist / Deputy City Clerk]	\$ 7,069	7/1/2019	unknown	unknown
4	City of Vacaville	Deputy City Clerk	\$ 6,718	10/1/2019	unknown	unknown
5	City of Roseville ²	[Executive Assistant / Deputy City Clerk II]	\$ 6,714	3/16/2019	1/1/2020	2.00%
6	Hayward Area Recreation and Park District	Executive Assistant	\$ 6,434	7/1/2019	unknown	unknown
7	City of Sacramento ³	[Executive Assistant (CMO) / Deputy City Clerk]	\$ 6,281	6/22/2019	unknown	unknown
8	Cosumnes Community Services District	Assistant to the General Manager/Clerk of the Board	\$ 6,070	7/1/2019		
9	City of Davis ⁴	[Administrative Aide-Confidential / Deputy City Clerk II]	\$ 5,275	7/1/2019	7/1/2020	2.00%
10	Southgate Recreation and Park District	Administrative Assistant III/Board Secretary	\$ 4,424	9/1/2019	unknown	unknown
11	City of Elk Grove	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 6,561
% Cosumnes Community Services District Above/Below		-8.1%
Median of Comparators		\$ 6,714
% Cosumnes Community Services District Above/Below		-10.6%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Folsom: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Roseville: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Sacramento: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - City of Davis: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary is the same for both matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)**

Human Resources Analyst						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Senior Management Analyst	\$ 9,414	7/1/2018	unknown	unknown
2	City of Davis	Human Resources Analyst II	\$ 8,795	7/1/2019	7/1/2020	2.00%
3	Sacramento Metropolitan Fire District	Human Resources Analyst	\$ 8,626	9/12/2019	1/1/2021	1%-3%
4	Cosumnes Community Services District	Human Resources Analyst	\$ 8,575	7/1/2019		
5	City of Roseville	Human Resources Analyst II	\$ 8,559	3/16/2019	1/1/2020	2.00%
6	City of Elk Grove	Human Resources Analyst	\$ 8,534	7/1/2019	unknown	unknown
7	City of Vacaville	Human Resources Analyst II	\$ 8,478	7/1/2018	unknown	unknown
8	City of Sacramento ¹	[Personnel Analyst / Labor Relations Analyst]	\$ 8,155	6/22/2019	unknown	unknown
9	Livermore Area Recreation and Park District*	Human Resources Officer	\$ 8,055	7/1/2019	unknown	unknown
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 8,577
% Cosumnes Community Services District Above/Below	-0.0%
Median of Comparators	\$ 8,547
% Cosumnes Community Services District Above/Below	0.3%
Number of Matches	8

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Sacramento: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)**

Landscape Assistant						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Roseville	Park Development Analyst II	\$ 8,669	3/16/2019	1/1/2020	2.00%
2	City of Davis	Planner	\$ 8,146	7/1/2019	7/1/2020	2.00%
3	City of Vacaville	Engineering Specialist II	\$ 8,085	10/1/2019	unknown	unknown
4	Cosumnes Community Services District	Landscape Assistant	\$ 7,963	7/1/2019		
5	City of Sacramento	Landscape Assistant	\$ 7,488	12/22/2018	unknown	unknown
6	City of Folsom	Park Planner II	\$ 7,423	7/1/2018	unknown	unknown
7	Cordova Recreation and Park District	Park Planner	\$ 6,460	7/1/2019	unknown	unknown
8	City of Elk Grove	N/C				
9	El Dorado Hills Fire Department	N/C				
10	Hayward Area Recreation and Park District	N/C				
11	Livermore Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,712
% Cosumnes Community Services District Above/Below		3.2%
Median of Comparators		\$ 7,786
% Cosumnes Community Services District Above/Below		2.2%
Number of Matches		6

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)**

Director of Human Resources						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Human Resources Director	\$ 15,833	7/1/2019	unknown	unknown
2	San Ramon Valley Fire Protection District*	Human Resources Director	\$ 14,636	7/1/2019	unknown	unknown
3	City of Elk Grove	Human Resources Manager	\$ 14,358	7/1/2019	unknown	unknown
4	City of Vacaville	Human Resources Division Manager	\$ 13,446	7/1/2018	unknown	unknown
5	City of Davis	Human Resources Director	\$ 13,086	7/1/2019	7/1/2020	2.00%
6	El Dorado Hills Fire Department	Director of Human Resources	\$ 12,425	7/1/2019	unknown	unknown
7	Cosumnes Community Services District	Human Resources Director	\$ 12,158	7/1/2019		
8	City of Roseville	Assistant Human Resources Director	\$ 11,900	3/16/2019	1/1/2020	2.00%
9	Sacramento Metropolitan Fire District	Human Resources Manager	\$ 10,739	9/12/2019	1/1/2021	1%-3%
10	City of Sacramento	N/C				
11	Cordova Recreation and Park District	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore Area Recreation and Park District	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 13,303
% Cosumnes Community Services District Above/Below		-9.4%
Median of Comparators		\$ 13,266
% Cosumnes Community Services District Above/Below		-9.1%
Number of Matches		8

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
March 2020 (Data Effective as of November 2019)**

Chief Administrative Officer						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Vacaville	Director of Administrative Services	\$ 16,709	12/1/2019	11/1/2020	2%
2	City of Elk Grove	Director of Finance and Administrative Services	\$ 16,160	7/1/2019	unknown	unknown
3	City of Davis	Assistant City Manager	\$ 14,965	7/1/2019	7/1/2020	2.00%
4	Hayward Area Recreation and Park District*	Director of Administrative Services	\$ 13,927	7/1/2019	unknown	unknown
5	Cosumnes Community Services District	Chief Administrative Officer	\$ 13,374	7/1/2019		
6	City of Folsom	N/C				
7	City of Roseville	N/C				
8	City of Sacramento	N/C				
9	Cordova Recreation and Park District	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Livermore Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 15,440
% Cosumnes Community Services District Above/Below		-15.4%
Median of Comparators		\$ 15,562
% Cosumnes Community Services District Above/Below		-16.4%
Number of Matches		4

N/C - Non Comparator

ISD = Insufficient number of matches identified; need at least four matches to calculate the market average and median, and % difference.

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

COSUMNES COMMUNITY SERVICES DISTRICT

ACCOUNTANT

DEFINITION

Under general supervision, performs a variety of professional accounting duties, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to District staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the District's annual budgets; prepares accounting reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial personnel in the department organizational chart. Depending on the area of assignment, this position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This journey-level classification performs the full range of duties as assigned, working independently, and exercising judgment and initiative. Areas of responsibility may include project accounting, cash accounting, debt accounting, general accounting, payroll accounting, and other related financial areas. Positions 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. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to management; prepares a diverse range of monthly financial reports.
- Assists in the preparation of year-end fixed asset schedules; maintains and records fixed asset inventory into fiscal management system; generates depreciation and posts disposals/transfers; submits reports and spreadsheets to auditors.
- Oversees, prepares, and processes biweekly payroll, special payroll payments, additional payouts, and biweekly tax payments; reviews, adjusts/corrects, balances, and verifies payroll transactions and reports; creates new payroll codes and manages accrual set-up and calculation of earnings; reviews payroll workflow to identify and recommend new steps in the process and/or changes to the existing process.
- Prepares and processes monthly payroll bills, reconciles against payroll benefit and deduction registers, and monitors issuance of checks to ensure accuracy of payables and proper documentation.
- Interprets, analyzes, implements, and ensures adherence to the provisions of Memorandum of Understanding (MOU) and negotiated employment contracts; performs periodic financial audits of payroll accounts for the purpose of ensuring that state and federal statutes and Board policies are being adhered to.

COSUMNES CSD: ACCOUNTANT

- Prepares and processes special payroll payments and annual payouts, quarterly reports, and year-end W2 balancing and reporting; tracks a variety of reports including payroll tax, pension, government, and payroll, and external payroll account payments.
- Assists in preparing a wide variety of financial and statistical reports, including year-end reporting and budgetary reports; assists in the preparation of the Comprehensive Annual Finance Report (CAFR).
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Reconciles bank transactions and investments on a quarterly basis.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations.
- Participates in the development of policies and procedures for assigned programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Participates in and assumes responsibility for various departmental programs including audits, financial statements, general ledger, monthly statements, financial systems, and special projects accounting; conducts and prepares special studies and reports.
- May plan, organize, assign, and review the work of assigned staff; trains staff in work procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:

- Two (2) years of professional accounting and auditing experience.

Special Requirements:

Some positions may require occasional driving, and when specified those positions will include the following requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including general accounting, budgeting, and auditing and their application to special district operations.
- Payroll and timekeeping accounting principles and practices.
- Reporting requirements applicable to payroll and tax reporting.

COSUMNES CSD: ACCOUNTANT

- Accounting and auditing principles as they apply to the accounting cycle, accounting records, classification of accounts, cost accounting, fund accounting, and the budget process.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of financial reporting including statements and periodic comprehensive financial reports.
- Principles and procedures of financial record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Review, analyze, record, and document a diverse range of financial transactions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Ensure proper authorization and documentation for disbursements and other financial transactions.
- Audit, reconcile, and balance bank statements.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- Hearing/Talking: frequent hearing and talking in person and on the phone;

COSUMNES CSD: ACCOUNTANT

- Emotional/Psychological: frequent decision making and coworker contact;, ability to remain calm in emergency situations; occasionally works alone;
- Driving: in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	
Created:	03/27/2020
Previous Title:	

COSUMNES COMMUNITY SERVICES DISTRICT

ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

DEFINITION

Under general supervision, provides confidential administrative and secretarial support to the General Manager and management; serves as Clerk of the Board; ensures the efficient and effective administration of the office to which the position is assigned; interprets District policies and administrative regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision the General Manager. This position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the secretarial and administrative job family responsible for performing the most complex work assigned. Incumbents regularly work on tasks which are varied, confidential, politically sensitive, and/or complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides confidential secretarial and administrative support to the General Manager and assigned management; ensures the efficient and effective administration of the office to which the position is assigned.
- Provides administrative support to the General Manager by organizing and carrying out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to projects or programs in assigned area; provides assistance on special projects or programs as assigned.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for the General Manager and management; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Maintains/manages calendars and schedules and/or coordinates meetings, seminars, conference registration, and training sessions for the General Manager, Board of Directors, and department management and staff.
- Serves as Clerk of the Board; attends Board meetings; prepares meeting agendas and gathers background information for agenda items; assembles and distributes agenda packets, meeting records, and all enclosures for mailings; sets up meeting rooms; reviews and posts minutes; distributes documents resulting from Board action; prepares legal and informational notices on behalf of the District.
- Ensures compliance with Public Records Act, Freedom of Information Act, and Brown Act; reviews and monitors legal requests for records; receives all public record requests for the

COSUMNES CSD: ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

District; coordinates response with staff and legal counsel; issues response within established guidelines and requirements.

- Responds to and communicates with Board members on requests for Board member appearances.
- Coordinates annual election proceedings, including preparing staff report and resolution to be approved by the District Board of Directors and County of Sacramento Board of Supervisors.
- Serves as Filing Officer for Fair Political Practices Commission (FPPC) for campaign disclosure filings and Statement of Economic Interests forms; coordinates with County of Sacramento on officers that file directly with the County.
- Receives and screens visitors and telephone calls, providing information, and handling issues that may require sensitivity and the use of sound independent judgment; conducts research and responds to requests for information and complaints; refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority, and routes incoming correspondence and reports.
- Maintains accurate and up to date office files, records and logs by developing, preparing, and monitoring various file management systems.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High school diploma or equivalent; supplemented by course work from an accredited college or university in office practices, management, business administration or a closely related field.

Experience:

- Three (3) years of full-time increasingly responsible experience in executive or confidential administrative secretarial work that can be directly related to the duties and responsibilities prescribed for the class of Assistant to General Manager/Clerk of the Board.

Special Requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Office administrative and management practices and procedures.
- Organization and function of public agencies, including the role of an elected governing board.
- Principles, practices, and procedures related to public agency recordkeeping and the Clerk of the Board function.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.

COSUMNES CSD: ASSISTANT TO THE GENERAL MANAGER/CLERK OF THE BOARD

- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied confidential administrative support to the General Manager and assigned management with accuracy, speed, tact, and discretion under general supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files and record keeping systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and coworker contact; ability to remain calm in emergency situations; occasionally works alone;
- Driving: in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	03/27/2020
Created:	
Previous Title:	Assistant to the General Manager/Clerk

COSUMNES COMMUNITY SERVICES DISTRICT

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, performs complex and varied professional analytical work in support of District-wide projects and programs in the areas of employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and risk management; provides technical and confidential assistance to department heads and District management in department specific issues regarding disciplinary actions and other projects supporting the goals and objectives of individual departments; and performs related work as required.

This position is used only in the Human Resources Division of the Administrative Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction the Director of Human Resources. This position may provide lead direction or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This journey-level classification performs the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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. Successful performance of the work requires knowledge of human resources practices, procedures, and legal requirements.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Performs professional analytical work involved in the administrative support of human resources and departmental projects and/or programs.
- Participates in the development and administration of District human resources policies, practices, and procedures; researches, analyzes, develops recommendations, and implements new or revised human resources procedures, policies, systems, and methods of operation.
- Participates in the administration of the District's employee benefits program, including contract review and compliance, evaluation of program components and vendor effectiveness, and developing recommendations for revisions to options and service providers.
- Participates in classification and compensation studies; responds to, researches, provides data, and conducts compensation surveys; analyzes survey results to determine appropriate compensation levels; develops and updates classification descriptions.
- Administers the District's workers' compensation, family medical leave act (FMLA), leave of absence, and Americans with Disabilities Act (ADA) accommodation programs including participating in interactive processes and facilitating resolution to escalated issues.
- Prepares, reviews, audits, and reconciles payroll, benefits, and other HR related reports.
- Oversees HRIS system related activities including creation, analysis, and evaluation of various reports, research of issues, input of data, and compliance upkeep.

COSUMNES CSD: HUMAN RESOURCES ANALYST

- Investigates employee complaints, assists with counseling, and recommends action on employee relations matters.
- Plans, conducts, and represents the District and department on committees and in meetings as directed.
- Prepares reports, spreadsheets, relational databases, statistical, and graphics packages.
- Receives and screens visitors and telephone calls, providing information, and handling issues that requiring sensitivity and the use of sound independent judgment; conducts research and responds to requests for information and complaints; refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue.
- Maintains accurate and up to date office files, records and logs by developing, preparing, and monitoring various file management systems.
- May plan, organize, assign, and review the work of assigned staff; trains staff in work procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of human resources.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- A Bachelor's degree from an accredited college or university in human resources management, public or business administration, or a closely related field. If Bachelor's degree is in an unrelated field, a Certificate in Human Resources Management is required.

Experience:

- Three (3) years of full-time work including in-depth experience in one or more areas of human resource management. Experience with a Special District or other public sector agency is desirable.

Special Requirements:

- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Principles and methods of public employee and labor relations administration.
- Principles, practices, and techniques of human resources administration, including employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and workers' compensation and risk management.
- District personnel rules, policies, and labor contract provisions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Principles and procedures of record keeping, document processing, and filing systems.

COSUMNES CSD: HUMAN RESOURCES ANALYST

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional human resources duties involving administering employee relations, classification and compensation, recruitment and selection, training and development, payroll, benefits administration, and risk management functions.
- Provide appropriate human resources and risk management services, advice, and policy and legal requirement interpretation to District departments and employees.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Mediate between employees, employee groups, and members of management.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of employees, former employers, and other matters affecting District employee relations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, clerical and financial calculation instruments;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Exempt
PERS Group:	Miscellaneous
Revised:	03/27/2020
Created:	
Previous Title:	

RESOLUTION NO. 2020-26

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSUMNES COMMUNITY SERVICES DISTRICT ADOPTING
THE 2020 PUBLICLY AVAILABLE PAY SCHEDULE AS
REQUIRED BY CALPERS**

WHEREAS, CalPERS regulations require that employee salaries be included on a publicly available pay schedule as defined in California Code of Regulations, Title 2, Section 570.5; and

WHEREAS, one of the requirements of Section 570.5 is that the Cosumnes Community Services District's salary schedule be adopted by the Board of Directors in accordance with the requirements of applicable public meeting laws; and

WHEREAS, Cosumnes Community Services District's Board of Directors desires to adopt and approve modifications to the publicly available pay schedule titled Full-time Salary Schedule and Part-time Pay Scale for all District classifications, including employees with individual employment contracts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cosumnes Community Services District adopts and approves modifications to the publicly available pay schedule titled Full-time Salary Schedule for all full-time District classifications, effective March 16, 2020, except as otherwise noted on the salary schedule, which is attached hereto as Exhibit 1.

APPROVED AND ADOPTED this 15 day of April 2020.

President, Orlando Fuentes
Cosumnes Community Services District

ATTEST:

Secretary, _____
Cosumnes Community Services District

**Cosumnes Community Services District
Full-time Salary Schedule**

	1 Monthly	2 Monthly	3 Monthly	4 Monthly	5 Monthly	6 Monthly	7 Monthly	8 Monthly ^[1]	Monthly ^[2]
NON-REPRESENTED GROUP									
General Employee- Grade 1	\$ 3,754	\$ 3,942	\$ 4,139	\$ 4,346	\$ 4,563	\$ 4,792	\$ 5,031	\$ 5,157	
Non Exempt Administrative Assistant									
Non Exempt Logistics Technician									
Non Exempt Preschool Teacher									
Non Exempt Facilities Operations Technician									
Non Exempt Park Ranger									
General Employee- Grade 2	\$ 3,902	\$ 4,097	\$ 4,302	\$ 4,517	\$ 4,743	\$ 4,980	\$ 5,229	\$ 5,360	
Non Exempt Building Maintenance Worker									
Non Exempt Maintenance Worker I									
Non Exempt Facilities Operations Technician, Sr.									
General Employee- Grade 3	\$ 4,304	\$ 4,519	\$ 4,745	\$ 4,982	\$ 5,231	\$ 5,493	\$ 5,768	\$ 5,912	
Non Exempt Administrative Specialist									
Non Exempt Accounting Assistant									
Non Exempt Building Maintenance Worker, Sr.									
Non Exempt Communications Specialist									
Non Exempt Golf Professional									
Non Exempt Graphic Specialist									
Non Exempt Public Education Officer									
Non Exempt Recreation Coordinator									
Non Exempt Plan Intake Coordinator									
Non Exempt Sponsorship and Marketing Specialist									
General Employee- Grade 4	\$ 4,711	\$ 4,947	\$ 5,194	\$ 5,454	\$ 5,727	\$ 6,013	\$ 6,314	\$ 6,471	
Non Exempt Building Maintenance Worker, Sr. (HVAC)									
Administrative Support/Board Clerk/Confidential- Grade 1	\$ 4,649	\$ 4,881	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,933	\$ 6,230	\$ 6,385	
Non Exempt Accounting Specialist									
Non Exempt Human Resources Specialist									
Administrative Support/Board Clerk/Confidential- Grade 2	\$ 4,836	\$ 5,078	\$ 5,331	\$ 5,598	\$ 5,878	\$ 6,172	\$ 6,480	\$ 6,642	
Non Exempt Assistant to Fire Chief									
Administrative Support/Board Clerk/Confidential- Grade 3	\$ 5,078	\$ 5,331	\$ 5,598	\$ 5,878	\$ 6,172	\$ 6,480	\$ 6,804	\$ 6,975	
Non Exempt Assistant to GM/Clerk of the Board									
Professional/Supervisor- Grade 1	\$ 5,990	\$ 6,290	\$ 6,604	\$ 6,935	\$ 7,281	\$ 7,645	\$ 8,028	\$ 8,228	
Non Exempt Maintenance Supervisor (Golf Course)									
Non Exempt Accountant									
Non Exempt Building Maintenance Supervisor									
Non Exempt Park Ranger Supervisor									
Non Exempt Landscape Assistant									
Non Exempt Facilities Operations Supervisor									
Non Exempt Recreation Supervisor									
Professional/Supervisor- Grade 2	\$ 6,454	\$ 6,777	\$ 7,116	\$ 7,472	\$ 7,845	\$ 8,238	\$ 8,649	\$ 8,866	
Non Exempt Landscape Architect-Associate									
Professional/Supervisor- Grade 3	\$ 7,206	\$ 7,566	\$ 7,945	\$ 8,342	\$ 8,759	\$ 9,197	\$ 9,657	\$ 9,898	
Exempt EMS Division Performance and Development Coordinator, Asst									
Manager- Grade 1	\$ 6,347	\$ 6,664	\$ 6,997	\$ 7,347	\$ 7,715	\$ 8,100	\$ 8,505	\$ 8,718	
Exempt Management Analyst									
Exempt IT Business Systems Analyst									
Exempt Public Relations Manager									

**Cosumnes Community Services District
Full-time Salary Schedule**

	1	2	3	4	5	6	7	8	
	Monthly	Monthly ^[1]	Monthly ^[2]						
Manager- Grade 2	\$ 7,359	\$ 7,727	\$ 8,114	\$ 8,519	\$ 8,945	\$ 9,393	\$ 9,862	\$ 10,109	
Exempt Park Maintenance Manager									
Exempt Human Resource Analyst									
Exempt Recreation Manager									
Exempt Construction Project Manager									
Exempt Fleet Manager									
Exempt Sr. Management Analyst									
Manager- Grade 3	\$ 7,876	\$ 8,270	\$ 8,684	\$ 9,118	\$ 9,574	\$ 10,052	\$ 10,555	\$ 10,819	\$ 10,977
Exempt Facilities Manager									
Exempt Finance Manager									
Exempt Landscape Architect Senior									
Exempt IT Manager ^[2]									
Manager- Grade 4	\$ 8,149	\$ 8,556	\$ 8,984	\$ 9,433	\$ 9,905	\$ 10,400	\$ 10,920	\$ 11,193	\$ 11,822
Exempt EMS Division Performance and Development Coordinator ^[2]									
Director- Grade 1	\$ 12,448	\$ 13,070	\$ 13,723	\$ 14,410					
Exempt Parks and Recreation Director									
Exempt Human Resource Director									
Director - Grade 2	\$ 13,625	\$ 14,306	\$ 15,021	\$ 15,772					
Exempt Parks Administrator (vacant)									
Exempt Chief Planning, Design, Construction									
OTHER BARGAINING GROUPS									
Non Exempt Fire Recruit	\$ 5,562								
MEO									
Exempt Battalion Chief	\$ 12,342	\$ 12,959	\$ 13,607	\$ 14,287	\$ 15,002	\$ 15,752			
Exempt Assistant Fire Chief	\$ 14,510	\$ 15,235	\$ 15,997	\$ 16,797	\$ 17,636	\$ 18,518			
Local 522									
Non Exempt Firefighter	\$ 6,118	\$ 6,423	\$ 6,745	\$ 7,082	\$ 7,436	\$ 7,808	\$ 8,199		
Non Exempt Fire Engineer	\$ 7,082	\$ 7,436	\$ 7,808	\$ 8,199	\$ 8,608	\$ 9,039			
Non Exempt Firefighter Captain	\$ 7,808	\$ 8,198	\$ 8,608	\$ 9,039	\$ 9,491	\$ 9,964			
Non Exempt Fire Inspector I	\$ 5,626	\$ 5,907	\$ 6,203	\$ 6,513	\$ 6,838	\$ 7,180			
Non Exempt Fire Inspector II	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467			
Non Exempt General Equipment Mechanic I	\$ 5,252	\$ 5,515	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038	\$ 7,214	
Non Exempt General Equipment Mechanic II	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038	\$ 7,390	\$ 7,760	\$ 7,954	
Teamsters - Full-time Unit									
Non Exempt Park Maintenance Apprentice	\$ 3,452	\$ 3,538	\$ 3,626	\$ 3,717					
Non Exempt Park Maintenance Worker	\$ 3,452	\$ 3,625	\$ 3,806	\$ 3,996	\$ 4,196	\$ 4,406	\$ 4,626		
Non Exempt Park Maintenance Worker, Sr.	\$ 4,003	\$ 4,203	\$ 4,413	\$ 4,634	\$ 4,866	\$ 5,109	\$ 5,364		
Teamsters - Supervisors Unit									
Non Exempt Landscape Maintenance Inspector	\$ 4,877	\$ 5,121	\$ 5,377	\$ 5,646	\$ 5,928	\$ 6,225	\$ 6,536		
Non Exempt Park Maintenance Supervisor	\$ 4,877	\$ 5,121	\$ 5,377	\$ 5,646	\$ 5,928	\$ 6,225	\$ 6,536		
CONTRACTED									
Exempt General Manager	\$ 18,876	\$ 19,869	\$ 20,914	\$ 21,960					
Exempt District Counsel	\$ 22,083								
Exempt Fire Chief	\$ 18,868	\$ 19,861	\$ 20,906						
Exempt Deputy Fire Chief	\$ 17,969	\$ 18,915	\$ 19,911						
Exempt Chief Administrative Officer	\$ 12,130	\$ 12,737	\$ 13,374	\$ 14,036	\$ 15,021	\$ 15,772			

[1] 2.5% COLA Added to

[2] Salary for current incumbents in the IT Manager and EMS Division Performance and Development Coordinator classifications are held at current top step rate as identified above until salary scale catches up or positions are vacated.



January 21, 2020

Consumnes Fire Department and Elk Grove Police Department
10573 E Stockton Blvd
Elk Grove, CA 95624-9743

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Please accept my sincere thanks on behalf of everyone for contributing toys, games, balls, and puzzles to Shriners Hospitals for Children®, for its **Northern California** location. As you are aware, we treat children of all ages for a wide variety of conditions.

Your thoughtfulness will help provide comfort and support to the children for whom it is our pleasure to care. Your gift also provides encouragement for the families who have entrusted us with their children – and for whom the hospital has become a home away from home for the length of their child's treatment.

Please accept our gratitude again for making this donation possible. Thank you for your friendship and kindness to our hospital.

Sincerely,



Alan Anderson
Director of Development

In accordance with IRS regulations we confirm that no goods or services were provided by Shriners Hospitals for Children® in return for this contribution.