

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 3, 2020**

This meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health Officer issued March 20, 2020 (Stay Well at Home)

In order to minimize the spread of COVID-19, the Council Chambers will not be open to the public. To observe and/or participate in the Board meeting from the comfort of your home or other Stay Well at Home-compliant location:

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEvMW3h472YEO9gI3Qgig>**
- 3. Public Comment options:**
 - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 3:00 pm on Thursday, December 3, 2020 to the Recording Board Secretary at kroberts@pvrrpd.org. The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chair will read the emailed comments aloud.**
 - b. Phone – You may call the PVRRPD office at 805-482-1996, ext. #101 by 3:00 pm on Thursday, December 3, 2020 and provide your name, your phone number and your item of interest. Board staff will call you on December 3 during the time for general Public Comments which is usually around 6:05 pm or at the appropriate time for a comment pertaining to a specific agenda item to allow you to state your comments.**

OR

- c. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed by dialing the following numbers: (please remember to mute your phone while waiting to speak or while you are listening)**

Dial-in: 1-415-655-0001

Access code: 126 920 9317#

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #664

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

4. **AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
5. **PRESENTATIONS**
 - A. **Full Time Employee Recognition/Service Awards**
 - B. **2021 Programming Calendar**
6. **PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board. **(Please note the options available to provide public comment listed above for this meeting.)**
7. **CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. **Minutes for Regular Board Meeting of November 5, 2020**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before November 20, 2020.
 - C. **Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 2020.
 - D. **Consideration and Approval of Request for Proposal for One New Fleet Vehicle**
A new fleet vehicle will result in the decommissioning of a 2005 Ford F-150 pick-up that has been damaged beyond repair.
 - E. **Review and Approval of Surplus Supplies and Equipment List**
Approval will allow for the disposal of surplus personal property owned by the District.
8. **NEW ITEMS – DISCUSSION/ACTION**
 - A. **Consideration and Approval of the Plans for the Remodeling of the Community Center Kitchen**
Design plans for the Community Center remodel are presented for approval.

Suggested Action: A MOTION to Approve the design plans for the remodeling of the Community Center Kitchen.
 - B. **Recognize Board Chair and Current Board Members**
9. **INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:**
 - A. Chair Magner
 - B. Ventura County Special District Association/California Special District Association
 - C. Ventura County Consolidated Oversight Board

D. Santa Monica Mountains Conservancy

E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy

F. Ad Hoc Committees – Miracle League, Nexus Study, Pickleball

G. Foundation for Pleasant Valley Recreation and Parks

H. General Manager’s Report

10. ORAL COMMUNICATIONS- Informal items from Board Members or staff not requiring action.

11. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
November 5, 2020**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:00 p.m. by Chair Magner.

2. PLEDGE OF ALLEGIANCE

Director Dixon led the pledge.

3. ROLL CALL

All present.

Also present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett and Recreation Supervisor Lanny Binney.

4. AMENDMENTS TO THE AGENDA

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the agenda.

**Motion to
Approve
Agenda**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

5. PRESENTATIONS

A. Habitat Conservation Fund Grant 1st Year Report

Recreation Supervisor Lanny Binney presented a yearly update on the programming and financial status of the Habitat Conservation Fund (HCF). The grant was awarded in October 2019 for outdoor activities and programming at Camarillo Grove Park. Staff has held 6 hikes and 3 classes in 2020 with 226 participants. COVID-19 restrictions limited the growing attendance and staff implemented preregistrations to keep the numbers to a safe 10 participants per event. The 50% matching grant runs through December 2023 and the District submitted reimbursement to the state for \$11,775.

6. PUBLIC COMMENTS

Jay McKee of Camarillo called in with a comment regarding the trees at the Springville Dog Park. Director Mishler had met him out at the park. There have been some trees which

have been knocked over or run over and damaged by mowers and string lines. Mr. McKee inquired if there were any plans to replace some of the trees or protect the younger ones. General Manager Mary Otten stated that they are looking to place tree guards around the smaller trees and replace some larger ones. A staff member will contact Mr. McKee with information regarding tree replacement schedules.

7. CONSENT AGENDA

- A. Minutes for Special Board Meeting of October 1 and 14, 2020 and Regular Board Meeting of October 7, 2020
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Consideration and Adoption of Resolution No. 662 Requesting a Loan from the Capital Account to the General Fund Account
- E. Consideration and Approval of Regular Board Meeting Dates for 2021

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve the Consent Agenda.

Voting was as follows:

Ayes: Mishler, Dixon, Kelley, Malloy, Chair Magner

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Consent
Agenda**

Carried

8. NEW ITEMS - DISCUSSION/ACTION

A. Review and Approval of 2021 Part Time Salary Schedule with Minimum Wage Impact

Administration Services Manager Leonore Young presented the part time salary schedule for the next calendar year. State-wide, minimum wage will increase to \$14.00 per hour on January 1, 2021. The 6-month impact (January 2021 to June 2021) to the District will increase the budget by \$41,000 and this has already been calculated into the fiscal budget.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the updated salary schedule.

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chair Magner

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Updated PT
Salary**

Carried

B. Recommendation of Alternative 1 or 6 Regarding Phase 1 of the Arneill Ranch Park Renovation Project and Approval of Resolution No. 663

Administrative Analyst Anthony Miller presented a couple of options for Phase 1 of the Arneill Ranch Park Renovation Project. Alternative 1 is limited in scope and would need

rework before any future phases could be completed. Alternative 6 would be eligible for rebates through the Municipal Water District, would include some feature improvements and would establish a baseline for future phases. Discussion included: budget adjustment, savings with drip irrigation, higher initial cost of Alt. 6 which would lead to water and cost savings; visible aboveground improvements with Alt 6 in Phase 1; and inclusion of ADA upgrades.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve Alternative 6 for Phase 1 of the Arneill Ranch Park Renovation Project.

Motion to Approve Alt 6 for Phase 1 of Arneill Ranch Park Reno

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve Resolution No. 663, authorizing a budget adjustment of \$350,000 to increase the total Arneill Ranch Park Renovation Project budget not to exceed \$1,100,000.00.

Motion to Approve Reso 663, Arneill Park Reno Budget Adj of \$350,000

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

9. INFORMATIONAL ITEMS

A. Chair Magner – No report.

B. Ventura County Special District Association/California Special District Association – VCSDA - Chair Magner stated that there was no meeting. CSDA – Chair Magner stated that the group is tracking bills and prepping for next year.

C. Ventura County Consolidated Oversight Board – Director Mishler stated that there will be a meeting in 2 weeks.

D. Santa Monica Mountains Conservancy – Director Mishler reported no meeting.

E. Standing Committees – Finance - Director Malloy stated that the District is closely tracking expenses and revenue. The District will borrow from capital funds to cover the last A/P and payroll runs in December; revenue from property taxes will be received the last couple of weeks in December. Liaison - Director Dixon stated that there will be a brief meeting with City staff regarding the logistics of the Christmas Parade on Monday. Long Range Planning - Director Malloy stated that they met last month. Personnel - Director Kelley reported the committee discussed the part time salary schedule, meals and the travel policy. Policy - Director Dixon stated that the committee is continuing to work on the tournament scheduling policy.

F. Ad Hoc Committees - Miracle League - Director Malloy reported no meeting. Nexus Study - No meeting. Pickleball - Director Dixon stated that the committee met last week

with a well-attended informational meeting in the auditorium. There is room for growth of the sport, but both sides will have to give a little. Surveys were filled out by the attendees. G. Foundation for Pleasant Valley Recreation and Parks – On hiatus.

H. General Manager's Report – General Manager Mary Otten stated that Ventura County will not move down to the orange tier in the near future and that hopefully it stays in the red tier. The Halloween in the Park event had over 550 cars drive through and was very successful. The Sheriff's Department assisted with traffic control and *Music Freqs* provided musical entertainment.

10. ORAL COMMUNICATIONS

Director Mishler stated that the parking lot lights at PV Fields have been off for about 2 weeks, but staff has them up and running now. Director Malloy stated that he attended many District meetings in October. Regarding the elections this past week, while he personally feels it is unfortunate to lose 2 current board members, Director Malloy stated that he looks forward to working with the new members and the opportunity for the District to have fresh faces and ideas. Director Malloy quoted Walt Whitman - "*Keep your face always toward the sunshine and shadows will fall behind you*" and stated that he would like to see sunshine ahead for the District. Director Kelley stated that the current board is one of the finest boards of any board around and as a brain trust, it championed great ideas and major efforts. Mr. Kelley stated that it has been an honor to serve with Directors Dixon and Mishler and he thanked them for helping to make the District the best around. General Manager Otten stated that the park staff will be removing approximately five trees that are leaning over the drainage ditch and power lines at Valle Lindo Park. New trees will be replanted soon.

11. ADJOURNMENT

Chair Magner adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Elaine Magner
Chair

Pleasant Valley Recreation and Park District
Finance Report
October 2020

	Date	Amount	
Accounts Payables:	10/2020	\$ 816,888.09	
	Total	\$ 816,888.09	
Payroll (Total Cost):	10/1/2020	\$ 120,684.17	
	10/15/2020	\$ 121,730.64	
	10/29/2020	\$ 111,990.62	
	Total	\$ 354,405.43	
Outgoing: Online Payments			
	10/2/2020	\$ 32,962.21	CALPERS- Health Insurance
	10/6/2020	\$ 1,839.36	The Hartford
	10/6/2020	\$ 417.00	VSP- Vision Insurance
	10/6/2020	\$ 378.84	Aflac
	10/5/2020	\$ 14,228.23	CALPERS- Ret.- PR 10/01/2020
	10/6/2020	\$ 2,586.18	The Guardian
	10/15/2020	\$ 14,395.28	CALPERS- Ret.- PR 10/15/2020
	10/20/2020	\$ 500.00	CALPERS- SS Adm. 218 Annual Fee
	10/29/2020	\$ 14,477.90	CALPERS- Ret.- PR 10/29/2022
	Total	\$ 81,785.00	
	Grand Total	\$ 1,253,078.52	

CASH REPORT

	10/31/2020 Balance	10/31/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 126,746.74	\$ 242,883.12	
457 Pension Trust Restricted	\$ 115,944.34	\$ 67,148.57	
Quimby Fee - Restricted	\$ 107,618.86	\$ 145,914.03	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,573,390.10	\$ 4,072,817.49	
FCDP Checking	\$ 21,539.61	\$ 20,915.61	
Total	\$ 5,360,660.79	\$ 5,210,443.30	
Semi-Restricted Funds			
Assessment	\$ 240,698.47	\$ 33,567.24	
Capital Improvement	\$ 214,048.51	\$ 30,533.35	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,317,443.03	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,143,172.00	\$ 2,759,785.36	
Unrestricted Funds			
Contingency	\$ 12,208.19	\$ 246,219.28	
LAIF/Cal Trust - Contingency	\$ 594,682.29	\$ 93,902.66	
General Fund Checking	\$ 119,050.01	\$ 353,218.26	
Total	\$ 725,940.49	\$ 693,340.20	
Total of all Funds	\$ 9,229,773.28	\$ 8,663,568.86	\$ 566,204.42

	11/12/2020 Balance	11/30/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 126,746.74	\$ 433.24	
457 Pension Trust Restricted	\$ 115,944.34	\$ 67,164.72	
Quimby Fee - Restricted	\$ 101,438.86	\$ 160,734.09	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,573,390.10	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,488.61	
Total	\$ 5,354,480.79	\$ 6,063,195.52	
Semi-Restricted Funds			
Assessment	\$ 223,945.15	\$ 209,374.41	
Capital Improvement	\$ 214,048.51	\$ 30,556.87	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,334,190.80	
Contingency - Dry Period	\$ 361,000.00	\$ 96,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,126,418.68	\$ 2,777,363.82	
Unrestricted Funds			
Contingency	\$ 12,208.19	\$ 46,197.01	
LAIF/Cal Trust - Contingency	\$ 94,682.29	\$ 94,570.69	
General Fund Checking	\$ 507,046.81	\$ 273,946.68	
Total	\$ 613,937.29	\$ 414,714.38	
Total of all Funds	\$ 9,094,836.76	\$ 9,255,273.72	\$ (160,436.96)



ACCOUNT NUMBER
STATEMENT DATE 10-22-2020
AMOUNT DUE \$4,716.69
NEW BALANCE \$4,716.69
PAYMENT DUE ON RECEIPT

000001980 01 SP 0.560 106481252054857 P
PLEASANT VALLEY REC PRK
ATTN LED YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

WF

000471669 000471669

See tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

LEASANT VALLEY REC 246 0445 5576 4921	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$5,224.08	\$4,716.69	\$0.00	\$0.00	\$0.00	\$0.00	\$5,224.08	\$4,716.69

CORPORATE ACCOUNT ACTIVITY

PLEASANT VALLEY REC PRK				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-05	74798260279000000000013	PAYMENT - 2384 00000 A	5,224.08 PY
				\$5,224.08 CR

NEW ACTIVITY

LEONORE YOUNG		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$989.93	\$0.00	\$989.93
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-05	10-02	24492150276852607415741	LIEBERTCASS 310-981-2000 CA	150.00	
10-05	10-01	24761970276206688100406	BANDITS GRILL & BAR CAMARILLO CA	110.74	
10-06	10-05	24492150279852760225553	NOTARY LEARNING CTR 800-909-9003 CA	356.32	
10-08	10-07	24327430281584300767538	MARIE CALLENDERS CAMARILLO CA	57.89	
10-09	10-08	24692160282100402571576	J2 *METROFAX 888-929-4141 CA	9.95	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 10/22/20
DISPUTED AMOUNT .00

AMOUNT DUE

4,716.69

PREVIOUS BALANCE	5,224.08
PURCHASES & OTHER CHARGES	4,716.69
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	5,224.08
ACCOUNT BALANCE	4,716.69

SEND BILLING INQUIRIES TO:
U.S. Bank National Association
U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 10-22-2020

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
0-21	10-21	24204290295000011416729	MSFT * E0700CJMFJ 800-6427676 WA	264.12
0-21	10-21	24204290295000011716722	MSFT * E0700CJMGK 800-6427676 WA	28.91
0-21	10-20	24430990294400818002601	MSFT * E0700CJMKF 800-642-7676 WA	12.00
JICK MARIENTHAL				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$671.89	\$0.00
				TOTAL ACTIVITY
				\$671.89
Post Date	Tran Date	Reference Number	Transaction Description	Amount
9-30	09-28	24316050273548595014285	SHELL OIL 57442710604 CAMARILLO CA	50.18
0-02	10-01	24431060276206902100042	CARMEN AUTO REPAIR CAMARILLO CA	520.00
0-12	10-09	24316050284548696003127	SHELL OIL 57442710604 CAMARILLO CA	53.14
0-21	10-19	24316050294548594013572	SHELL OIL 57442710604 CAMARILLO CA	48.57
RANDON LOPEZ				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$271.48	\$0.00
				TOTAL ACTIVITY
				\$271.48
Post Date	Tran Date	Reference Number	Transaction Description	Amount
9-23	09-22	24015170266003189544338	76 - UP0688 CAMARILLO CA	47.11
0-06	10-05	24015170279000666746183	76 - UP0688 CAMARILLO CA	48.56
0-09	10-07	24610430282010185710091	THE HOME DEPOT #1012 CAMARILLO CA	123.86
0-16	10-15	24015170289002110861186	76 - UP0688 CAMARILLO CA	51.95
MICHAEL CRUZ				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$567.31	\$0.00
				TOTAL ACTIVITY
				\$567.31
Post Date	Tran Date	Reference Number	Transaction Description	Amount
0-09	10-07	24692160282100440692533	THE HOME DEPOT 1012 CAMARILLO CA	567.31
JOSEPH KEY				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$36.37	\$0.00
				TOTAL ACTIVITY
				\$36.37
Post Date	Tran Date	Reference Number	Transaction Description	Amount
0-21	10-19	24610430294010185673576	THE HOME DEPOT #1012 CAMARILLO CA	36.37
JOHN FLETCHER				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$640.31	\$0.00
				TOTAL ACTIVITY
				\$640.31
Post Date	Tran Date	Reference Number	Transaction Description	Amount
-25	09-23	24610430268010189706127	THE HOME DEPOT #1012 CAMARILLO CA	33.13



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 10-22-2020

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-01	24610430276010189689331	THE HOME DEPOT #1012 CAMARILLO CA	198.83
10-05	10-01	24692160276100328117577	THE HOME DEPOT 1012 CAMARILLO CA	408.35

MICHAEL GUERRERO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$15.33	\$0.00	\$15.33

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-12	10-09	24610430284010184666193	THE HOME DEPOT #1012 CAMARILLO CA	15.33

MACY TRUEBLOOD	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$9.99	\$0.00	\$9.99

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-16	10-15	24492150289637394450109	SIGNUPGENIUS WWW.SIGNUPGEN NC	9.99

EMILY RAAB	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$962.50	\$0.00	\$962.50

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-02	24906410276104055266806	EIG*CONSTANTCONTACT.COM 855-2295506 MA	962.50

ROBERT A CERASUOLO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$46.75	\$0.00	\$46.75

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-24	09-23	24431060268206902300030	CARMEN AUTO REPAIR CAMARILLO CA	46.75

ANTHONY MILLER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$504.83	\$0.00	\$504.83

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-04	24493980279026974536886	STERICYCLE INC 866-394-1840 IL	365.98
10-07	10-06	24492150280637643525692	ACORN NEWSPAPERS WWW.THEACORNO CA	36.00
10-08	10-06	24137460281500689196179	B AND B DO IT CENTER CAMARILLO CA	6.00
10-14	10-13	24204290287000292546822	SUBWAY CATERING 188-84459239 FL	74.97
10-20	10-19	24164070293069483984387	FEDEX OFFIC42900042978 CAMARILLO CA	21.88



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number.
Statement Date: 10-22-2020

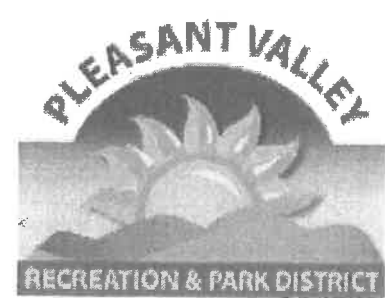
Department: 00000 Total: \$4,716.69
Division: 00000 Total: \$4,716.69



Bank Reconciliation

Board Audit

User: fsantos
 Printed: 11/06/2020 - 7:58AM
 Date Range: 10/01/2020 - 10/31/2020
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 03 Recreation				
0	ELEONORA CORTINA	E.CORTINA; INSTRUCTOR FEES/Z	10/22/2020	318.50
0	LANNY BINNEY	L.BINNEY: 09/2020 MILEAGE REID	10/07/2020	5.80
0	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/	10/07/2020	630.50
23869	PARKER-ANDERSON LEARNING C	PARKER-ANDERSON: INSTRUCTC	10/07/2020	367.50
23874	JANET SNYDER	J.SNYDER: INSTRUCTOR FEES/D/	10/07/2020	22.40
23877	AED SUPERSTORE AN ALLIED 100	AED SUPERSTORE: SUSBSRIPTI	10/22/2020	130.00
Total for Department: 03 Recreation				1,474.70
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: JANITORIAL SUPPLIE	10/06/2020	6,667.93
0	CITY OF CAMARILLO	CITY OF CAM.: WATER SERVICE/I	10/05/2020	51,478.28
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE- I	10/07/2020	16,842.42
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/L	10/19/2020	13,337.33
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/ I	10/20/2020	19,299.92
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 09/2020 TRASH CO	10/08/2020	4,336.74
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 10/2020 TRASH CO	10/22/2020	4,336.74
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C/	10/07/2020	649.25
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/CAM GROV	10/01/2020	4,453.83
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/LAURELW/	10/07/2020	3,475.93
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/PITTS RAN	10/08/2020	113.63
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/ENCANTO-	10/20/2020	6,569.52
0	SPRINT	SPRINT: CELL & TABLET SERVICI	10/01/2020	134.90
0	SPRINT	SPRINT: CELL PHONE & TABLET ;	10/22/2020	111.73
0	UNITED SITE SERVICES OF CA IN	UNITED SITE SERV.: 09/2020 TEMI	10/29/2020	199.57
0	US BANK	US BANK: CALCARD STATEMENT	10/01/2020	3,863.69
0	WEX BANK	WEX BANK: 09/2020 FUEL PURCH	10/05/2020	3,251.52
23859	B & B DO IT CENTER	B&B: SUPPLIES FOR RR REPAIR/A	10/07/2020	98.60
23861	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: SUPPLIES USED	10/07/2020	71.40
23862	CUSTOMS SIGNS, INC.	CUSTOM SIGN: MARQUEE SIGN/C	10/07/2020	970.14
23863	J. THAYER COMPANY	J.THAYER: PRINTER CARTRIDGE/	10/07/2020	362.46
23864	KASTLE KARE	KASTLE KARE: GOPHER CLEANC	10/07/2020	300.00
23865	NAPA AUTO PARTS	NAPA AUTO PARTS: BRAKE PADS	10/07/2020	773.21
23866	NATURAL GREEN LANDSACAPES	NATURAL GREEN LS: INSTALLE	10/07/2020	3,900.00
23870	PHOENIX GROUP INFORMATION :	PHOENIX INFO. SYS. GRP.: PCSC I	10/07/2020	335.00
23873	RAIN MASTER IRRIGATION SYST.	RAIN MASTER IRRIGATION SYS.:	10/07/2020	568.10
23875	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/L	10/08/2020	11,289.01
23878	AMERICAN RESOURCE RECVY	AMERICAN RES. RECVY: 09/2020	10/22/2020	947.39
23879	B & B DO IT CENTER	B&B: 5" METAL CUTOFF/COMMM	10/22/2020	96.72
23881	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW: WATER SERVICE/EQ	10/22/2020	54.00
23882	EWING IRRIGATION PRODUCTS I	EWING: IRRIGATION SUPPLIES/M	10/22/2020	412.25
23883	KASTLE KARE	KASTLEKARE: GOPHER CLEAN C	10/22/2020	150.00
23885	NAPA AUTO PARTS	NAPA AUTO PARTS:HOSE CUTTEI	10/22/2020	355.55
23886	PERFORMANCE NURSERY	PERFORMANCE NURSERY:PLANTS	10/22/2020	593.41
23887	PHOENIX GROUP INFORMATION :	PHOENIX INFO. GRP.; PCSC FOR I	10/22/2020	577.58
23890	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	10/22/2020	1,124.80
23892	TURF STAR INC.	TURF STAR: PARTS FOR MOWER :	10/22/2020	1,520.28
23893	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RF	10/22/2020	199.57
23895	W & S SERVICES	W&S: 09/2020 SEWER SERVICE/FR	10/22/2020	536.01

Check No.	Vendor/Employee	Transaction Description	Date	Amount
23898	COUNTY OF VENTURA	COUNTY OF VENTURA: 08/2020 C	10/22/2020	50.00
23900	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/BIR	10/22/2020	20,436.18
Total for Department: 04 Parks				184,844.59
Department: 05 Administration				
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNER- 09/20 LEGA	10/22/2020	5,080.00
0	CULLIGAN OF SYLMAR	CULLIGAN: 09/2020 WATER SERV	10/08/2020	56.75
0	DIGITAL DEPLOYMENT	DIGITAL DEPLOYMENT: 10/2020 V	10/07/2020	300.00
0	SPECTRUM BUSINESS	SPECTRUM BUSINESS: CABLE SE	10/01/2020	16.99
0	SPECTRUM BUSINESS	SPECTRUM: CABLE SERVICE- 10/	10/29/2020	16.99
0	US BANK	US BANK: CALCARD STATEMENT	10/01/2020	1,360.39
0	KAREN ROBERTS	K.ROBERTS: NOTARY PUBLIC EX	10/22/2020	51.25
23856	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 10/2020 I	10/07/2020	1,519.04
23857	ALLCONNECTED, INC.	ALLCONNECTED:SERVERS,ESXi ,	10/07/2020	5,187.00
23858	ALLCONNECTED, INC.	ALLCONNECTED: 10/2020 CLOUD	10/07/2020	1,174.00
23860	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: FOR BD. M	10/07/2020	631.14
23863	J. THAYER COMPANY	J.THAYER: OFFICE SUPPLIES/L.BI	10/07/2020	56.89
23868	NICOLAY CONSULTING GROUP	NICOLAY CONSULTING: GASB 68	10/07/2020	2,100.00
23871	QUADIENT FINANCE USA INC.	QUADIENT: POSTAGE	10/07/2020	500.00
23872	QUADIENT LEASING USA, INC.	QUADIENT LEASING: POSTAGE M	10/07/2020	271.36
23884	KONICA MINOLTA	KONICA MINOLTA: 09/2020 BIZHU	10/22/2020	704.95
23888	QUADIENT LEASING USA, INC.	QUADIENT LEASING: PROPERTY	10/22/2020	74.77
23889	SHRED-IT USA LLC	SHRED-IT: SHREDDING SERVICE!	10/22/2020	365.98
23891	CODY SWANSON	C/SWANSON: INSTRUCTOR FEES/	10/22/2020	62.50
23894	VENTURA COUNTY STAR	VC STAR: SUBSCRIPTION- 11/1/20	10/22/2020	291.63
23897	CALIFORNIA SPECIAL DIST. ASSC	CSDA: MEMBERSHIP RENEWAL	10/22/2020	7,805.00
23899	J. THAYER COMPANY	J.THAYER: CALENDARS	10/22/2020	192.99
Total for Department: 05 Administration				27,819.62
Total for Fund:10 General Fund				214,138.91

Check No.	Vendor/Employee	Transaction Description	Date	Amount
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Fund: 20 Assessment Fund

Department: 00 Non Departmentalized

0	MUFG UNION BANK , N.A.	MUFG UNION BANK: PRINCIPAL I	10/26/2020	290,000.00
0	MUFG UNION BANK , N.A.	MUFG UNION BANK: INTEREST P	10/27/2020	235,559.21
23867	NATURAL GREEN LANDSACAPES	NATURAL GREEN L/S: 09/2020 L/S	10/07/2020	15,698.41
23880	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 10/2020 LS MAINTI	10/22/2020	26,383.87

Total for Department: 00 Non Departmentalized				567,641.49
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Total for Fund:20 Assessment Fund				567,641.49
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
23896	SBS CORPORATION	SBS CORPORATION: APP#5- FINA	10/22/2020	35,107.69
Total for Department: 00				35,107.69
Total for Fund:30 Park Dedication Fund				35,107.69

Grand Total

816,888.09

MBS – Multi Bank Securities

MBS - US Treasury Type	June 10 2019	July 9 2019	August 12 2019	Sept 12 2019	Oct 9 2019	Nov 12 2019	Dec 11 2019	Jan 15 2020	Feb 11 2020
US 3 Month	2.215%	2.148%	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%	1.515%
US 6 Month	2.128%	2.065%	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%	1.485%
US 1 Year	1.961%	1.932%	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%	1.430%
US 2 Year	1.904%	1.886%	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%	1.423%
US 3 Year	1.874%	1.835%	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%	1.401%
US 5 Year	1.915%	1.857%	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%	1.421%
	March 10 2020	April 6 2020	May 12 2020	June 9 2020	July 8 2020	August 10 2020	Sept 8 2020	October 8 2020	Nov 10 2020
US 3 Month	.386%	.093%	.102%	.155%	.137%	.088%	.105%	.090%	.087%
US 6 Month	.368%	.137%	.123%	.175%	.148%	.110%	.117%	.105%	.095%
US 1 Year	.325%	.150%	.138%	.175%	.143%	.123%	.123%	.120%	.115%
US 2 Year	.404%	.264%	.169%	.204%	.159%	.121%	.135%	.147%	.181%
US 3 Year	.472%	.337%	.218%	.251%	.183%	.133%	.160%	.187%	.246%
US 5 Year	.514%	.444%	.351%	.404%	.301%	.218%	.269%	.333%	.452%

Ventura County Pool

Investment Name	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020
Ventura County Pool	2.686%	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%
	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Ventura County Pool	1.995%	1.887%	1.796%	1.604%	1.451%	1.293%	1.103%	.958%	.796%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020
Local Agency Investment Fund (LAIF)	2.449%	2.428%	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%	1.967%
	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Local Agency Investment Fund (LAIF)	1.912%	1.787%	1.648%	1.363%	1.217%	.920%	.784%	.685%	.620%

Cal Trust

Investment Name	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2020	December 2019	January 2020
Cal Trust	2.29%	2.27%	2.26%	2.03%	2.00%	1.77%	1.56%	1.52%	1.50%
	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Cal Trust	1.50%	.79%	.27%	.15%	.10%	.07%	.004%	.09%	.07%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: December 3, 2020

SUBJECT: FINANCE REPORT OCTOBER 2020

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for October 31, 2020 for Fund 10, Fund 20, and Fund 30.

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH OCTOBER 31, 2020

The District's Statements of Revenues and Expenditures for the period of July 1, 2020 through October 31, 2020 with a year-to-date comparison for the period of July 1, 2019 through October 31, 2019 are attached. The percentage rate used for the 2020-2021 fiscal year budget is 34% for Period 4 of the fiscal year.

REVENUES

Total revenue for the 4th month ending October 31, 2020 for Fund 10 (General Fund) has an overall decrease of \$683,608 in comparison to fiscal year 2019-2020. The variance from prior year is made up of decreases in 1) Hill Fire Revenue (\$156,693), 2) Public Fees (\$145,962), 3) ROPS (\$114,028), 4) Rental (\$102,054) and various other line items that are also reflected from prior years. Excluding the Hill Fire Payment, the decreases in a majority of the revenue line items are due to COVID-19 which will have a major impact on the FY2020-2021 budget. Unfortunately, the impacts of COVID-19 will continue to be challenging and will be a constant source of a reduction in revenue for this fiscal year. Staff will continue to monitor and adjust the budget as needed and keep the Board updated. The Board will see any necessary budget adjustments at the February 2021 board meeting.

Total revenue for the 4th month ending October 31, 2020 for Fund 20 (Assessment District) is at 0.96% of budget. This is normal for the Assessment District as the Assessment District does not receive any significant revenue until the tax apportionment is received in December.

For Fund 30, the Park Dedication Fund did not have any revenue for the month of October.

EXPENDITURES

Personnel Expenditures have decreased by \$196,802 for fiscal year 2020-2021 in comparison to personnel expenses for the same time last year. The variance is made up of a decrease in Part-Time Salaries (\$192,206), Full-Time Salaries (\$38,244) and various other accounts exhibiting

decreases. The District has seen a continuous increase in the PERS Unfunded Liability (\$84,747) which has a significant effect in the offset of the variance in personnel.

Service and Supply Expenditures for Fund 10 have decreased \$226,289 in comparison to the same time as last year. Most of the expense accounts are exhibiting a decrease in comparison to prior year, which are 1) Hill Fire (\$71,809), 2) Reserve Buckets Lines #7970 thru #7975 (\$33,750), 3) Instructor Services (\$32,706), 4) ActiveNet Charges (\$17,769), 5) Typeset & Print Services (\$14,019), and various other expense line items.

Fund 20 is at 29% in Personnel and 31% in Service and Supplies.

Fund 30 has no Personnel or Services and Supplies Expenses for the fiscal year 2020-2021.

The capital projects in Fund 10 (General Fund) are at 27% and continue to move forward. Fund 30 (Park Dedication Fees) has had limited activity in the Capital Improvement Projects.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 3.9% and over the approved budget for Fund 20 by 2.9%.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for October 31, 2020 for Fund 10, Fund 20, and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of October 31, 2020 Fund 10
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of October 31, 2020 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of October 31, 2020 Fund 30
(1 page)

General Ledger
Fund 10 General Fund
October 2020 34%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110-5240	\$ (25,443.25)	\$ (31,150.92)	\$ (71,660.41)	\$ (6,481,869.00)	\$ (6,410,208.59)	1.11%
Interest Earnings	5310	\$ -	\$ (32,410.21)	\$ (4,486.94)	\$ (36,030.00)	\$ (31,543.06)	12.45%
Hill Fire 2018	5465	\$ -	\$ (156,693.01)	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ (111.00)	\$ (2,076.26)	\$ (1,100.00)	\$ (2,434.00)	\$ (1,334.00)	45.19%
Contract Classes-Public Fees	5510	\$ (3,969.75)	\$ (72,609.45)	\$ (19,192.75)	\$ (147,695.00)	\$ (128,502.25)	12.99%
Public Fees	5511	\$ (555.00)	\$ (155,272.35)	\$ (9,310.00)	\$ (224,783.00)	\$ (215,473.00)	4.14%
Public Fees-Entry Fees	5520	\$ -	\$ (20,808.26)	\$ (2,019.00)	\$ (29,809.00)	\$ (27,790.00)	6.77%
Vending Concessions	5525	\$ -	\$ (2,525.50)	\$ -	\$ (732.00)	\$ (732.00)	0.00%
Rental	5530	\$ (17,075.50)	\$ (132,007.40)	\$ (29,952.50)	\$ (253,856.00)	\$ (223,903.50)	11.80%
Cell Tower Revenue	5535	\$ (7,741.74)	\$ (31,410.75)	\$ (35,490.62)	\$ (91,704.00)	\$ (56,213.38)	38.70%
Parking Fees	5540	\$ (920.65)	\$ (7,257.11)	\$ (2,429.60)	\$ (7,261.00)	\$ (4,831.40)	33.46%
Dues	5550	\$ -	\$ 50.00	\$ -	\$ -	\$ -	0.00%
Activity Guide Revenue	5555	\$ -	\$ (13,060.00)	\$ -	\$ (13,500.00)	\$ (13,500.00)	0.00%
Sponsorships	5558	\$ -	\$ (1,800.00)	\$ -	\$ -	\$ -	0.00%
Staffing Cost Recovery	5563	\$ (378.00)	\$ (11,775.25)	\$ (5,533.00)	\$ (31,285.00)	\$ (25,752.00)	17.69%
Special Event Permits	5564	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -	\$ 100.00	0.00%
Security Services Recovery	5566	\$ -	\$ (850.00)	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ -	\$ (95,475.50)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (23.65)	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ (690.00)	\$ (35,622.98)	\$ (11,652.49)	\$ (44,082.00)	\$ (32,429.51)	26.43%
Credit Card Processing Fee	5576	\$ (7.05)	\$ (409.60)	\$ 11.62	\$ -	\$ (11.62)	0.00%
Cash Over/Under	5580	\$ -	\$ (55.00)	\$ (40.00)	\$ -	\$ 40.00	0.00%
Incentive Income	5585	\$ (20.76)	\$ (665.56)	\$ (85.23)	\$ (1,300.00)	\$ (1,214.77)	6.56%
Reimbursement - ROPS	5600	\$ -	\$ (188,584.61)	\$ (74,556.06)	\$ (125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (11,222.00)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
Revenue		\$ (57,012.70)	\$ (1,003,815.37)	\$ (320,207.36)	\$ (7,527,340.00)	\$ (7,207,132.64)	4.25%
YTD Comparison				\$ 683,608.01			
Expense							
Full Time Salaries	6100	\$ 255,497.36	\$ 741,280.05	\$ 703,035.76	\$ 2,358,728.00	\$ 1,655,692.24	29.81%
Overtime Salaries	6101	\$ 1,363.92	\$ 10,766.97	\$ 4,007.44	\$ 32,490.00	\$ 28,482.56	12.33%
Car Allowance	6105	\$ 1,246.11	\$ 3,738.33	\$ 3,738.33	\$ 10,800.00	\$ 7,061.67	34.61%
Cell Phone Allowance	6108	\$ 1,633.65	\$ 5,041.00	\$ 4,820.07	\$ 14,610.00	\$ 9,789.93	32.99%
Part-Time Salaries	6110	\$ 15,226.72	\$ 249,877.61	\$ 57,671.44	\$ 434,696.00	\$ 377,024.56	13.27%
Retirement	6120	\$ 43,612.31	\$ 127,575.72	\$ 120,542.27	\$ 417,223.00	\$ 296,680.73	28.89%
457 Pension	6121	\$ 87.17	\$ 6,173.32	\$ 6,173.32	\$ 7,445.00	\$ 1,271.68	82.92%
Deferred Compensation	6125	\$ 532.38	\$ -	\$ 1,597.14	\$ -	\$ (1,597.14)	0.00%
Employee Insurance	6130	\$ 19,800.30	\$ 64,566.48	\$ 70,340.53	\$ 293,733.00	\$ 223,392.47	23.95%
Workers Compensation	6140	\$ (16,247.97)	\$ 56,073.34	\$ 9,546.90	\$ 146,655.00	\$ 137,108.10	6.51%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	0.00%
Loan - Pension Obligation	6160	\$ 21,395.17	\$ 83,510.00	\$ 85,580.68	\$ 256,742.00	\$ 171,161.32	33.33%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
Personnel		\$ 344,147.12	\$ 1,697,920.82	\$ 1,501,118.88	\$ 4,410,587.00	\$ 2,909,468.12	34.03%
YTD Comparison				\$ (196,801.94)			
Telephone/Internet	6210	\$ 1,630.77	\$ 6,203.81	\$ 6,472.22	\$ 16,596.00	\$ 10,123.78	39.00%
Internet Services	6220	\$ 1,474.00	\$ 9,358.81	\$ 5,926.00	\$ 27,135.00	\$ 21,209.00	21.84%
IT Infrastructure	6230	\$ -	\$ 43.43	\$ 58.01	\$ 2,000.00	\$ 1,941.99	2.90%
Computer Hardware/Software	6240	\$ 305.03	\$ 1,367.64	\$ 4,151.53	\$ 10,040.00	\$ 5,888.47	41.35%
Pool Chemicals	6310	\$ -	\$ 1,709.16	\$ 741.00	\$ 8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$ 3,197.99	\$ 16,878.32	\$ 9,865.92	\$ 53,400.00	\$ 43,534.08	18.48%
COVID - Supplies	6321	\$ -	\$ -	\$ 398.17	\$ -	\$ (398.17)	0.00%
Kitchen Supplies	6330	\$ -	\$ 190.56	\$ -	\$ 900.00	\$ 900.00	0.00%
Food Supplies	6340	\$ -	\$ 215.72	\$ -	\$ 6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$ 78.90	\$ 261.07	\$ 277.95	\$ 1,239.00	\$ 961.05	22.43%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 880.00	\$ 880.00	0.00%
Medical Supplies	6380	\$ -	\$ 21.98	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ -	\$ 71,100.50	\$ 104,042.00	\$ 149,311.00	\$ 45,269.00	69.68%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 3,669.85	\$ 13,826.95	\$ 14,616.60	\$ 50,400.00	\$ 35,783.40	29.00%
Vehicle Maintenance	6520	\$ 2,319.22	\$ 4,821.85	\$ 9,021.75	\$ 35,400.00	\$ 26,378.25	25.49%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 1,778.22	\$ 29,372.39	\$ 6,629.53	\$ 88,000.00	\$ 81,370.47	7.53%
HVAC	6620	\$ -	\$ 735.02	\$ 2,382.14	\$ 8,820.00	\$ 6,437.86	27.01%
Playground Maintenance	6630	\$ -	\$ 18,000.62	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Hill Fire 2018	6640	\$ -	\$ 71,809.90	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 1,310.88	\$ 22,767.56	\$ 13,946.35	\$ 86,220.00	\$ 72,273.65	16.18%
Tree Care	6719	\$ -	\$ 8,625.00	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Park Amenities - Assess	6722	\$ -	\$ 2,785.65	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ -	\$ 740.00	\$ 360.00	\$ 3,000.00	\$ 2,640.00	12.00%
Rubbish & Refuse	6740	\$ 4,368.54	\$ 26,738.62	\$ 24,620.93	\$ 77,006.00	\$ 52,385.07	31.97%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ 7,805.00	\$ 12,292.63	\$ 11,885.00	\$ 13,696.00	\$ 1,811.00	86.78%
Office Supplies	6910	\$ 332.10	\$ 6,287.53	\$ 1,020.77	\$ 17,585.00	\$ 16,564.23	5.80%

General Ledger
Fund 10 General Fund
October 2020 34%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Postage Expense	6920	\$ -	\$ 11,450.08	\$ 537.65	\$ 19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$ -	\$ 1,453.00	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ 21.88	\$ 3,540.93	\$ 2,490.03	\$ 13,338.00	\$ 10,847.97	18.67%
ActiveNet Charges	6950	\$ 921.12	\$ 21,893.90	\$ 4,124.85	\$ 52,542.00	\$ 48,417.15	7.85%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 481,576.00	\$ 481,576.00	0.00%
Minor Furn Fixture & Equip	6980	\$ 74.77	\$ 605.73	\$ 604.57	\$ 1,134.00	\$ 529.43	53.31%
Comp Hardware/Software Exp	6990	\$ -	\$ 44.97	\$ -	\$ -	\$ -	0.00%
Fingerprint Fees (HR)	7010	\$ -	\$ 663.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensing Fees	7030	\$ -	\$ 250.00	\$ -	\$ 6,350.00	\$ 6,350.00	0.00%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Legal Services	7110	\$ -	\$ 18,495.69	\$ 13,722.00	\$ 90,000.00	\$ 76,278.00	15.25%
Typeset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 2,736.28	\$ 41,277.87	\$ 8,571.78	\$ 97,138.00	\$ 88,566.22	8.82%
PERS Admin Fees	7125	\$ 588.97	\$ 156.98	\$ 869.32	\$ 2,110.00	\$ 1,240.68	41.20%
Audit Services	7130	\$ -	\$ 2,100.00	\$ 2,100.00	\$ 20,175.00	\$ 18,075.00	10.41%
Medical & Health Svcs (HR)	7140	\$ -	\$ 1,152.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ 330.00	\$ 306.96	\$ 1,237.50	\$ 3,700.00	\$ 3,462.50	33.45%
Entertainment Services	7160	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 6,486.93	\$ 33,015.50	\$ 33,475.25	\$ 70,114.00	\$ 36,638.75	47.74%
Umpire/Referee Services	7190	\$ -	\$ 669.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ 998.50	\$ 1,191.39	\$ 1,166.02	\$ 4,299.00	\$ 3,132.98	27.12%
Rents & Leases - Equip	7310	\$ 199.57	\$ 6,946.79	\$ 798.28	\$ 23,500.00	\$ 22,701.72	3.40%
Event Supplies	7410	\$ -	\$ 391.74	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ -	\$ 927.06	\$ -	\$ 3,200.00	\$ 3,200.00	0.00%
Bingo Supplies	7430	\$ -	\$ 2,002.14	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ -	\$ 2,527.05	\$ 93.18	\$ 5,300.00	\$ 5,206.82	1.76%
Arts and Craft Supplies	7450	\$ -	\$ 26.36	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Training Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ 582.64	\$ 1,449.18	\$ 582.64	\$ 6,000.00	\$ 5,417.36	9.71%
Safety Supplies	7510	\$ 130.00	\$ 3,274.64	\$ 130.00	\$ 3,310.00	\$ 3,180.00	3.93%
Uniform Allowance	7610	\$ 160.00	\$ 946.35	\$ 599.86	\$ 10,240.00	\$ 9,640.14	5.86%
Safety Clothing	7620	\$ -	\$ 954.96	\$ 500.18	\$ 4,854.00	\$ 4,353.82	10.30%
Conference&Seminar Staff	7710	\$ 546.32	\$ 10,463.29	\$ 1,046.32	\$ 11,564.00	\$ 10,517.68	9.05%
Conference&Seminar Board	7715	\$ -	\$ 170.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ 2,978.98	\$ -	\$ 4,345.00	\$ 4,345.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ 846.72	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ 41.41	\$ 700.52	\$ 127.83	\$ 1,684.00	\$ 1,556.17	7.59%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ 2,950.00	\$ 2,950.00	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 543.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 1,312.02	\$ 4,399.53	\$ 3,305.31	\$ 29,715.00	\$ 26,409.69	11.12%
Utilities - Water	7820	\$ 29,638.34	\$ 308,023.17	\$ 343,457.68	\$ 865,373.00	\$ 521,915.32	39.69%
Utilities - Electric	7830	\$ 2,547.61	\$ 60,357.12	\$ 37,560.73	\$ 220,000.00	\$ 182,439.27	17.07%
Airport Assessment Exp	7840	\$ -	\$ 14,235.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 5,207.92	\$ 240.00	\$ 11,670.00	\$ 11,430.00	2.06%
Meals for Staff Training	7920	\$ 243.60	\$ 727.30	\$ 377.88	\$ 3,560.00	\$ 3,182.12	10.61%
Employee Morale	7930	\$ -	\$ 60.48	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ 19,146.67	\$ 78,520.00	\$ 76,586.67	\$ 229,760.00	\$ 153,173.33	33.33%
Admin Fee/CC Refund 2020	8112	\$ (140.00)	\$ -	\$ 11,436.84	\$ -	\$ (11,436.84)	0.00%
Services and Supplies		\$ 94,837.13	\$ 990,521.16	\$ 764,232.63	\$ 3,114,335.00	\$ 2,350,102.37	24.54%
YTD Comparison				\$ (226,288.53)			
Capital							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt.Fhill,Adolf	8456	\$ -	\$ 7,872.15	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 29,256.49	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ 19,690.15	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovation	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
Community Center Marquee	8468	\$ 1,360.92	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkingLot&Skywr	8472	\$ -	\$ 321.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Paintinq II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Pitts Ranch BB Crt Repair	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Paintinq West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Fertilizer Injector System	8478	\$ 995.64	\$ -	\$ 6,239.02	\$ 60,000.00	\$ 53,760.98	10.40%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
Capital		\$ 2,356.56	\$ 132,809.58	\$ 47,829.50	\$ 172,824.39	\$ 124,994.89	27.68%
Total Expenses		\$ 438,984.25	\$ 2,688,441.98	\$ 2,265,351.51	\$ 7,524,922.00	\$ 5,259,570.49	30.10%
YTD Comparison				\$ (423,090.47)			

General Ledger
Fund 20 Assessment Fund
October 2020 34%

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue								
Interest Earnings	5310	\$	-	\$ (468.44)	\$ (88.40)	\$ (500.00)	\$ (411.60)	17.68%
Assessment Revenue	5500	\$	(5,394.91)	\$ (4,019.47)	\$ (11,247.83)	\$ (1,184,957.00)	\$ (1,173,709.17)	0.95%
Revenue		\$	5,394.91	\$ 4,487.91	\$ 11,336.23	\$ 1,185,457.00	\$ 1,174,120.77	0.96%
YTD Comparison					\$ 6,848.32			
Expense								
Full Time Salaries	6100	\$	1,883.04	\$ 3,738.88	\$ 5,574.56	\$ 18,262.00	\$ 12,687.44	30.53%
Retirement	6120	\$	305.95	\$ 573.97	\$ 910.40	\$ 3,130.00	\$ 2,219.60	29.09%
Employee Insurance	6130	\$	230.97	\$ 766.54	\$ 813.40	\$ 3,606.00	\$ 2,792.60	22.56%
Workers Compensation	6140	\$	183.56	\$ 385.95	\$ 545.83	\$ 1,753.00	\$ 1,207.17	31.14%
Personnel		\$	2,603.52	\$ 5,465.34	\$ 7,844.19	\$ 26,751.00	\$ 18,906.81	29.32%
YTD Comparison					\$ 2,378.85			
Services and Supplies								
Incidental Costs - Assess	6709	\$	-	\$ 10,449.72	\$ 10,676.01	\$ 34,256.00	\$ 23,579.99	31.17%
Tree Care	6719	\$	-	\$ 25,950.00	\$ 3,750.00	\$ 67,500.00	\$ 63,750.00	5.56%
Contracted LS Services	6720	\$	42,082.28	\$ 122,227.74	\$ 168,329.12	\$ 505,036.00	\$ 336,706.88	33.33%
Park Amenities - Assess	6722	\$	-	\$ -	\$ 929.12	\$ 17,500.00	\$ 16,570.88	5.31%
ActiveNet Charges	6950	\$	-	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$	-	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
COP Debt - PV Fields	7950	\$	43,796.67	\$ 172,478.00	\$ 175,186.67	\$ 525,560.00	\$ 350,373.33	33.33%
Expense		\$	85,878.95	\$ 331,105.46	\$ 358,870.92	\$ 1,152,912.00	\$ 794,041.08	31.13%
YTD Comparison					\$ 27,765.46			
Total Expense		\$	88,482.47	\$ 336,570.80	\$ 366,715.11	\$ 1,179,663.00	\$ 812,947.89	31.09%
YTD Comparison								

General Ledger
Fund 30 Quimby Fee Fund
October 2020 34%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earninas	5310	\$ -	\$ (30,813.92)	\$ (21.22)	\$ (38,800.00)	\$ (38,778.78)	0.05%
MBS Interest Earninas	5320	\$ -	\$ (4,638.94)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (92,200.46)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ -	\$ 127,653.32	\$ 3,661.22	\$ 38,800.00	\$ 35,138.78	9.44%

Expense							
ActiveNet Charges	6950	\$ -	\$ 48.00	\$ -	\$ -	\$ -	0.00%
Service and Supplies		\$ -	\$ 48.00	\$ -	\$ -	\$ -	0.00%

Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 136,479.11	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 2,933.64	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ 8,452.37	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovation	8464	\$ 6,180.00	\$ -	\$ 6,180.00	\$ 1,100,000.00	\$ 1,093,820.00	0.56%
PVAC Restroom & Shower	8469	\$ -	\$ 19,132.14	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Community Center Kitchen	8480	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0.00%
Capital		\$ 6,180.00	\$ 166,997.26	\$ 41,429.13	\$ 1,434,401.39	\$ 1,392,972.26	2.89%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-17)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,562,610.25	\$ 687,879.45	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ -	Comstock/Elacora Mission Oaks		\$ 2,039,887.74	\$ 609,321.26	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 3,600,589.70			\$ 4,687,249.82	\$ 2,862,748.14	

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By: Brandon Lopez, Park Supervisor**

DATE: December 3, 2020

**SUBJECT: CONSIDERATION AND APPROVAL OF REQUEST
FOR PROPOSAL FOR ONE NEW FLEET VEHICLE**

SUMMARY

The Board appropriated funds in the amount of \$30,000 to purchase a new fleet vehicle. The new vehicle will be a 2020-2021 Ford F-150. The Ford F-150 will replace an older vehicle which has well over 150,000 miles and is more than fifteen years old. The new Ford truck will serve as a safer, more fuel-efficient replacement to the outdated fleet.

BACKGROUND

At the May 14th, 2020 budget workshop meeting, park staff presented to the Board their budget and capital improvement plans. On July 1, 2020, the Board of Directors approved the FY 2020/2021 budget and as part of the process the Board allocated \$30,000 for fleet vehicle replacement. The vehicle slated to be replaced is one which was involved in an accident in March of 2020. The 2005 Ford F-150 that was involved in the accident was determined to be damaged beyond repair and considered to be totaled. The Parks Department currently has other fleet vehicles which range from 1989 to 2019. Staff has made a number of repairs and replaced parts to keep our fleet in service and safe. The typical usable life of a gasoline engine is around 150,000 miles with accelerated maintenance cost beginning around 100,000 miles. Introducing a new vehicle to the fleet should improve fuel consumption, as well as reduce maintenance costs over the aging fleet vehicles.

ANALYSIS

The purchase of a new vehicle will assist the District in moving forward in both fleet management and economization. This vehicle will result in the decommissioning of a 2005 Ford F-150 pick-up that has been damaged beyond repair. The damaged vehicle will be used for parts to service similar vehicles.

This vehicle will provide the Parks Department with a vehicle that can be more useful, allow for easier storage access, passenger space, and allow for improved safety features.

The Pleasant Valley Recreation and Park District, as a governmental agency, has the ability to utilize a number of purchasing procedures. Staff will investigate each one of these methods before returning to the Board to procure the vehicle. Some of the methods available are:

- Manufacturer Implemented Governmental Rates: Many manufacturers provide a pre-agreed governmental rate for purchases of like equipment. Typically, large manufacturers will provide specialized/standard units for a lowered cost, i.e. police cars, service trucks, etc.

- California Multiple Award Schedules: Any contract awarded to the state has a provision that provides all other agencies the ability to utilize the prices identified in their bid.
- Public Bid Process: Developing vehicle specifications, advertising/soliciting bids. This assures the agency compares like products to better judge bid value.

Staff will investigate each of these processes and return to the Board with the lowest priced vehicle that meets specifications.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

It is recommended that the Board of Directors consider and approve the Request for Proposals and specifications for a new fleet vehicle.

ATTACHMENTS

- 1) Request for Proposal (3 pages)

Parks Department Truck Bid

Request for Bid:
Due January 8, 2021, 12:00 pm



www.pvrpd.org • 805-482-1996

Brandon Lopez
Park Supervisor
Pleasant Valley Recreation
and Park District, Camarillo, CA
805-482-5396 ext.302
blopez@pvrpd.org
www.pvrpd.org

INVITATION TO BID

Pleasant Valley Recreation and Park District (“District”) is seeking a bid to purchase the following vehicle and specifications:

- New Vehicle, 2020-2021 Ford F-150 Regular Cab XL
- EcoBoost Engine
- 8’ bed length
- 10 speed automatic transmission with overdrive
- 4 Wheel ABS Disc brakes
- Rear backup camera
- Vinyl bucket seats
- Steering – Electric power assisted
- Trailer tow package
- Airbags for driver and passenger
- Clearcoat paint (White or Silver)
- Spray-in bedliner

PROPOSAL DEADLINE

The deadline for bid submittal is **Friday, January 8, 2021, 12:00 p.m.** Complete and sign the forms provided and submit with packet. Mark envelopes *Vehicle Bid* by the deadline to:

Brandon Lopez, Park Supervisor
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

ADDITIONAL INFORMATION

For questions, contact: **Brandon Lopez**
(805) 482-5396 x302
blopez@pvrpd.org

BID FORM

New Vehicle

<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
Vehicle	1	\$ _____	\$ _____
		Tire Fees	\$ _____
		Sales Tax	\$ _____
		New Vehicle Total	\$ _____

By signing below, the Bidder has read Pleasant Valley Recreation and Park District's bid instructions and specifications. Therefore, the undersigned hereby agrees to provide, within the time specified, the price quoted therein and without any additional charges to Pleasant Valley Recreation and Park District.

By: _____ **Title:** _____

Signature: _____ **Date:** _____

Company: _____

Address: _____ **City:** _____ **Zip:** _____

Email: _____ **Phone:** _____

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: December 3, 2020

**SUBJECT: REVIEW AND APPROVAL OF SURPLUS SUPPLIES
AND EQUIPMENT LIST**

RECOMMENDATION

It is recommended the Board review and approve the items on the Surplus Supplies and Equipment List for disposal.

BACKGROUND

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to recent events within the District such as the office redesign, upgraded IT infrastructure and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on April 4, 2018, staff has compiled the attached list for board review.

FISCAL IMPACT

There is a possible minor positive fiscal impact from this action upon sale of the surplus supplies and equipment.

RECOMMENDATION

It is recommended that the Board review and approve the items on the Surplus Supplies and Equipment List for disposal.

ATTACHMENTS

- 1) Surplus Supplies and Equipment List (1 page)
- 2) Surplus District Property Disposal Policy (2 pages)

Pleasant Valley Recreation and Park District

Surplus Supplies and Equipment List



Equipment	Model	Serial #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
Wilson Jones Shredder	1200	846157	Yes	Fair	Donated 5-6 years ago	\$100.00		
Health O Meter Scale	500KL	5000062778	Yes	Excellent	Donated 2 years ago	\$350.00		



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY Board Approved April 4, 2018

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a “Surplus Supplies and Equipment List” (“personal property” or “property”) which is surplus. Prior to disposition, the Board shall be provided with, and approve the “List.”

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined “surplus” by the General Manager.
- SURPLUS – Non “real property” has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. **Sale on the open market.** The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier’s check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. **Sale by sealed bid.** The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**SURPLUS DISTRICT PROPERTY DISPOSAL POLICY
Board Approved April 4, 2018**

3. **Donation.** The General Manager may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. **Selling for Scrap.** Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. **No Value Item.** Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.
6. **No employee or Director of the District or his/her immediate family may acquire any District surplus property.**

Accounting for the disposition of personal property, equipment and materials:

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Bob Cerasuolo, Park Services Manager

DATE: December 3, 2020

**SUBJECT: CONSIDERATION AND APPROVAL OF THE PLANS
FOR THE REMODELING OF THE COMMUNITY
CENTER KITCHEN**

SUMMARY

On January 2, 2020, the District identified projects at multiple locations which would meet the requirements for the expenditure of Quimby funds. One of the projects included facility improvements to the Camarillo Community Center location. The entire Community Center site was built in 1969 and consists of an administration office, 5 classrooms, a kitchen, and an Auditorium. In 1989 this site had an expansion that now includes room #7 and the current administration office; the old office became room #6 and the Riso room.

BACKGROUND

During the development of the 2020-2021 budget process, staff presented a list of Capital and Quimby Improvement projects. This specific item is for the Community Center Kitchen Expansion/Redevelopment Project as the kitchen has had minimal improvements since 1969.

On October 7, 2020, the Board approved for the General Manager to enter into a "Professional Services Agreement" with Lauterbach & Associates, Architects Inc. for the design and construction plans for the Community Center Kitchen.

ANALYSIS

The existing design of the building consists of two ovens, cooktops, two refrigerators, ice machine, 2-double-sinks and a dishwasher which has been red tagged. The current design of the kitchen is overcrowded with little working space.

The revised drawings will consist of a more functional layout with storage, two undercounter ovens that will also provide additional counterspace, a cook top with a grill, a freezer and refrigerator, an ice machine, cameras with monitors, and possibly a dishwasher (this depends on the county requirements). The existing hood ventilator system will remain; however, new energy efficient lighting will be installed as well as new flooring which will brighten and modernize the room.

The updated design has an opening to room #1 and will have folding panel doors which will enable the District to use the space in multiple ways. The updated kitchen design could offer additional classes for the community to include cooking and healthy eating opportunities for youth, families, and seniors. This design also allows for the more traditional uses such as renting the kitchen and large community room for events as well as serving food when the District is used as an evacuation center.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

It is recommended the Board review and approve the design plans for the remodeling of the Community Center Kitchen.

ATTACHMENT

- 1) Design Plans (6 pages)



REMODEL AND UPGRADE FOR
PLEASANT VALLEY
REC & PARKS DEPT.
KITCHEN FACILITIES
14050 BURBANK ST
CHANAHO, CA 92510

PVRPD
APR.

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	04/20/23
2	ISSUED FOR PERMITS	04/20/23
3	ISSUED FOR PERMITS	04/20/23
4	ISSUED FOR PERMITS	04/20/23
5	ISSUED FOR PERMITS	04/20/23

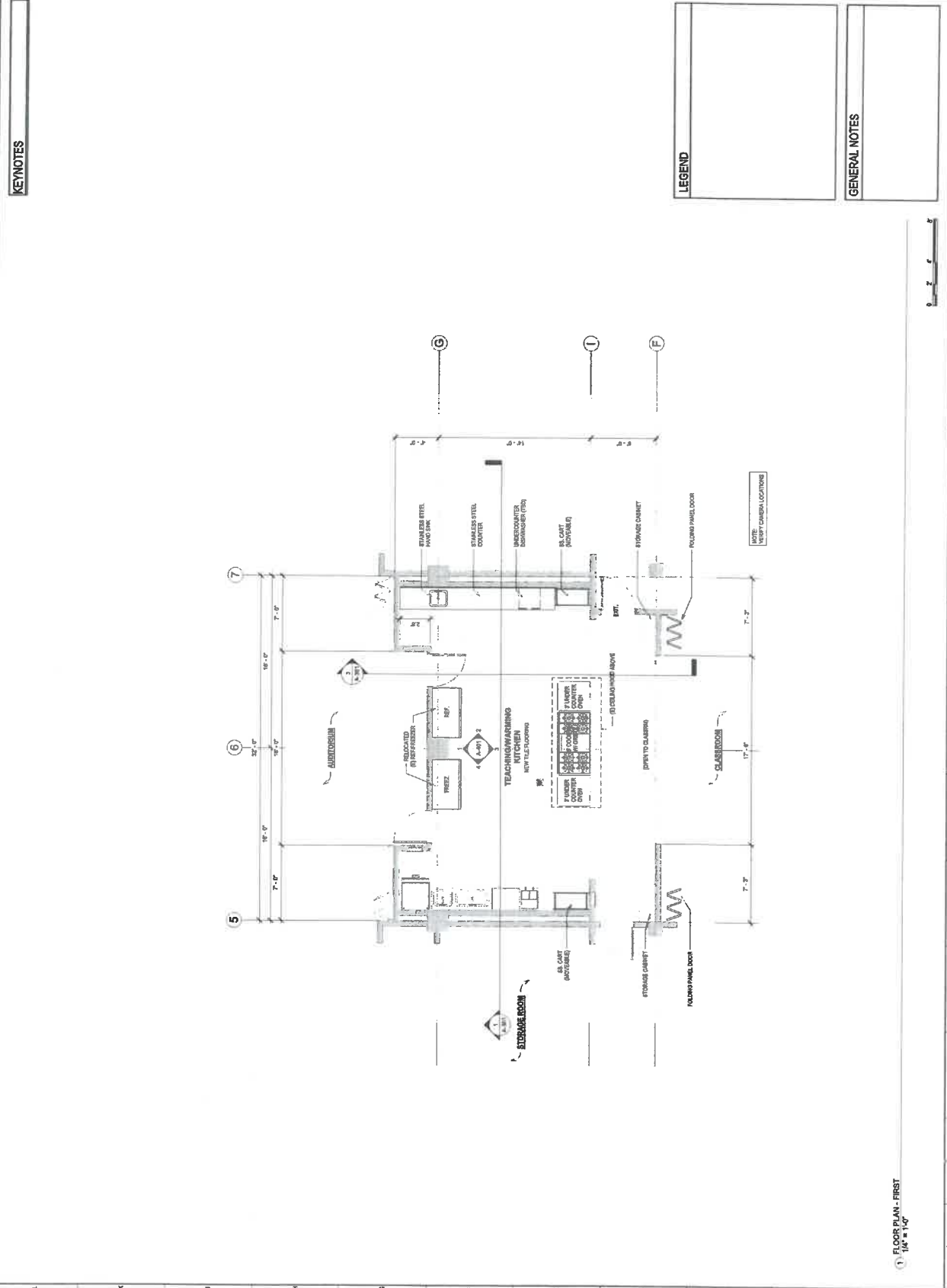
NO.	DESCRIPTION	DATE

JOB NO: 23-0003
DRAWN BY: [Name]
CHECKED BY: [Name]
PROJECT MANAGER: [Name]
PRINT DATE: 11/02/23 12:52 PM

**FLOOR PLAN -
PROPOSED**

A-101

KEYNOTES



1 FLOOR PLAN - FIRST
1/4" = 1'-0"



REMODEL AND UPGRADE FOR
 PLEASANT VALLEY
 REC & PARKS DEPT.
 KITCHEN FACILITIES
 WORK PROVIDED BY
 CHANTEL GARDIN

PVRPD
 APR. -

NO.	REV.	DESCRIPTION	DATE
1		PLAN CHECK SUBMITTAL #1	4-20-18
2		PLAN CHECK SUBMITTAL #2	4-20-18
3		PLAN CHECK SUBMITTAL #3	4-20-18
4		PERMITS	4-20-18

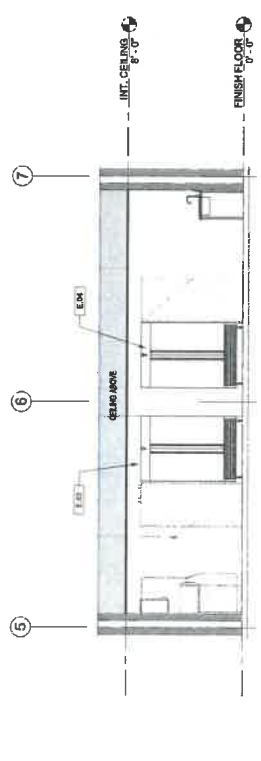
NO.	DESCRIPTION	DATE
1	ISSUE	3-16-2018

JOB NO. 18-00023
 DRAWN BY: Chanter Gardin
 CHECKED BY: Michael J. Lauterbach
 PROJECT MANAGER: Michael J. Lauterbach
 PRINT DATE: 11/06/2018 12:31 PM

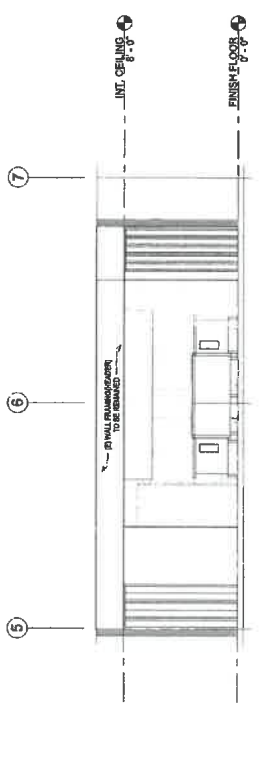
BUILDING SECTIONS

A-301

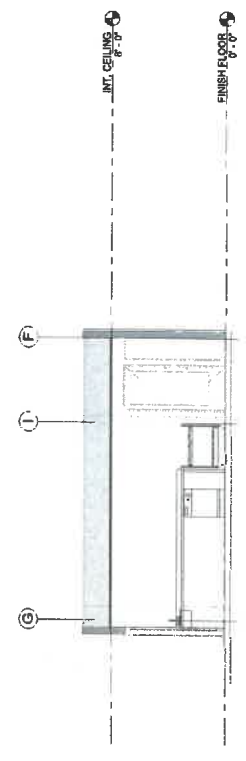
KEYNOTES
 1. FINISH FLOOR AS SHOWN
 2. FINISH CEILING AS SHOWN
 3. FINISH FLOOR AS SHOWN



SECTION 01
 1/4" = 1'-0"



SECTION 02
 1/4" = 1'-0"



SECTION 03
 1/4" = 1'-0"



REMODEL AND UPGRADE FOR
 PLEASANT VALLEY
 REC & PARKS DEPT.
 KITCHEN FACILITIES
 1195 E BURNLEY ST
 SAN MARINO, CA 91761

PVRPD
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NO.	DESCRIPTION	DATE
1	PRELIMINARY	11/10/2011
2	REVISED	11/10/2011
3	REVISED	11/10/2011
4	REVISED	11/10/2011
5	FINAL CHECK SUBMITTAL	11/10/2011

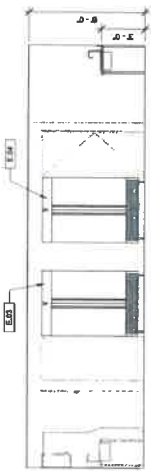
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1	ISSUE	11/10/2011

JOB NO. 2010003
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 PROJECT MANAGER: [Name]
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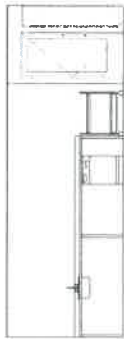
LARGE SCALE VIEWS
 A-401

KEYNOTES

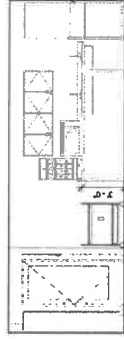
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- 2. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED
- 3. ALL DIMENSIONS TO CENTERLINE UNLESS OTHERWISE SPECIFIED
- 4. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED
- 5. ALL DIMENSIONS TO CENTERLINE UNLESS OTHERWISE SPECIFIED



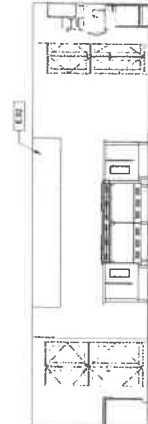
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 1/4" = 1'-0"



2. INT. ELEVATION - B
 1/4" = 1'-0"



3. INT. ELEVATION - C
 1/4" = 1'-0"



4. INT. ELEVATION - D
 1/4" = 1'-0"

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1. SOUND PANEL COVER (FOR APPROVED DATA)

LAUTERBACH & ASSOCIATES ARCHITECTS INC.
 200 MONTGOMERY AVENUE, SUITE 1000, SAN FRANCISCO, CA 94104
 TEL: 415.774.1100 FAX: 415.774.1101 WWW.LAUTERBACH.COM



REMODEL AND UPGRADE FOR
 PLEASANT VALLEY
 REC & PARKS DEPT.
 KITCHEN FACILITIES
 1805 E BURNLEY ST
 CARMELLO CA 95010

PVRPD
 APR.

NO.	DESCRIPTION	DATE
1	PLAN CHECK REVISIONS	4-2-01
2	PERMIT CHECK REVISIONS	4-2-01
3	ISSUE FOR BIDDING	4-2-01
4	REVISIONS	
5	REVISIONS	

DATE: _____
 DRAWING NO.: _____
 PROJECT NO.: _____
 PROJECT NAME: _____
 SHEET NO.: _____

SPECS
A-701

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

- A. Chair Magner
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – Miracle League, Nexus Study, Pickleball
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report