

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
November 3, 2016**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #568

- 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. District Highlights/Spotlight on Holiday Events
 - B. Wii Bowling Tournament Recognition
 - C. CYBA
 - D. CPBA
- 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 speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 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 Meeting of October 5, 2016 and Special Meeting of October 20, 2016**
Approval receives and files minutes.
 - B. Warrants, Accounts Payable & Payroll**
Approval of District's disbursements dated on or before October 19, 2016.
 - C. Financial Report**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports of September 30, 2016.

8. NEW ITEMS-DISCUSSION/ACTION

A. Approve the Specifications for the Purchase of a Replacement Vehicle

The specifications for a new vehicle for the Park Ranger program are included for review and approval.

Suggested Action: A MOTION to Approve the attached specifications for the purchase of a 2016 or 2017 Ford Escape fleet vehicle.

B. Refunding \$12,775,000 Series 2008 Certificates of Participation (COPS)

Bond refinancing (refunding) is commonly executed to achieve interest cost savings, remove or change burdensome bond covenants, or restructure the stream of debt service payments.

Suggested Action: A MOTION to Approve 1) the refunding of the 2008 Certificates of Participation debt service bond for Pleasant Valley Fields, 2) authorization for the General Manager to enter into agreements with the Finance Team (Financial Advisor, Bond Council, Underwriter, Disclosure Counsel, Underwriter's Counsel) and 3) completion of the transaction with a Negotiated Sale of the Bonds.

C. Consideration and Approval to Sign a Five-Year Lease Agreement Between the District and Konica Minolta for a New Copier

At the September Board Meeting the Board approved an RFP for a new color copier. This agenda item is a follow up to the RFP and the submitted bids for the RFP.

Suggested Action: A MOTION to Approve and authorize staff to sign a five-year lease agreement between the District and Konica Minolta for a new copier.

D. Consideration and Approval of Grant Submission to GameTime for Purchase and Replacement of Playground Equipment

Staff reviewed the District Capital Improvement Plan and identified playgrounds which would benefit the most from playground equipment replacement.

Suggested Action: A MOTION to Approve the authorization for staff to proceed with the GameTime grant application for purchase of new playground equipment utilizing the District's revenue from Quimby fees.

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

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance

E. Foundation for Pleasant Valley Recreation and Parks

F. 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 Thursday 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
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Camarillo Youth Basketball Association

Date: 11/03/16

One representative from your organization must attend the following PVRPD Board Meeting on:
Thursday, November 3 at 6pm in Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
Chairperson	Mark Schienbein	1183 Via Carranza	Camarillo 805-285-5800	818.383.3977
Program Dir	Mike Willard	381 East Loop Rd	Camarillo n/a	805-302-9693
Treasurer	Mike Harrison	4874 Chula Vista Ct	Camarillo 805-3899117	805-904-5634
Secretary	Terri Barton	4948 Via Fresco	Camarillo 805-383-3708	805-377-8786
Facilities Dir	Shannon McDonough-Porter	1517 Shepard Dr	Camarillo 805-444-1382	209-549-6634
Rules & Refs	John McCarthy	742 Avenida Valencia	Camarillo 805-389-9171	805-302-3368

Number of participants last year: 526 (460 rec + 66 Dons)

Projected number of participants upcoming year: 515 Total Players

Changes Organization has made from previous year: In order to better communicate with our CYBA families, a "Social Media" committee chair was appointed. CYBA is now accessible via Facebook and we have the ability to send targeted bulletins via "Constant Contact" email services. This augments the more limited messaging capability built into the on-line registration system that we use. The enhanced communication has helped greatly in our volunteer recruiting efforts.

Comments for the PVRPD Board of Directors: CYBA continues to enjoy a great working relationship with the PVRPD. Our Executive Board consists of 4 returning members and 2 new members. We are in the midst of training league Commissioners and forming teams. CYBA has decided not to participate in the V-League and to suspend formation of any new Dons teams. Four existing Dons teams have opted to continue and will use the fees normally paid to the V-League to enter open tournaments. The V-League is no longer a league of City sponsored teams which is what the Dons program was established as. The CYBA Board feels that it is best to focus on our primary purpose which is to provide for recreational basketball for Camarillo families.

Primary Facility (ies) Used? Local Basketball Gymnasiums

What Time are Board Meetings Held? 1st Wednesday of each month (except July) 6:30 - 9:30 PM

Where are Board Meetings Held? East Meeting Room - Pleasant Valley Fields complex

When are new Board Members Elected? April

When are new Board Members Installed? May

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

Please attach a copy of your By-Laws to this form.

Please Complete and Return the Annual Update and Financial Statement by October 21, 2016

Lanny Binney
1605 E. Bumley Street, Camarillo, CA 93010
Phone: 482-1996 x 17
Fax: 805-482-3468

Form Completed by (print): Mark Schienbein

Date 10/20/2016

Sign: 

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION Camarillo Youth Basketball Association

Last Year's Financial Statement

Proposed Budget

Period:	2015-16
CHECKING	
Beginning Balance:	\$ 39,984
Revenue:	
Registration:	\$ 98,465
Tournaments:	\$ -
Sponsors	\$ 2,000
Snack Bar:	\$ -
Interest:	\$ 11
Dues:	\$ -
Miscellaneous Income:	\$ 2,978
Total Revenue	\$ 103,454

Period:	2016-17
CHECKING	
Beginning Balance:	\$ 41,855
Revenue:	
Registration:	\$ 98,000
Tournaments:	\$ -
Sponsors	\$ 3,000
Snack Bar:	\$ -
Interest:	\$ -
Dues:	\$ -
Miscellaneous Income:	\$ -
Total Revenue	\$ 101,000

Expenses:	
Admin Expense	\$ 5,905
Advertising	\$ 1,438
Awards	\$ 3,952
Equipment	\$ -
Facility/Field Maint.	\$ 21,604
Insurance	\$ 5,397
Internet (online registration)	\$ 5,368
Scholarships	\$ 2,550
Maintenance (field/facility)	\$ -
Miscellaneous (pictures)	\$ 1,626
Paid Staff	\$ -
Professional Services (refs)	\$ 22,197
Refunds	\$ 11,048
Rentals	\$ -
School District	\$ -
Snack Bar Resale	\$ -
Supplies	\$ 1,842
Tournament Entries	\$ 4,500
Uniforms	\$ 14,156
Community Donations	\$ -
Total Expense:	\$ 101,583

Expenses:	
Admin Expense	\$ 6,600
Advertising	\$ 1,500
Awards	\$ 4,000
Equipment	\$ -
Facility/Field Maint.	\$ 18,000
Insurance	\$ 6,000
Internet (online registration)	\$ 5,500
Scholarships	\$ 3,000
Maintenance (field/facility)	\$ -
Miscellaneous (pictures)	\$ 1,700
Paid Staff	\$ -
Professional Services (refs)	\$ 22,000
Refunds	\$ 10,000
Rentals	\$ -
School District	\$ -
Snack Bar Resale	\$ -
Supplies	\$ 1,582
Tournament Entries	\$ 4,100
Uniforms	\$ 14,819
Community Donations	\$ -
Total Expense:	\$ 98,801

Ending Balance: \$ 41,855

Ending Balance: \$ 44,054

<i>List Savings/CDs/Investments here:</i>		<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$	Savings Account	\$
CD Account (3, 12 month)	\$ 22,154	CD Account (3, 12 month)	\$ 22,166
CD Account ___ month	\$	CD Account ___ month	\$
Investment Account	\$	Investment Account	\$
Other Account	\$	Other Account	\$
Total Other Accounts	\$	Total Other Accounts	\$
Checking + Other	\$ 64,009	Checking + Other	\$ 66,220



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Camarillo Pony Baseball Association

Date: 10/21/2016

One representative from your organization must attend the following PVRPD Board Meeting on:

Thursday, November 3, 2016 at 6pm at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Joe Perry	PO BOX 2814 Camarillo, CA 93011	805-377-3233	
Vice President	Sherre Addison	PO BOX 2814 Camarillo, CA 93011	805-469-8090	
Treasurer	Rene Randal	PO BOX 2814 Camarillo, CA 93011	805-300-3172	
Secretary	Lisa Sandowsky	PO BOX 2814 Camarillo, CA 93011	805-208-3389	

Number of participants last year: 750

Projected number of participants upcoming year: 850

Changes Organization has made from previous year: Adding/Opening Pinto age division (6 and 7 year olds) to our ABL (travel team) division

Comments for the PVRPD Board of Directors: _____

Primary Facility (ies) Used? Kildee and Freedom

What Time are Board Meetings Held? 7pm-first Thursday of every month

Where are Board Meetings Held? Freedom Skyway Room

When are new Board Members Elected? July of current year

When are new Board Members Installed? September of current year

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

Please attach a copy of your By-Laws to this form.

Please Complete and Return the Annual Update and Financial Statement by October 21, 2016

Lanny Binney
1605 E. Burnley Street, Camarillo, CA 93010
Phone: 482-1996 x 17
Fax: 805-482-3468

Form Completed by (print): Joe Perry

Date 10/21/2016

Sign: 

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION

CAMARILLO PONY BASEBALL ASSOCIATION

Last Year's Financial Statement

Proposed Budget

Date: Sept 1, 2015 thru August 31, 2016

From: Sept 1, 2016 - Aug 31, 2017

Beginning Balance: \$ 202,115
(Include all accounts, i.e. savings and CDs)
Revenue:
 Registration: \$ 189,134
 Tournaments: 130,260
 Fundraisers: 7,578
 Snack Bar: 142,446
 Miscellaneous Income: 2,200
Total Revenue **\$ 471,618**

Beginning Balance: \$ 244,688
(Include all accounts, i.e. savings and CDs)
Revenue:
 Registration: \$ 185,000
 Tournaments: 124,000
 Fundraisers: 8,000
 Snack Bar: 140,000
 Miscellaneous Income: 2,400
Total Revenue **\$ 459,400**

Expenses:

Admin Expense \$ 11,956
 Advertising 4,608
 Awards 4,383
 Equipment 5,000
 Facility/Field Maint. 114,223
 Insurance 11,546
 Internet (online registration) 4,574
 Professional Services (refs) 45,326
 Rentals 28,953
 Snack Bar Resale 133,776
 Tournament Entries 34,322
 Uniforms 31,010
Total Expense: **429,677**
 Net Income: 41,941

Expenses:

Admin Expense \$ 13,500
 Advertising 5,000
 Awards 4,500
 Equipment 5,000
 Facility/Field Maint. 105,000
 Insurance 12,000
 Internet (online registration) 6,000
 Professional Services (refs) 51,000
 Rentals 30,000
 Snack Bar Resale 140,000
 Tournament Entries 34,000
 Uniforms 51,200
Total Expense: **457,200**
 Net Income: 2,200

Ending Balance: **\$ 244,688**

Ending Balance: **\$ 246,888**

List Savings/CDs/Investments here:

Savings Account	\$ _____
CD Account ____month	\$ _____
CD Account ____month	\$ _____
Investment Account	\$ _____
Other Account	\$ _____
Total Other Accounts	_____ 0
Checking + Other	\$ 244,688

List Savings/CDs/Investments here:

Savings Account	\$ _____
CD Account ____month	\$ _____
CD Account ____month	\$ _____
Investment Account	\$ _____
Other Account	\$ _____
Total Other Accounts	_____ 0
Checking + Other	\$ 246,888

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
October 5, 2016**

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 Chairman Mishler.

Call to Order

2. PLEDGE OF ALLEGIANCE

Cheryl Peterson led the pledge.

3. ROLL CALL

Ayes: Kelley, Magner, Malloy, Chairman Mishler

Absent: Dixon

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Recreation Services Manager Amy Stewart, Park Services Manager Bob Cerasuolo, Administrative Analyst Mitchell Cameron, Customer Service Lead and Recording Board Secretary Karen Roberts, Recreation Supervisors Macy Andersen and Jane Raab, Customer Service Representatives Debbie Brooks and Cheryl Peterson, Jialan Su-Brennan and Matthew Lorimer.

Roll Call

4. AMENDMENTS TO THE AGENDA

Chairman Mishler called for amendments to the agenda. General Manager Mary Otten requested that 5.A. *Presentations – CGSA* be pulled for inclusion at a later date. Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the Agenda as amended.

**Motion to
Approve
Amended
Agenda**

Voting was as follows:

Ayes: Magner, Malloy, Kelley, Chairman Mishler

Noes:

Absent: Dixon

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights/Spotlight - Rentals

Customer Service Representatives Debbie Brooks, Cheryl Peterson and Karen Roberts presented the highlights of the District's September/October activities, programs, and special events. Halloween in the Park, a District sponsored free event will be held at the Community Center on October 31 from 5pm to 8pm. The Christmas Parade and Santa's Village applications are now being accepted for the December events. The District is hiring recreation leaders, park rangers, service maintenance aides and life guards. A free flu shot clinic was held at the Community Center on September 29th, the biannual Rummage Sale will be held Saturday, October 8th and the 7th Annual Wii Bowling Tournament will be held October 13th. The Parks Department is rototilling and adding more wood chips to the playgrounds and the outdoor education hikes and classes are filling up.

In addition to the highlights, Ms. Brooks, Ms. Peterson and Ms. Roberts spotlighted the District facility and park rentals. Of the 28 parks, nine of them are considered reservable for larger groups because they have restrooms and picnic shelters; they are Arneill Ranch Park, Bob Kildee Park, Camarillo Grove Park, Community Center Park, Freedom Park, Mission Oaks Park, Nancy Bush Park, Pitts Ranch Park and Valle Lindo Park. The Community Center has an auditorium and several classrooms for rental and Freedom Center also has a large indoor area available for rental.

B. CGSA

Item pulled.

C. Pleasant Valley Recreation and Parks Foundation

General Manager Mary Otten presented a brief overview of the September 24th Evening at the Grove fundraising event at the Camarillo Grove Nature Center which had about 75-100 people in attendance. Ms. Otten thanked Bert and Linda Lamb for the preparation of the dinner and noted that a full report of the fundraising efforts and recognition of the sponsors would be presented at the next Board meeting. Ms. Otten also highlighted the September 8th groundbreaking ceremony of the expansion of the Community Center's playground which will include adaptive play equipment. The Foundation along with the Kiwanis and the Amber's Light Lions Club are major sponsors of the playground additions which should be installed before Thanksgiving.

6. PUBLIC COMMENT

Chairman Mishler accepted one speaker card from Administrative Analyst Mitchell Cameron. Matthew Lorimer stated that various local agencies and community members are finally talking about the senior center and its needs, although many people still do not realize that PVRPD is a special district. Mr. Lorimer stated that the needs assessment survey should address this and the fact that the City does not contribute money towards the senior center. Mr. Lorimer suggested that when the senior center is built it should include a technology room which would incorporate all the latest advances in technology and also a culinary school as a possible revenue stream to keep the center running.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting September 7, 2016 and Special Board Meeting September 22, 2016
- B. Warrants, Accounts Payable & Payroll thru September 23, 2016
- C. Financial Report

Chairman Mishler called for a motion. A motion was made by Director Malloy and seconded by Director Wagner to approve the Consent Agenda.

Voting was as follows:

Ayes: Malloy, Wagner, Kelley, Chairman Mishler

Noes:

Absent: Dixon

Motion: Carried

**Motion to
Approve Consent
Agenda**

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration, Selection, and Vote for a LAFCo Special District Alternate Member

Chairman Mishler recused himself from the chamber room because his name was on the LAFCo ballot as a candidate for the special district alternate member. Since Vice-chair Dixon was not present, Secretary Malloy proceeded with the discussion.

Secretary Malloy called for a motion. A motion was made by Director Magner and seconded by Director Kelley to approve a vote for Mike Mishler for the LAFCo special district alternate member.

**Motion to
Approve
Mike Mishler
For LAFCo
Nomination**

Voting was as follows:

Ayes: Magner, Kelley, Secretary Malloy

Noes:

Absent: Dixon, Chairman Mishler

Motion: Carried

Carried

B. Capital Projects Timeline

Administrative Services Manager Leonore Young and Park Services Manager Bob Cerasuolo presented the timeline for the FY 2016-2017 capital projects. Projects completed in FY 2015-2016 were the resurfacing of courts at Springville and Lokker Parks, PV Fields parking lot slurry seal, and pavilion repairs at Camarillo Grove Park. Scheduled for FY 2016-2017 and a budget of \$547,990 is a new poster machine and new phone/internet system, the stage floor – in progress; Bob Kildee Park parking lot improvements and needs assessment survey – out to bid; tree removal at Bob Kildee parking lot and Eston Street, park vehicles (including a Park Ranger vehicle), website re-design, and PV Fields and Camarillo Grove parking lots – on schedule.

C. Approval of Resolution No. 567, Refunding of 2004 Bonds and the Subordination of the 2006, 2009 and 2014 Bonds for the Successor Agency to the Camarillo Community Development Commission

Administrative Services Manager Leonore Young reported that the Camarillo Community Development Commission (Successor Agency) is issuing a new bond series (2016) to refund the 2004 Bond and subordinate the 2006, 2009 and 2014 Bonds to lower their interest rate and subsequently lower the costs to the taxing agencies. The Successor Agency, as a professional courtesy, is requesting the District to acknowledge the subordination of the Statutory Pass-through Payments in connection to the city's obligations to the new bonds. Discussion included the successor agency's role (former redevelopment agency) in making sure the bonds are paid off, last year's District payment of over \$386,000, and the positive financial impact for the City, District, and taxpayers.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve Resolution No. 567, the refunding of the 2004 bonds and the subordination of the 2006, 2009 and 2014 bonds.

Voting was as follows:
Ayes: Magner, Malloy, Kelley, Chairman Mishler
Noes:
Absent: Dixon
Motion: Carried

**Motion to
Approve Reso
No. 567, Bond
Refunding**

Carried

9. INFORMATIONAL ITEMS

- A. Chairman Mishler – Chairman Mishler reported that he is receiving positive feedback on the District park signs that are being installed and that PVRPD is being promoted more as a special district and not part of the City.
- B. Ventura County Special District Association/California Special District Association - Director Magner reported that Directors Magner, Malloy, Mishler and General Manager Otten attended VCSDA's October 4th meeting which included information on cyber security and active shooters. The CSDA conference will be held in San Diego next week and Administrative Services Manager Leonore Young will be attending with Director Magner.
- C. Santa Monica Mountains Conservancy – Chairman Mishler attended SMMC's September 26th meeting in Moorpark where they visited several open space areas around Moorpark. The youth sports groups of Moorpark charge a one-time fee of \$55 per family per year for participants who live outside of the city's boundaries. Moorpark also collects additional fees from developers for open space and they are actively purchasing property for open space and trails.
- D. Standing Committees – Finance – Director Malloy stated that the auditors were recently in to go over last year's financials and the results should be available by January.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Magner reported that the Foundation's fundraising event at Camarillo Grove Park on September 24th was well attended and had a live bobcat as a special guest. Ms. Magner thanked Bert and Linda Lamb who donated their time in the preparation of the meal.
- F. General Manager's Report – General Manager Otten reported that there will be a walk-through of Mel Vincent Park in October and that the District should be able to take the park over in February. The City Council approved for Mayor Mike Morgan and Vice Mayor Jan McDonald to sit on the needs assessment ad hoc committee with Chairman Mishler and Director Magner. Ms. Otten reported that AB No. 2007 regarding youth sports and concussion/head injury education will require the District and any District sponsored sports groups to address the issue via education and/or waivers. Ms. Otten also mentioned that SB No. 977 addresses the prohibition of tobacco products within 250 feet of youth sports events or 25 feet of playgrounds along with a \$250 fine.

10. ORAL COMMUNICATIONS

Director Magner mentioned that *The Acorn* has been reporting on the District quite a bit lately and people are talking more about the District as its own entity. Ms. Magner thanked PVRPD staff for their assistance with the recent Foundation event. Director Kelley mentioned that the city owned Dizdar Park has not been maintained and that the District should review the original sales agreement and the responsibilities of the City.

Director Malloy stated that the City has budgeted money to work on Dizdar Park, but that they have been delayed because of the issues with the fire department building. Director Malloy also stated that he and Chairman Mishler will be attending a Metropolitan Water District sponsored tour of reservoirs and state water facilities on October 14th and 15th.

11. ADJOURNMENT

Chairman Mishler adjourned the meeting at 7:04 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Mike Mishler
Chairman**

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
October 20, 2016**

1. CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 p.m. by Chairman Mishler.

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Kelley, Malloy, Chairman Mishler

Absent: Magner, Dixon

Also present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Customer Service Lead and Board Recording Secretary Karen Roberts, and Kathleen Malloy.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

**6. CONSIDERATION AND APPROVAL OF REJECTION OF BIDS FOR
PARKING LOT REPAIRS AT BOB KILDEE PARK**

General Manager Mary Otten reported that only one bid was received for the repair and restriping of the Bob Kildee Park parking lot. The lone bid packet submitted by All American Asphalt in the amount of \$139,930 was not filled out to bid specifications so staff was requesting that the bid be formally rejected. Discussion included the possibility of combining the project with the Camarillo Grove Park parking lot repairs in the spring and contractors and/or subcontractors with C-12 or C-32 classifications. Staff was directed to follow up with possible dates for completion of the capital project.

Chairman Mishler called for a motion. A motion was made by Director Malloy and seconded by Director Kelley to approve authorization for staff to reject the bid received for the repair and restriping of the Bob Kildee Park parking lot.

**Motion to
Approve
Rejection
Of Bid**

Voting was as follows:

Ayes: Malloy, Kelley, Chairman Mishler

Noes:

Absent: Magner, Dixon

Motion: Carried

Carried

7. ORAL COMMUNICATIONS

None.

8. ADJOURNMENT

Chairman Mishler adjourned the meeting at 5:08 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Mike Mishler
Chairman

**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: November 3, 2016

SUBJECT: FINANCE REPORT – SEPTEMBER 2016

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for September 30, 2016 for Fund 10 and Fund 20.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH SEPTEMBER 30, 2016

Attached you will find the PVRPD Statements of Revenues and Expenditures for the period of July 1, 2016 through September 30, 2016 with a year-to-date comparison for the period of July 1, 2015 through September 30, 2015. The percentage rate used for the 2016-2017 fiscal year budget is 25.0% for Period 3 of the fiscal year.

REVENUES

Total revenue for the 3rd month ending September 30, 2016 for Fund 10 (General Fund) has an increase of \$3,082,353. This is due to the Park Dedication Fee received which was \$3,123,562. If the Park Dedication Fee is not factored in, the District has a decrease in year to date comparison of \$41,209 over the same period as last year. This decrease is primarily due to the Loan Proceeds line item for Springbrook Accounting Software that the District had to show as revenue for fiscal year 2015-2016 of \$66,130 and an increase in the Recognized Obligation Payment Schedule (ROPS) increase of \$20,284 for fiscal year 2016-2017.

Total revenue for the 3rd month ending September 30, 2016 for Fund 20 (Assessment District) is at 0.0% of budget and expenses are at 20.04% of budget. The monthly financial report will see limited revenue posted to the Assessment District until the December 2016 tax apportionment is received. Staff will continue to book the monthly expenses to the Assessment District so that the proper accounting of the Assessment District expenses will continue, but until the tax apportionment is received in December, the Board will see that expenses outweigh revenue.

EXPENDITURES

Personnel Expenditures increased for FY 2016-2017 by \$21,809 in comparison to personnel expense for the same period as FY 2015-2016. This is due to the employee share of Public Employees' Retirement System (PERS) contribution for the 2.5% @ 55 tier being posted to the PERS expense to off-set the expense. This PERS contribution is now going to the PERS Pension

Loan as that was the intent of the employee's deduction to offset the loan payment. This change was discussed with the District's auditors and they are in agreement with this change.

Service and Supply Expenditures have increased \$72,879 in comparison to the same time period as last year. This increase is primarily due to the water line item which is \$34,215 higher than fiscal year 2015-2016 due to weather conditions as the temperature has been hotter than the average for July and August, along with \$30,250 for Reserve Dry Period and Reserve Designated Project.

Capital projects are underway for FY 2016-2017. Over the course of the next few months the Board will see activity in the Capital section of the monthly financial reports.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 and Fund 20 and managers continue to make a concerted effort to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for September 30, 2016 for Fund 10 and Fund 20.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of September 30, 2016 Fund 10
(4 pages)
- 2) Financial Statement of Revenue and Expenditures as of September 30, 2016 Fund 20
(1 page)

General Ledger
Statement of Revenues and Expenditures
Fund 10 - General Fund
September 2016 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ -	\$ -	\$ 5,825,276.00	\$ 5,825,276.00	0.00%
Tax Apport Cur Year Unsec	5120	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Apport Prior Year Unsec	5140	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Deeded Sales	5150	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Apport Protested Tax	5160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RDA Property Tax Trust Fund	5205	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cur Supplemental Pass Thru	5210	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplemental Redemption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplemental Assessment Roll	5240	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Housing Authority Apport	5260	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ERAF Distribution Apport	5270	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Apport Fund	5310	\$ -	\$ -	\$ 8,649.55	\$ 17,364.00	\$ 8,714.45	49.81%
Other Interest Income	5320	\$ -	\$ 493.02	\$ -	\$ -	\$ -	0.00%
Loan Proceeds	5350	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ 3,123,562.00	\$ -	\$ 3,123,562.00	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ -	\$ -	\$ 11,477.00	\$ 11,477.00	0.00%
Assessment Revenue	5500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ 101.68	\$ 846.22	\$ 860.50	\$ 3,520.00	\$ 2,659.50	24.45%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Fees	5510	\$ 40,931.31	\$ 187,129.95	\$ 183,287.10	\$ 588,319.00	\$ 405,031.90	31.15%
Certificates	5512	\$ -	\$ 107.03	\$ -	\$ -	\$ -	0.00%
Swim PassAdult Splash (20)	5513	\$ 153.00	\$ 3,822.33	\$ 714.00	\$ 7,344.00	\$ 6,630.00	9.72%
Swim PassSenior Splash (10)	5514	\$ 90.00	\$ 292.50	\$ 337.50	\$ 1,890.00	\$ 1,552.50	17.86%
Senior Services Revenue	5515	\$ 75.00	\$ 1,425.00	\$ 1,125.00	\$ -	\$ 1,125.00	0.00%
Swim Pass Senior Splash (20)	5516	\$ 425.00	\$ 848.00	\$ 722.50	\$ 3,570.00	\$ 2,847.50	20.24%
Swim PassSenior Splash (20)	5517	\$ 90.00	\$ 324.00	\$ 270.00	\$ 2,916.00	\$ 2,646.00	9.26%
Swim PassSenior Fitness (10)	5518	\$ 1,008.00	\$ 2,970.00	\$ 2,736.00	\$ 5,670.00	\$ 2,934.00	48.25%
Swim PassSenior Fitness (20)	5520	\$ 994.50	\$ 8,646.60	\$ 7,920.75	\$ 26,529.00	\$ 18,608.25	29.86%
Swim PassAdult Splash (10)	5524	\$ 324.00	\$ 648.00	\$ 645.00	\$ 5,508.00	\$ 4,863.00	11.71%
Vending Concessions	5525	\$ 218.39	\$ 367.47	\$ 588.20	\$ 3,160.00	\$ 2,571.80	18.61%
Swim PassAdult Fitness (10)	5526	\$ -	\$ 318.00	\$ 100.00	\$ 3,240.00	\$ 3,140.00	3.09%
Swim PassAdult Fitness (20)	5527	\$ 101.00	\$ 778.00	\$ 639.00	\$ 5,400.00	\$ 4,761.00	11.83%
Swim Passes Summer Single	5528	\$ 20.00	\$ 120.00	\$ 130.00	\$ 960.00	\$ 830.00	13.54%
Swim Passes Summer Family	5529	\$ 70.00	\$ 220.00	\$ 199.00	\$ 1,680.00	\$ 1,481.00	11.85%
Rental	5530	\$ 26,585.38	\$ 91,493.13	\$ 84,215.58	\$ 270,302.00	\$ 186,086.42	31.16%
Cell Tower Revenue	5535	\$ 4,226.62	\$ 8,725.63	\$ 13,714.34	\$ 66,398.00	\$ 52,683.66	20.65%
Annual Passes	5536	\$ 210.00	\$ -	\$ 462.00	\$ 3,000.00	\$ 2,538.00	15.40%
Parking Fees	5540	\$ -	\$ -	\$ 45.00	\$ 17,602.00	\$ 17,557.00	0.26%
Indemnity Revenue	5545	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	5550	\$ 140.00	\$ 597.00	\$ 430.00	\$ 2,240.00	\$ 1,810.00	19.20%
Activity Guide Revenue	5555	\$ 700.00	\$ 400.00	\$ 1,100.00	\$ 6,000.00	\$ 4,900.00	18.33%
Scrap Sales on Asset Disposal	5560	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Banner Income	5562	\$ -	\$ 1,455.00	\$ -	\$ -	\$ -	0.00%
Gain/(Loss) LAIF Investments	5565	\$ -	\$ 1,589.14	\$ 1,703.98	\$ -	\$ 1,703.98	0.00%
General Donation	5569	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ 30,125.00	\$ 72,152.12	\$ 78,364.00	\$ 79,220.00	\$ 856.00	98.92%
Donations for CIP Projects	5571	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grant Revenue NRPA	5572	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Scholarships	5573	\$ 3.00	\$ -	\$ 19.00	\$ -	\$ 19.00	0.00%
Grant Greenfield Fitness Equ	5574	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 6,346.18	\$ 14,982.96	\$ 18,664.26	\$ 45,621.00	\$ 26,956.74	40.91%
Incentive Income	5585	\$ 635.26	\$ 2,889.57	\$ 635.26	\$ 1,600.00	\$ 964.74	39.70%
Reimbursement ROPS	5600	\$ -	\$ 93,916.20	\$ 114,200.16	\$ 67,100.00	\$ 47,100.16	170.19%
Revenue		\$ 113,573.32	\$ 563,686.87	\$ 3,646,039.68	\$ 7,073,006.00	\$ 9,773,986.60	51.55%

General Ledger
Statement of Revenues and Expenditures
Fund 10 - General Fund
September 2016 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
YTD Comparison				\$ 3,082,352.81			
Expense							
Full Time Salaries	6100	\$ 161,163.36	\$ 432,332.17	\$ 444,242.82	\$ 2,186,026.00	\$ 1,741,783.18	20.32%
Overtime Salaries	6101	\$ 681.75	\$ 2,108.87	\$ 2,807.22	\$ 37,691.00	\$ 34,883.78	7.45%
Car Allowance	6105	\$ 462.70	\$ -	\$ 1,387.46	\$ 9,600.00	\$ 8,212.54	14.45%
Cell Phone Allowance	6108	\$ 1,071.09	\$ -	\$ 3,138.33	\$ 15,765.00	\$ 12,626.67	19.91%
PartTime Salaries	6110	\$ 30,805.46	\$ 168,217.77	\$ 151,725.70	\$ 668,327.00	\$ 516,601.30	22.70%
Retirement	6120	\$ 26,452.49	\$ 55,737.56	\$ 74,254.27	\$ 382,260.00	\$ 308,005.73	19.43%
457 Pension	6121	\$ 135.22	\$ 405.66	\$ 6,230.30	\$ 4,100.00	\$ 2,130.30	151.96%
Employee Insurance	6130	\$ 16,976.85	\$ 71,604.24	\$ 47,699.02	\$ 266,030.00	\$ 218,330.98	17.93%
Workers Compensation	6140	\$ 9,595.51	\$ 19,650.11	\$ 28,841.45	\$ 188,091.00	\$ 159,249.55	15.33%
Unemployment Insurance	6150	\$ 2,096.20	\$ -	\$ 3,136.65	\$ 9,000.00	\$ 5,863.35	34.85%
Loan Pension Obligation	6160	\$ 19,234.00	\$ 56,243.00	\$ 57,702.00	\$ 230,808.00	\$ 173,106.00	25.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ 16,820.66	\$ 43,518.00	\$ 50,461.98	\$ 201,662.00	\$ 151,200.02	25.02%
Personnel		\$ 285,495.29	\$ 849,817.38	\$ 871,627.20	\$ 4,199,360.00	\$ 3,331,993.40	20.76%
YTD Comparison				\$ 21,809.82			
Communications	6200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Telephone	6210	\$ 1,275.19	\$ 3,389.03	\$ 3,543.25	\$ 21,276.00	\$ 17,732.75	16.65%
Internet Services	6220	\$ 577.00	\$ 1,431.00	\$ 1,506.00	\$ 44,136.00	\$ 42,630.00	3.41%
Pool Chemicals	6310	\$ 675.62	\$ 1,145.88	\$ 1,580.45	\$ 15,000.00	\$ 13,419.55	10.54%
Janitorial Supplies	6320	\$ 8,468.98	\$ 12,458.76	\$ 17,059.72	\$ 48,375.00	\$ 31,315.28	35.27%
Kitchen Supplies	6330	\$ 44.25	\$ 5.99	\$ 44.25	\$ 1,650.00	\$ 1,605.75	2.68%
Food Supplies	6340	\$ 38.36	\$ 1,541.56	\$ 122.25	\$ 8,636.00	\$ 8,513.75	1.42%
Water Maint & Service	6350	\$ 100.75	\$ 189.55	\$ 201.50	\$ 1,320.00	\$ 1,118.50	15.27%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 860.00	\$ 860.00	0.00%
Janitorial Services	6370	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
Medical Supplies	6380	\$ -	\$ 365.03	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ 8,815.83	\$ 16,791.84	\$ 26,447.50	\$ 105,790.00	\$ 79,342.50	25.00%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	6510	\$ 2,418.58	\$ 7,564.25	\$ 5,144.05	\$ 48,000.00	\$ 42,855.95	10.72%
Vehicle Maintenance	6520	\$ 3,306.59	\$ 6,195.35	\$ 5,313.42	\$ 34,200.00	\$ 28,886.58	15.54%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ -	\$ 2,300.00	\$ 2,300.00	0.00%
Computer Equip Maintenance	6540	\$ -	\$ -	\$ -	\$ 2,795.00	\$ 2,795.00	0.00%
Building Maintenance	6600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 8,397.84	\$ 14,241.27	\$ 11,359.81	\$ 78,300.00	\$ 66,940.19	14.51%
Bldg Equip Maint/Repair	6620	\$ 115.00	\$ 1,751.56	\$ 115.00	\$ 27,300.00	\$ 27,185.00	0.42%
Improvements/Maintenance	6630	\$ 5,344.77	\$ 1,226.64	\$ 8,284.77	\$ 22,500.00	\$ 14,215.23	36.82%
Incidental Costs Assess	6709	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 15,377.61	\$ 7,369.96	\$ 18,280.05	\$ 93,980.00	\$ 75,699.95	19.45%
Parking Lot Repair Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracted LS Services	6720	\$ -	\$ 775.20	\$ -	\$ -	\$ -	0.00%
Playgrnd Replacmnt Assess	6721	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Amenities Assess	6722	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 6,853.10	\$ 12,917.12	\$ 10,213.20	\$ 56,800.00	\$ 46,586.80	17.98%
Vandalism/Theft	6750	\$ -	\$ 4,784.70	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
Memberships	6810	\$ 300.00	\$ 820.00	\$ 5,994.50	\$ 12,799.00	\$ 6,804.50	46.84%
Office Expense	6900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Office Supplies	6910	\$ 982.29	\$ 5,095.97	\$ 2,697.68	\$ 27,996.00	\$ 25,298.32	9.64%
Postage Expense	6920	\$ 418.19	\$ 5,973.40	\$ 5,153.19	\$ 26,218.00	\$ 21,064.81	19.66%

General Ledger
Statement of Revenues and Expenditures
Fund 10 - General Fund
September 2016 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Advertising Expense	6930	\$ 1,211.34	\$ -	\$ 2,794.29	\$ 15,092.00	\$ 12,297.71	18.52%
Printing Charges	6940	\$ 1,679.51	\$ 2,131.68	\$ 2,615.13	\$ 20,213.00	\$ 17,597.87	12.94%
Bank & ActiveNet Charges	6950	\$ 4,687.73	\$ 17,481.95	\$ 15,477.21	\$ 50,410.00	\$ 34,932.79	30.70%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 373,394.00	\$ 373,394.00	0.00%
Minor Furn Fixture & Equip	6980	\$ 261.23	\$ 2,472.66	\$ 522.46	\$ 1,546.00	\$ 1,023.54	33.79%
Comp Hardware/Software Exp	6990	\$ -	\$ -	\$ 1,628.75	\$ 8,874.00	\$ 7,245.25	18.35%
Fingerprint Fees (HR)	7010	\$ -	\$ 287.00	\$ -	\$ 2,440.00	\$ 2,440.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 4,090.00	\$ 4,090.00	0.00%
Permit & Licensing Fees	7030	\$ -	\$ 73.64	\$ -	\$ 2,700.00	\$ 2,700.00	0.00%
State License Fee	7040	\$ 657.50	\$ -	\$ 657.50	\$ -	\$ 657.50	0.00%
Professional Services	7100	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	0.00%
Legal Services	7110	\$ 5,061.80	\$ 5,024.67	\$ 4,003.80	\$ 69,150.00	\$ 65,146.20	5.79%
Typeset and Print Services	7115	\$ 9,533.93	\$ 11,892.22	\$ 9,545.39	\$ 50,204.00	\$ 40,658.61	19.01%
Instructor Services	7120	\$ 23,986.90	\$ 42,599.95	\$ 44,996.23	\$ 140,473.00	\$ 95,476.77	32.03%
PERS Admin Fees	7125	\$ -	\$ 758.49	\$ -	\$ 1,975.00	\$ 1,975.00	0.00%
Audit Services	7130	\$ -	\$ 3,215.00	\$ 5,640.00	\$ 11,300.00	\$ 5,660.00	49.91%
Medical & Health Svcs (HR)	7140	\$ -	\$ 595.00	\$ 100.00	\$ 5,500.00	\$ 5,400.00	1.82%
Security Services	7150	\$ 746.46	\$ 1,157.76	\$ 1,677.60	\$ 4,740.00	\$ 3,062.40	35.39%
Entertainment Services	7160	\$ -	\$ 150.00	\$ -	\$ 2,450.00	\$ 2,450.00	0.00%
Business Services	7180	\$ 2,542.00	\$ 29,813.91	\$ 29,079.98	\$ 84,923.00	\$ 55,843.02	34.24%
Umpire/Referee Services	7190	\$ 500.00	\$ 330.00	\$ 630.00	\$ 2,000.00	\$ 1,370.00	31.50%
Publication/Legal Notices	7200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 2,720.67	\$ -	\$ 3,604.00	\$ 3,604.00	0.00%
Rents and Leases	7300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 572.23	\$ 2,107.07	\$ 759.86	\$ 28,760.00	\$ 28,000.14	2.64%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ 5.00	\$ 10,938.00	\$ 10,933.00	0.05%
Event Supplies	7410	\$ 83.83	\$ 580.92	\$ 124.02	\$ 2,210.00	\$ 2,085.98	5.61%
Supplies	7420	\$ -	\$ 152.12	\$ 53.88	\$ 7,016.00	\$ 6,962.12	0.77%
Bingo Supplies	7430	\$ 702.57	\$ 1,694.15	\$ 1,797.46	\$ 7,800.00	\$ 6,002.54	23.04%
Sporting Goods	7440	\$ 1,362.01	\$ 2,116.37	\$ 1,365.21	\$ 8,125.00	\$ 6,759.79	16.80%
Arts and Craft Supplies	7450	\$ -	\$ 542.50	\$ 129.86	\$ 4,700.00	\$ 4,570.14	2.76%
Training Supplies	7460	\$ -	\$ -	\$ -	\$ 3,420.00	\$ 3,420.00	0.00%
Camp Supplies	7470	\$ -	\$ 447.51	\$ 401.52	\$ 1,080.00	\$ 678.48	37.18%
Small Tools	7500	\$ 234.04	\$ -	\$ 784.27	\$ 15,950.00	\$ 15,165.73	4.92%
Safety Supplies	7510	\$ 372.89	\$ 2,091.65	\$ 1,241.03	\$ 7,484.00	\$ 6,242.97	16.58%
Special Department Expense	7600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Uniform Allowance	7610	\$ 761.18	\$ 904.59	\$ 1,178.60	\$ 12,688.00	\$ 11,509.40	9.29%
Safety Clothing	7620	\$ -	\$ 2,975.87	\$ 410.14	\$ 3,150.00	\$ 2,739.86	13.02%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Conference&Seminar Staff	7710	\$ 145.00	\$ 1,239.21	\$ 495.00	\$ 12,790.00	\$ 12,295.00	3.87%
Conference&Seminar Board	7715	\$ 352.53	\$ -	\$ 292.53	\$ 2,840.00	\$ 3,132.53	10.30%
Conference&Seminar Travel Exp	7720	\$ -	\$ 886.55	\$ 580.00	\$ 9,758.00	\$ 9,178.00	5.94%
Out of Town Travel Board	7725	\$ 3.23	\$ -	\$ 3.23	\$ 6,355.00	\$ 6,351.77	0.05%
Private Vehicle Mileage	7730	\$ 389.34	\$ 589.02	\$ 523.80	\$ 4,556.00	\$ 4,032.20	11.50%
Transportation Charges	7740	\$ -	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
Buses/Excursions	7750	\$ 1,827.64	\$ 2,663.30	\$ 2,422.64	\$ 21,966.00	\$ 19,543.36	11.03%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities Gas	7810	\$ 1,273.78	\$ 2,786.06	\$ 2,519.07	\$ 26,491.00	\$ 23,971.93	9.51%
Utilities Water	7820	\$ 131,212.22	\$ 125,713.06	\$ 159,928.08	\$ 742,489.00	\$ 582,560.92	21.54%
Utilities Electric	7830	\$ 20,009.90	\$ 36,882.71	\$ 38,423.20	\$ 231,245.00	\$ 192,821.80	16.62%
Reserve Designated Project	7902	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Awards and Certificates	7910	\$ 3,097.87	\$ 5,799.13	\$ 4,374.25	\$ 18,186.00	\$ 13,811.75	24.05%
Meals for Staff Training	7920	\$ -	\$ 172.26	\$ 399.33	\$ 2,710.00	\$ 3,109.33	14.74%
Employee Morale	7930	\$ -	\$ 928.78	\$ -	\$ 3,475.00	\$ 3,475.00	0.00%
COP Debt PV Fields	7950	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Statement of Revenues and Expenditures
Fund 10 - General Fund
September 2016 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Reserve Designated Project	7972	\$ 2,500.00	\$ -	\$ 7,500.00	\$ 30,000.00	\$ 22,500.00	25.00%
Reserve Dry Period	7973	\$ 7,583.33	\$ -	\$ 22,750.00	\$ 91,000.00	\$ 68,250.00	25.00%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Transfer Out	8100	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Scholarships	8105	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Discounts Military	8110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Land Improvements	8200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Structures & Improvements	8300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Service and Supplies		\$ 286,861.95	\$ 418,011.49	\$ 490,890.91	\$ 2,863,941.00	\$ 2,375,748.81	17.14%
YTD Comparison				\$ 72,879.42			

Total Expense		\$ 572,357.24	\$ 1,267,828.87	\$ 1,362,518.11	\$ 7,063,301.00	\$ 5,707,742.21	19.29%
YTD Comparison				\$ 94,689.24			

Capital	8400	\$ -	\$ -	\$ -	\$ 502,790.00	\$ 502,790.00	0.00%
LWCF Grant	8401	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NRPA Grant	8402	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HCF Grant Trails	8403	\$ -	\$ -	\$ 101.86	\$ -	\$ 101.86	0.00%
Greenfield Outdoor Fitness Equ	8404	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HCF Grant Wildlife Programs	8405	\$ 451.83	\$ 256.79	\$ 1,933.20	\$ -	\$ 1,933.20	0.00%
Grnfield Outdoor Fitness Equip	8406	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Springbrook Software	8407	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Cam Grove Park	8409	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 45,200.00	\$ 45,200.00	0.00%
Telephone System	8421	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	0.00%
Capital		\$ 4,951.83	\$ 66,386.79	\$ 6,535.06	\$ 547,990.00	\$ 554,525.06	1.19%
YTD Comparison				\$ (59,851.73)			

General Ledger
Statement of Revenues and Expenditures
Fund 20 Assessment District
September 2016 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Apport Fund	5310	\$ -	\$ -	\$ 52.55	\$ 1,536.00	\$ 1,483.45	3.42%
Other Interest Income	5320	\$ -	\$ 331.13	\$ -	\$ -	\$ -	0.00%
Park DedicationFees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Assessment Revenue	5500	\$ -	\$ -	\$ -	\$ 1,046,037.00	\$ 1,046,037.00	0.00%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 379,171.00	\$ 379,171.00	0.00%
Revenue		\$ -	\$ 331.13	\$ 52.55	\$ 1,426,744.00	\$ 1,426,691.45	0.00%
YTD Comparison				\$ (278.58)			
Expense							
Full Time Salaries	6100	\$ 7,328.65	\$ 23,697.94	\$ 18,738.90	\$ 96,247.00	\$ 77,508.10	19.47%
Overtime Salaries	6101	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Car Allowance	6105	\$ 370.28	\$ -	\$ 1,109.33	\$ 1,200.00	\$ 90.67	92.44%
Cell Phone Allowance	6108	\$ 60.18	\$ -	\$ 180.29	\$ 975.00	\$ 794.71	18.49%
PartTime Salaries	6110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 1,233.72	\$ 2,664.01	\$ 3,177.95	\$ 16,504.00	\$ 13,326.05	19.26%
457 Pension	6121	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Insurance	6130	\$ 982.29	\$ 2,837.61	\$ 2,506.48	\$ 13,412.00	\$ 10,905.52	18.69%
Workers Compensation	6140	\$ 623.17	\$ 1,262.57	\$ 1,628.29	\$ 8,085.00	\$ 6,456.71	20.14%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Loan Pension Obligation	6160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel		\$ 10,598.29	\$ 30,462.13	\$ 27,341.24	\$ 136,423.00	\$ 109,081.76	20.04%
YTD Comparison				\$ (3,120.89)			
Service and Supplies							
Incidental Costs Assess	6709	\$ 15,610.13	\$ 15,348.25	\$ 15,610.13	\$ 27,500.00	\$ 11,889.87	56.76%
Grounds Maintenance	6710	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Parking Lot Repair Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracted LS Services	6720	\$ 44,739.95	\$ 51,287.81	\$ 76,780.09	\$ 403,560.00	\$ 326,779.91	19.03%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 2,625.00	\$ 2,625.00	0.00%
Business Services	7180	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%
COP Debt PV Fields	7950	\$ 62,655.42	\$ 102,180.63	\$ 187,966.25	\$ 751,865.00	\$ 651,038.52	25.00%
Service and Supplies		\$ 128,005.50	\$ 168,816.69	\$ 285,356.47	\$ 1,185,550.00	\$ 997,333.30	24.07%
YTD Comparison				\$ 116,539.78			
Total Expense		\$ 138,603.79	\$ 199,278.82	\$ 312,697.71	\$ 1,321,973.00	\$ 1,106,415.06	23.65%
YTD Comparison				\$ 113,418.89			

**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: November 3, 2016

**SUBJECT: APPROVE THE SPECIFICATIONS FOR THE
PURCHASE OF A REPLACEMENT VEHICLE**

RECOMMENDATION

It is recommended the Board approve the attached specifications for the purchase of a 2016 or 2017 Ford Escape fleet vehicle.

BACKGROUND

The District's annual budget has an allocation of \$28,000 for the purchase of vehicles and large equipment. The funds are in the Parks Operating Budget account number 410-8420. The fund is designed as a mechanism to fund the ongoing replacement of fleet vehicles and equipment. This amount has been allocated since the FY 2010-2011 Budget. Each year funds not expended are "rolled-over" in the account for the next budget cycle. Currently the account balance has grown to \$81,421.

The vehicle to be replaced was in an accident and was determined to be non-repairable. The new sports utility vehicle will be assigned to the Park Ranger Program. This vehicle will provide the Park Ranger program with a vehicle for easier mobility, easier access for storage and passenger space. Staff will be returning in January to address the 1985 Toyota pick-up which is also due to be replaced.

ANALYSIS

The purchase of this vehicle will assist the District in moving forward in both fleet management and economization. This vehicle will result in the decommissioning of a 2008 Ford Escape. 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 items. 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 and 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 our specifications.

FISCAL IMPACT

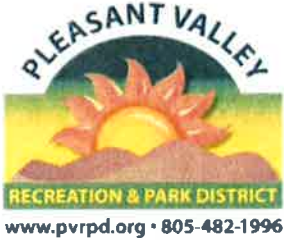
This action has no fiscal impact. After reviewing and evaluating the bids staff will return to the Board and request approval to purchase the selected vehicle at which time there will be a fiscal impact.

RECOMMENDATION

It is recommended the Board approve the attached specifications for the purchase of a 2016 or 2017 Ford Escape fleet vehicle.

ATTACHMENT

- 1) Ford Escape Vehicle Specifications (1 page)
- 2) Request for Bid (3 pages)



Vehicle Replacement Specification Sheet

To: Pleasant Valley Recreation & Park District Board of Directors
From: Bob Cerasuolo, Park Services Manager
CC: Mary Otten, General Manager
Date: 11/3/2016
Re: Vehicle Replacement

The Pleasant Valley Recreation and Park District's Park Division is seeking proposals for a sports utility vehicle. The vehicle must meet the following requirements:

- New Vehicle, either 2016 or 2017 model
- Seating capacity for four adults
- 4 cylinder 2.5L iVCT I-4 engine, or like
- 6 speed automatic transmission
- Brakes-Power disc with Anti – Lock Braking System (ABS)
- 103” wheel base minimum
- Paint color - white
- Cloth bucket seats
- Rear hatch back, overhead door
- Airbags for driver and passenger

Full specifications are available upon request.

Parks Department Ford Escape Bid

Request for Bid:
Due December 7, 2016, 2:00 pm



www.pvrpd.org • 805-482-1996

Bob Cerasuolo
Park Services Manager
Pleasant Valley Recreation
and Park District, Camarillo, CA
805-482-5396 x301
bobc@pvrpd.org
www.pvrpd.org

Request for Bid: Due December 7, 2016 , 2:00 pm | 2016

INVITATION TO BID

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

FORD ESCAPE

- New Vehicle, either 2016 or 2017 model
- Seating capacity for four adults
- 4 cylinder 2.5L iVCT I-4 engine, or like
- 6 speed automatic transmission
- Brakes-Power disc with Anti – Lock Braking System (ABS)
- 105.9” wheel base minimum
- Paint color - white
- Cloth bucket seats
- Rear hatch back, overhead door
- Airbags for driver and passenger

PROPOSAL DEADLINE

The deadline for bid submittal is **Monday December 7, 2016, 2:00 p.m.** Complete and sign the forms provided and submit with packet. Mark envelopes ***Vehicle Bid*** by the deadline to:

Bob Cerasuolo, Park Services Manager
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

FAXED or ELECTRONIC RESPONSES WILL NOT BE ACCEPTED

ADDITIONAL INFORMATION

For questions contact: **Bob Cerasuolo** bobc@pvrpd.org
(805) 482-1996 X 301 or (805) 482-5396 X 301

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 and 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: Leonore Young, Administrative Services Manager

DATE: November 3, 2016

SUBJECT: REFUNDING \$12,775,000 SERIES 2008 CERTIFICATES OF PARTICIPATION (COPS)

RECOMMENDATION

It is recommended the Board of Directors review and approve 1) the refunding of the 2008 Certificates of Participation debt service bond for Pleasant Valley Fields, 2) authorization for the General Manager to enter into agreements with the Finance Team (Financial Advisor, Bond Council, Underwriter, Disclosure Counsel, Underwriter's Counsel) and 3) completion of the transaction with a Negotiated Sale of the Bonds.

BACKGROUND

On June 24, 2008, the District issued \$12,775,000 in Certificates of Participation (COPS), a form of bond to finance park improvements. The COPS are secured by a lease financing obligation of the District General Fund and a pledge of annual assessments from the District's 2001 Park Maintenance and Recreation Improvement Assessment District. The 2008 COPS encumbered, subject to the lease, the Camarillo Community Center and the Village at the Park Property.

Recently, Curt de Crinis of C.M. de Crinis & Co. contacted General Manager Mary Otten to inquire if the District would be interested in refunding the 2008 Certificates of Participation to take advantage of lower interest rates. These 2008 COPS were sold and the net proceeds of the bonds were used to finance and develop a 53-acre parcel now known as Pleasant Valley Fields.

At the outset of evaluating the refunding, staff solicited the advice of professionals to educate the District Board regarding issues related to the potential refunding. Additional investigation will need to be undertaken. There are key concepts that must be taken into consideration when evaluating the refunding of bonds including but not limited to:

- 1) Financial and Policy Objectives
- 2) Financial Savings
- 3) Bond Structure and Escrow Efficiency

If a refunding is undertaken to achieve cost savings, the District should evaluate: 1) issuance costs that will be incurred and the interest rate at which the refunding bonds can be issued, 2) maturity date of the refunded bonds, 3) call date of the refunded bonds, 4) call premium on the refunded bonds, 5) structure and yield of the refunding escrow, and 6) any transferred proceeds penalty.

One test the District can use to assess the appropriateness of the refunding of the COPS is to specify the achievement of a minimum net value savings. A common threshold is that savings as a percentage of the refunding bonds should be at least 3-5%. It is important to note that federal tax law typically permits an issuer to conduct one advance refunding over the life of a bond issue. Advanced refunding is when the refunded bonds remain outstanding for a period of more than 90 days after the issuance of the refunding issue.

At the September 22, 2016 meeting, the Board directed staff to further investigate the refunding of the 2008 Certificates of Participation.

ANALYSIS


Staff has determined, in consultation with our Financial Advisor, that current bond market conditions could allow for the issuance of refunding bonds to refinance all the outstanding bonds. A refunding would involve \$12,130,000 of the remaining unpaid principal. The outstanding par amount of the Refunded Bonds is \$12,025,000. The COPS are first callable on September 1, 2018 without penalty. If the District continued with an advanced refunding, there would be higher fees associated with the transaction than if the District were to wait until the 2018 call date. If the District believes that rates will go up by more than half a percentage point between now and September 2018, then it would make financial sense to proceed with the transaction now, opposed to waiting until 2018. Current bond market conditions could result in a true interest cost reduction of 3%. These savings would likely be higher if the bond market remained consistent thru the 2018 call date.

As part of this process, there are several other items which the District Board would ultimately have to consider, including: 1) a Competitive vs. Negotiable Bond sale method, and 2) the Financial team for this transaction.

There are basically two ways that municipal debt obligations, such as the District's COPS can be sold. With a competitive sale, the District with the assistance of its Finance Team can put together the complete financing package - Preliminary Official Statement, Rating, Insurance, and Bond Document. The Financial Advisor would then advertise that these COPS are subject to bid at a defined time. Broker dealers would then decide whether they want to participate and submit a bid. With a negotiated sale, the District and its Financial Advisor, would through a RFP process, request proposals from broker dealers in advance of the sale. The purpose of this process is to select a broker dealer best qualified to underwrite and purchase the District's COPS.

In 2008, the District sold its Series 2008 COPS, with an AA- rating through a competitive sale. The sale was very successful, with a total of 4 bidders. In a negotiated sale, the District Financial Advisor would solicit proposals from underwriters and recommend the best qualified firm. The selected underwriting firm will then work with investors to help assure the District obtains the lowest interest rates possible. While competitive bidding is possible, the District will have less

market and investor risk undertaking a negotiated sale process. With a negotiated sale, the Financial Advisors would identify upfront the broker dealer firm that understands the proposed transaction and is confident and committed to finding the right investors.

Determining Method of Sale	
Factors Favoring Competitive Sale	Factors Favoring Negotiated Sale
<input type="checkbox"/> Rating of the proposed is expected to be in the “A” or better category.	<input type="checkbox"/> Rating of the proposed bonds is expected to be in the “BBB” or lower category.
<input type="checkbox"/> The bonds are general obligations, full faith and credit obligations or are revenue bonds secured by a strong, known and long-standing revenue stream (e.g. water, sewer, electric).	<input type="checkbox"/> Bond insurance or other credit enhancement is not available or not cost-effective.
<input type="checkbox"/> The bond structure is not expected to include “exotic” products that require extensive explanation to the market.	<input type="checkbox"/> The bond structure has features such as pooled borrowers, variable rate debt, deferred interest bonds or other bonds expected to require extensive communication with the market.
The majority of local government bond issues should align within these categories.	<input type="checkbox"/> The issuer desires to target specific participants such as disadvantaged business enterprises (DBEs), retail investors or local firms.
 GOVERNMENT FINANCE OFFICERS ASSOCIATION	<input type="checkbox"/> Other factors that the issuer, in consultation with the financial advisor, believes favor the use of a negotiated sale.

With a competitive sale, bidders often review the Preliminary Official Statement the day before the sale or even the morning of the sale. The decision to bid or not can often be made at the last minute. Any “wrinkle” in the financing may cause a broker dealer to pass and wait for the next deal.

Staff has identified two separate collaterals to secure COPS in the refunding including the District's General Fund and the special tax assessment established in 2001. The District's current COPS are secured utilizing both of these as collateral. If the District proceeds with the refunding action the new COPS will be secured utilizing the General Fund as a sole security.

Another item for consideration is the Financial Team which the District will use to refund the COPS. The District used the following organizations as part of the Financial Team: C.M De Crinis & Co. (Financial Advisor), Jones Hall (Bond and Disclosure Counsel), Edward D. Jones & Co (Underwriter), Standard & Poor (Rating Agency), Assured Guaranty (Bond Insurance), Ventura County Manager (Title Insurance Company), SCI Consulting Group (Assessment Administrator), and CSDA Finance Corporation (Lessee). If after additional investigation the Board ultimately decides to pursue the refunding process, staff anticipates that contracts with members of the Financial Team will need to be brought to the Board for approval as a preliminary step.

FISCAL IMPACT

A common threshold is that savings as a percentage of the refunding bonds should be at least 3-5%. All costs of issuance will be financed by the refunding COPS issue. If savings are not acceptable, the refunding issue will be postponed. There will be some cost exposure to the District for continuing disclosure updates and other consulting fees if the issue is postponed.

RECOMMENDATION

It is recommended the Board of Directors review and approve 1) the refunding of the 2008 Certificates of Participation debt service bond for Pleasant Valley Fields, 2) authorization for the General Manager to enter into agreements with the Finance Team (Financial Advisor, Bond Counsel, Underwriter, Disclosure Counsel, Underwriter's Counsel) and 3) completion of the transaction with a Negotiated Sale of the Bonds.

ATTACHMENTS

- 1) Finance Report (9 pages)

SOURCES AND USES OF FUNDS

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Sources:

Bond Proceeds:	
Par Amount	13,120,000.00
Net Premium	487,291.75
	13,607,291.75

Uses:

Refunding Escrow Deposits:	
Cash Deposit	744.32
Open Market Purchases	13,157,447.73
	13,158,192.05

Delivery Date Expenses:	
Cost of Issuance	225,000.00
Underwriter's Discount	78,720.00
Bond Insurance	114,436.39
DSR Surety	26,908.75
	445,065.14

Other Uses of Funds:	
Additional Proceeds	4,034.56
	13,607,291.75

SAVINGS

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 01/15/2017 @ 2.9822696%
03/01/2017	299,385.63	145,192.50	154,193.13		153,610.99
09/01/2017	474,385.63	567,788.75	-93,403.12	60,790.01	-91,683.36
03/01/2018	295,710.63	214,288.75	81,421.88		78,748.48
09/01/2018	490,710.63	479,288.75	11,421.88	92,843.76	10,884.55
03/01/2019	291,566.88	211,638.75	79,928.13		75,048.93
09/01/2019	511,566.88	496,638.75	14,928.13	94,856.26	13,810.90
03/01/2020	286,836.88	207,363.75	79,473.13		72,445.09
09/01/2020	531,836.88	517,363.75	14,473.13	93,946.26	12,999.39
03/01/2021	281,477.50	202,713.75	78,763.75		69,704.17
09/01/2021	556,477.50	542,713.75	13,763.75	92,527.50	12,001.65
03/01/2022	275,358.75	197,613.75	77,745.00		66,795.72
09/01/2022	575,358.75	557,613.75	17,745.00	95,490.00	15,021.87
03/01/2023	268,533.75	190,413.75	78,120.00		65,160.17
09/01/2023	603,533.75	590,413.75	13,120.00	91,240.00	10,782.65
03/01/2024	260,745.00	182,413.75	78,331.25		63,430.60
09/01/2024	625,745.00	612,413.75	13,331.25	91,662.50	10,636.69
03/01/2025	252,167.50	173,813.75	78,353.75		61,598.10
09/01/2025	652,167.50	638,813.75	13,353.75	91,707.50	10,343.86
03/01/2026	242,667.50	164,513.75	78,153.75		59,648.72
09/01/2026	682,667.50	669,513.75	13,153.75	91,307.50	9,891.74
03/01/2027	232,107.50	154,413.75	77,693.75		57,568.00
09/01/2027	707,107.50	689,413.75	17,693.75	95,387.50	12,917.75
03/01/2028	220,529.38	143,713.75	76,815.63		55,257.15
09/01/2028	740,529.38	723,713.75	16,815.63	93,631.26	11,918.56
03/01/2029	207,659.38	132,113.75	75,545.63		52,758.45
09/01/2029	772,659.38	757,113.75	15,545.63	91,091.26	10,697.02
03/01/2030	193,534.38	119,613.75	73,920.63		50,117.81
09/01/2030	803,534.38	784,613.75	18,920.63	92,841.26	12,639.62
03/01/2031	178,284.38	106,313.75	71,970.63		47,372.42
09/01/2031	843,284.38	821,313.75	21,970.63	93,941.26	14,249.01
03/01/2032	161,659.38	92,013.75	69,645.63		44,504.90
09/01/2032	876,659.38	852,013.75	24,645.63	94,291.26	15,517.65
03/01/2033	143,784.38	81,943.75	61,840.63		38,364.69
09/01/2033	918,784.38	886,943.75	31,840.63	93,681.26	19,463.07
03/01/2034	124,409.38	70,875.00	53,534.38		32,242.92
09/01/2034	959,409.38	920,875.00	38,534.38	92,068.76	22,867.67
03/01/2035	103,012.50	58,125.00	44,887.50		26,246.46
09/01/2035	1,003,012.50	953,125.00	49,887.50	94,775.00	28,741.47
03/01/2036	79,950.00	44,700.00	35,250.00		20,010.05
09/01/2036	1,044,950.00	984,700.00	60,250.00	95,500.00	33,699.08
03/01/2037	55,221.88	30,600.00	24,621.88		13,569.20
09/01/2037	1,095,221.88	1,025,600.00	69,621.88	94,243.76	37,805.11
03/01/2038	28,571.88	15,675.00	12,896.88		6,900.19
09/01/2038	1,143,571.88	1,060,675.00	82,896.88	95,793.76	43,700.54
	21,096,348.88	19,072,731.25	2,023,617.63	2,023,617.63	1,490,009.71

SAVINGS

Pleasant Valley Recreation and Park District
Refunding Certificates of Participation
Assumes 'A' Bond Rating and Bond Insurance

Savings Summary

PV of savings from cash flow	1,490,009.71
Plus: Refunding funds on hand	4,034.56
	<hr/>
Net PV Savings	1,494,044.27

SUMMARY OF REFUNDING RESULTS

Pleasant Valley Recreation and Park District
Refunding Certificates of Participation
Assumes 'A' Bond Rating and Bond Insurance

Dated Date	01/15/2017
Delivery Date	01/15/2017
Arbitrage yield	2.982270%
Escrow yield	0.792598%
Value of Negative Arbitrage	433,856.60
Bond Par Amount	13,120,000.00
True Interest Cost	3.006017%
Net Interest Cost	3.046855%
Average Coupon	3.271391%
Average Life	13.869
Par amount of refunded bonds	12,130,000.00
Average coupon of refunded bonds	5.028743%
Average life of refunded bonds	14.334
PV of prior debt to 01/15/2017 @ 2.982270%	15,136,410.82
Net PV Savings	1,494,044.27
Percentage savings of refunded bonds	12.316935%
Percentage savings of refunding bonds	11.387533%

SUMMARY OF BONDS REFUNDED

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Certificates of Participation Series 2008, SERIES08:					
SERIAL	09/01/2017	4.200%	175,000.00		
	09/01/2018	4.250%	195,000.00		
	09/01/2019	4.300%	220,000.00	09/01/2018	100.000
	09/01/2020	4.375%	245,000.00	09/01/2018	100.000
	09/01/2021	4.450%	275,000.00	09/01/2018	100.000
	09/01/2022	4.550%	300,000.00	09/01/2018	100.000
	09/01/2023	4.650%	335,000.00	09/01/2018	100.000
	09/01/2024	4.700%	365,000.00	09/01/2018	100.000
	09/01/2025	4.750%	400,000.00	09/01/2018	100.000
	09/01/2026	4.800%	440,000.00	09/01/2018	100.000
	09/01/2027	4.875%	475,000.00	09/01/2018	100.000
	09/01/2028	4.950%	520,000.00	09/01/2018	100.000
	TERM	09/01/2033	5.000%	3,330,000.00	09/01/2018
TERM02	09/01/2038	5.125%	4,855,000.00	09/01/2018	100.000
			12,130,000.00		

PRIOR BOND DEBT SERVICE

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/01/2017			299,385.63	299,385.63	
09/01/2017	175,000	4.200%	299,385.63	474,385.63	773,771.26
03/01/2018			295,710.63	295,710.63	
09/01/2018	195,000	4.250%	295,710.63	490,710.63	786,421.26
03/01/2019			291,566.88	291,566.88	
09/01/2019	220,000	4.300%	291,566.88	511,566.88	803,133.76
03/01/2020			286,836.88	286,836.88	
09/01/2020	245,000	4.375%	286,836.88	531,836.88	818,673.76
03/01/2021			281,477.50	281,477.50	
09/01/2021	275,000	4.450%	281,477.50	556,477.50	837,955.00
03/01/2022			275,358.75	275,358.75	
09/01/2022	300,000	4.550%	275,358.75	575,358.75	850,717.50
03/01/2023			268,533.75	268,533.75	
09/01/2023	335,000	4.650%	268,533.75	603,533.75	872,067.50
03/01/2024			260,745.00	260,745.00	
09/01/2024	365,000	4.700%	260,745.00	625,745.00	886,490.00
03/01/2025			252,167.50	252,167.50	
09/01/2025	400,000	4.750%	252,167.50	652,167.50	904,335.00
03/01/2026			242,667.50	242,667.50	
09/01/2026	440,000	4.800%	242,667.50	682,667.50	925,335.00
03/01/2027			232,107.50	232,107.50	
09/01/2027	475,000	4.875%	232,107.50	707,107.50	939,215.00
03/01/2028			220,529.38	220,529.38	
09/01/2028	520,000	4.950%	220,529.38	740,529.38	961,058.76
03/01/2029			207,659.38	207,659.38	
09/01/2029	565,000	5.000%	207,659.38	772,659.38	980,318.76
03/01/2030			193,534.38	193,534.38	
09/01/2030	610,000	5.000%	193,534.38	803,534.38	997,068.76
03/01/2031			178,284.38	178,284.38	
09/01/2031	665,000	5.000%	178,284.38	843,284.38	1,021,568.76
03/01/2032			161,659.38	161,659.38	
09/01/2032	715,000	5.000%	161,659.38	876,659.38	1,038,318.76
03/01/2033			143,784.38	143,784.38	
09/01/2033	775,000	5.000%	143,784.38	918,784.38	1,062,568.76
03/01/2034			124,409.38	124,409.38	
09/01/2034	835,000	5.125%	124,409.38	959,409.38	1,083,818.76
03/01/2035			103,012.50	103,012.50	
09/01/2035	900,000	5.125%	103,012.50	1,003,012.50	1,106,025.00
03/01/2036			79,950.00	79,950.00	
09/01/2036	965,000	5.125%	79,950.00	1,044,950.00	1,124,900.00
03/01/2037			55,221.88	55,221.88	
09/01/2037	1,040,000	5.125%	55,221.88	1,095,221.88	1,150,443.76
03/01/2038			28,571.88	28,571.88	
09/01/2038	1,115,000	5.125%	28,571.88	1,143,571.88	1,172,143.76
	12,130,000		8,966,348.88	21,096,348.88	21,096,348.88

ESCROW REQUIREMENTS

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Period Ending	Principal	Interest	Principal Redeemed	Total
03/01/2017		299,385.63		299,385.63
09/01/2017	175,000.00	299,385.63		474,385.63
03/01/2018		295,710.63		295,710.63
09/01/2018	195,000.00	295,710.63	11,760,000.00	12,250,710.63
	370,000.00	1,190,192.52	11,760,000.00	13,320,192.52

BOND SUMMARY STATISTICS

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Dated Date	01/15/2017
Delivery Date	01/15/2017
Last Maturity	09/01/2038
Arbitrage Yield	2.982270%
True Interest Cost (TIC)	3.006017%
Net Interest Cost (NIC)	3.046855%
All-In TIC	3.261268%
Average Coupon	3.271391%
Average Life (years)	13.869
Duration of Issue (years)	10.695
Par Amount	13,120,000.00
Bond Proceeds	13,607,291.75
Total Interest	5,952,731.25
Net Interest	5,544,159.50
Total Debt Service	19,072,731.25
Maximum Annual Debt Service	1,076,350.00
Average Annual Debt Service	881,862.73
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	6.000000
Total Underwriter's Discount	6.000000
Bid Price	103.114114

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	13,120,000.00	103.714	3.271%	13.869
	13,120,000.00			13.869

	TIC	All-In TIC	Arbitrage Yield
Par Value	13,120,000.00	13,120,000.00	
+ Accrued Interest			
+ Premium (Discount)	487,291.75	487,291.75	
- Underwriter's Discount	-78,720.00	-78,720.00	
- Cost of Issuance Expense		-225,000.00	
- Other Amounts		-141,345.14	-114,436.39
Target Value	13,528,571.75	13,162,226.61	-114,436.39
Target Date	01/15/2017	01/15/2017	01/15/2017
Yield	3.006017%	3.261268%	2.982270%

BOND PRICING

Pleasant Valley Recreation and Park District
 Refunding Certificates of Participation
 Assumes 'A' Bond Rating and Bond Insurance

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity
Bond Component:						
	09/01/2017	350,000	2.000%	0.900%	100.910	
	09/01/2018	265,000	2.000%	1.070%	101.683	
	09/01/2019	285,000	3.000%	1.250%	104.855	
	09/01/2020	310,000	3.000%	1.310%	106.297	
	09/01/2021	340,000	3.000%	1.400%	107.451	
	09/01/2022	360,000	4.000%	1.600%	113.314	
	09/01/2023	400,000	4.000%	1.740%	114.499	
	09/01/2024	430,000	4.000%	1.920%	115.058	
	09/01/2025	465,000	4.000%	2.000%	116.118	
	09/01/2026	505,000	4.000%	2.150%	116.316	
	09/01/2027	535,000	4.000%	2.350%	114.409	2.475%
	09/01/2028	580,000	4.000%	2.450%	113.469	2.665%
	09/01/2029	625,000	4.000%	2.650%	111.616	2.909%
	09/01/2030	665,000	4.000%	2.700%	111.158	3.008%
	09/01/2031	715,000	4.000%	2.750%	110.702	3.095%
	09/01/2032	760,000	2.650%	3.050%	95.004	
	09/01/2033	805,000	2.750%	3.150%	94.802	
	09/01/2034	850,000	3.000%	3.300%	95.977	
	09/01/2035	895,000	3.000%	3.300%	95.814	
	09/01/2036	940,000	3.000%	3.300%	95.656	
	09/01/2037	995,000	3.000%	3.300%	95.503	
	09/01/2038	1,045,000	3.000%	3.300%	95.355	
		13,120,000				

Dated Date	01/15/2017	
Delivery Date	01/15/2017	
First Coupon	03/01/2017	
Par Amount	13,120,000.00	
Premium	487,291.75	
Production	13,607,291.75	103.714114%
Underwriter's Discount	-78,720.00	-0.600000%
Purchase Price	13,528,571.75	103.114114%
Accrued Interest		
Net Proceeds	13,528,571.75	

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Mitchell Cameron, Administrative Analyst

DATE: November 3, 2016

SUBJECT: CONSIDERATION AND APPROVAL TO SIGN A FIVE-YEAR LEASE AGREEMENT BETWEEN THE DISTRICT AND KONICA MINOLTA FOR A NEW COPIER

RECOMMENDATION

It is recommended the Board approve and authorize staff to sign a five-year lease agreement between the District and Konica Minolta for a new copier.

BACKGROUND

At the September Board Meeting the Board approved an RFP for a new color copier. This agenda item is a follow up to the RFP and the submitted bids for the RFP. As previously indicated to the Board the existing copier has continually required service and maintenance beyond the normal service agreement. With the majority of District staff utilizing the copier, the breakdowns have become a hindrance to work flow. Additionally, based on new technology, the existing copier cannot provide the quality and variety of services associated with a new machine. In particular, over the past year, the service technician has strongly recommended the replacement of the copier as this copier has over one million copies.

In this respect, staff has reviewed a number of copiers and as reflected in the RFP, is recommending the lease of a Konica Minolta copier.

ANALYSIS

After receiving approval of the copier specifications from the Board, staff solicited bids from four local providers. The proposed 5-year lease contains all provisions for full service and maintenance of the copier. The selected vendor, Konica Minolta has received numerous rewards and accolades and guarantees four-hour service. Konica Minolta currently services copiers located in the Conejo Recreation and Park District and their contract has been negotiated thru National Association of State Procurement Officers (NASPO).

FISCAL IMPACT

The District has a 5-year lease on an existing Cannon Copier that Konica Minolta has agreed to buyout for \$1,370. Staff has calculated and budgeted for the existing lease with a staff calculated 5-year cost of \$61,225.79; the new lease has an estimated 5-year cost of \$45,877.03.

RECOMMENDATION

It is recommended the Board approve and authorize staff to sign a five-year lease agreement between the District and Konica Minolta for a new copier.

ATTACHMENTS

- 1) Copier Comparison (1 page)
- 2) Copier RFP (1 page)

Requirements Categories	Current Document System	Proposal #1 Konica Minolta	Proposal #2 Document System	Proposal #3 SoCal 360	Proposal #4 Cyber Copy
A Service Level Agreement (SLA) that guarantees service response and systems performance.	2-4 hour Response	96% 4 Hour Response	2-4 hour Response	97% 4 Hour Response	97% 4 Hour Response
Local Dispatch for service requests and parts, supplies inventory in Ventura County.	Yes	Yes	Yes	Yes	Yes
System:	Cannon IRAC 5045 C558	Cannon 55601	Xerox WC79701	Xerox 7855	
Copy print speed - a minimum of 51 pages per minute for color and 55 for black and white	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Single pass duplex scanning speed - up to 100 images per minute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Feeder Capacity - a minimum of 150 sheets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Booklet stapler finisher with 2/3 hole punching and tri-fold capability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minimum of 5 paper sources including the bypass table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minimum standard RAM capacity - 2GB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minimum standard - 160 GB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handle paper sizes 3-7/8" x 5-1/2" up to 12" x 18"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handle paper stock 14lb to 140lb index	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Postscript and PCL printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced box for documentation collaboration - 15GB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard media USB interface for scanning, printing and PDF printing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ethernet network interface	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supports environment initiatives, Energy Star Qualified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Envelope Feeder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
% Requirement met	100%	100%	100%	100%	100%
Cost					
Yearly Lease(5 Year Commitment)	\$3,288.00	\$2,731.08	\$3,456.00	\$3,606.48	\$3,996.00
Estimated Yearly Service	\$8,957.16	\$6,444.33	\$7,439.54	\$7,560.00	\$11,085.12
5 Year Cost of ownership with Lease	\$61,225.79	\$45,877.03	\$54,477.68	\$55,832.38	\$75,405.62
Purchase Option					
Purchase	N/A	\$10,259.00	\$15,206.25	\$17,302.30	\$19,980.00
Purchase Option Saving	N/A	\$3,396.40	\$2,073.75	\$730.10	\$0.00
5 Year Cost of ownership with Purchase	N/A	\$42,480.63	\$52,403.93	\$55,102.28	\$75,405.62

Request for Proposal (RFP) Copier Lease or Purchase

Introduction

The Pleasant Valley Recreation & Park District ("District") is soliciting proposals to Purchase or Lease a Copier over a five-year term. Purchase or Lease includes all equipment, services, supplies, installation, and training. Purchase or Lease terms should separate copy count charge from the base amount.

Proposal Requirements

Vendor:

- A Service Level Agreement (SLA) that guarantees service response and systems performance.
- A level of service excellence with recognition by manufacturer or industry analyst.
- Managed Printer Service (MPS) Certifications and processes to effectively manage and support laser printers and MFPs.
- Local Dispatch for service requests and parts, supplies inventory in Ventura County.

System:

Copy print speed - a minimum of 51 pages per minute for color and 55 for black and white

Single pass duplex scanning speed - up to 100 images per minute

Document Feeder Capacity - a minimum of 150 sheets

Booklet stapler finisher with 2/3 hole punching and tri-fold capability

Minimum of 5 paper sources including the bypass table

Minimum standard RAM capacity - 2GB

Minimum standard - 160 GB

Handle paper sizes 3-7/8" x 5-1/2" up to 12" x 18"

Handle paper stock 14lb to 140lb index

Postscript and PCL printing

Advanced box for documentation collaboration - 15GB

Standard media USB interface for scanning, printing and PDF printing

Ethernet network interface

Supports environment initiatives, Energy Star Qualified

Envelope Feeder

The proposal shall be sealed in letter format with additional documents or brochures to explain features and services.

The RFP will open on September 18th, 2016 at 2:00 p.m. and close on October 7th, 2016 at 2:00 p.m.

Pleasant Valley Recreation & Park District
Mitchell Cameron, Administrative Analyst
1605 E. Burnley Street
Camarillo, CA 93010

The District reserves the right to reject any and all proposals.

Questions may be directed to Mitchell Cameron; phone (805) 482-1996 ext. 110 or email: mcameron@pvrrpd.org

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Mitchell Cameron, Administrative Analyst

DATE: November 3, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF GRANT
SUBMISSION TO GAMETIME FOR PURCHASE AND
REPLACEMENT OF PLAYGROUND EQUIPMENT**

RECOMMENDATION

It is recommended the Board review and approve staff to proceed with the GameTime grant application for purchase of new playground equipment utilizing the District's revenue from Quimby fees.

BACKGROUND

District staff have held monthly grant meetings with the intent of managing existing grants and seeking out new funding. At the October 5th meeting, staff identified a 100% matching funds grant thru GameTime. The District Capital Improvement Plan was reviewed by staff who visited the District's oldest playgrounds and met again on October 13th to develop a strategy to seek grant funding for new District playground(s).

ANALYSIS

Staff reviewed the District Capital Improvement Plan and identified three playgrounds that were installed in 1992 at Adolfo, Encanto and Woodside Parks. Staff conducted onsite visits and analyzed existing playground features, current condition and use potential. The playground equipment features at Adolfo Park were determined to be the most outdated and lacked current functionality. Staff then determined that the playground equipment at Adolfo Park was in need of repair and the cost of basic improvement would cost more than a replacement; these repairs would include the torn rubber mats which make the playground more difficult to access.

Additionally, the District could consider further options: 1) replace and install new playground equipment located at all three locations (Adolfo, Encanto and Woodside Parks), 2) not replace any playground equipment at this time, 3) wait until the Needs Assessment is complete to address the most pressing concerns and issues, and/or 4) allocate a certain dollar amount to the replacement of playground equipment.

If the Board decides to move forward with the replacement of playground equipment, staff has identified the following options for each of the three parks (Attachment 1):

Park	Option	Price	Savings from Grant	Cost to District
Adolfo	4	\$77,503.00	\$19,874.00	\$57,629.00
Adolfo	6	\$92,445.00	\$22,483.00	\$69,962.00
Encanto	1	\$86,907.00	\$11,525.00	\$75,382.00
Encanto	2	\$107,724.00	\$12,984.00	\$94,740.00
Woodside	2	\$70,745.00	\$9,638.00	\$61,107.00
Woodside	3	\$112,602.00	\$18,126.00	\$94,476.00
Total				
Least Expensive Option Total with all 3 Parks		\$235,155.00	\$41,037.00	\$194,118.00
Most Expensive Option Total with all 3 Parks		\$312,771.00	\$53,593.00	\$259,178.00

This application is due November 13, 2016. The Grant requires applicants to order equipment by December 7, 2016.

FISCAL IMPACT

The fiscal impact from the District will range from \$57,629 - \$259,178 depending on which options the Board decides upon. These options will enable the District to receive between \$19,874 - \$53,593 in savings from grant funding.

RECOMMENDATION

It is recommended the Board review and approve staff to proceed with the GameTime grant application for purchase of new playground equipment utilizing the District’s revenue from Quimby fees.

ATTACHMENTS

- 1) Renderings (48 pages)

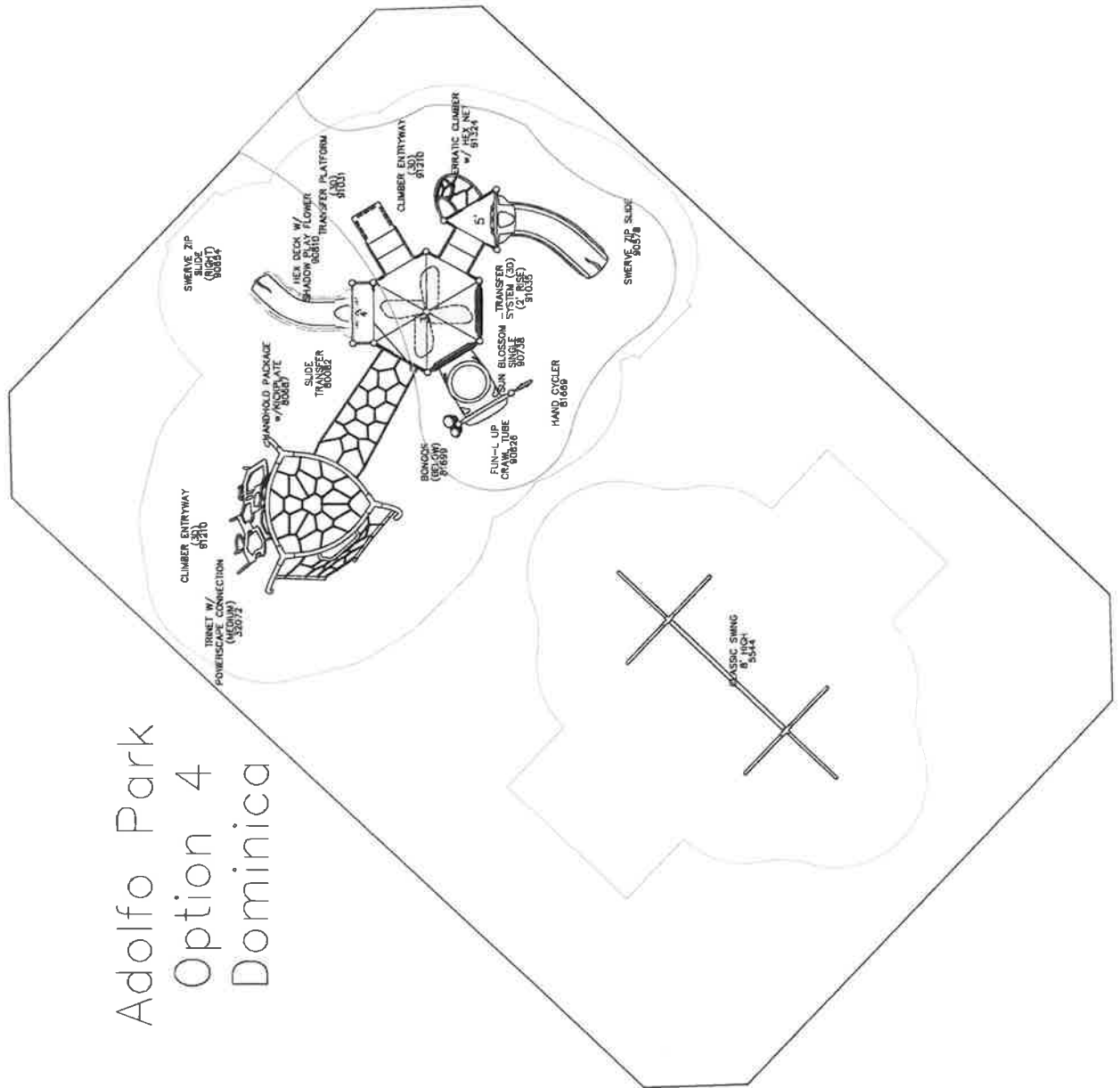








Adolfo Park Option 4 Dominica





Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85843

10/25/2016

Adolfo Park Playground Option 4

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 3601 N Adolfo Rd
 Camarillo, CA 93010
 Phone: 805-482-1997
 mcameron@pvrpd.org

Project #: P65100
 Ship To Zip: 93010

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Dominca Playground	\$46,373.00	\$46,373.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
1	INSTALL	Game Time - Installation of Option #1 Dominica	\$14,359.00	\$14,359.00
405	INSTALL	Game Time - Concrete substrate for PiP	\$5.13	\$2,077.65
530	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - <i>530 Total Sq Ft, 8' CFH (405 sf PLUS 85 lft.down x 1.5) Includes 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cota) Aromatic Binder, Prevailing Wages</i>	\$16.57	\$8,782.10

Shipping to Camarillo, CA 93010

SubTotal: \$71,641.75
 Discount: (\$19,874.12)
 Tax: \$1,991.17
 Freight: \$3,870.50
Total Amount: \$57,629.30

*Freight charges are based on listed zip code and are subject to change, if shipping information changes.
 Customer is responsible for offloading.

Pricing is based on 2016 Grant Pricing. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Tyler Kyriopoulos
 tyler@gwpark.com

Sarauna Openshaw
 Sarauna@gwpark.com

Adolfo Park Playground Option 4

QUOTE
#85843

10/25/2016

*****Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western****

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Tyler Kyriopoulos
tyler@gwpark.com

Serena Openhaw
Serena@gw.com

Adolfo Park Playground Option 4

QUOTE
#85843

10/25/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

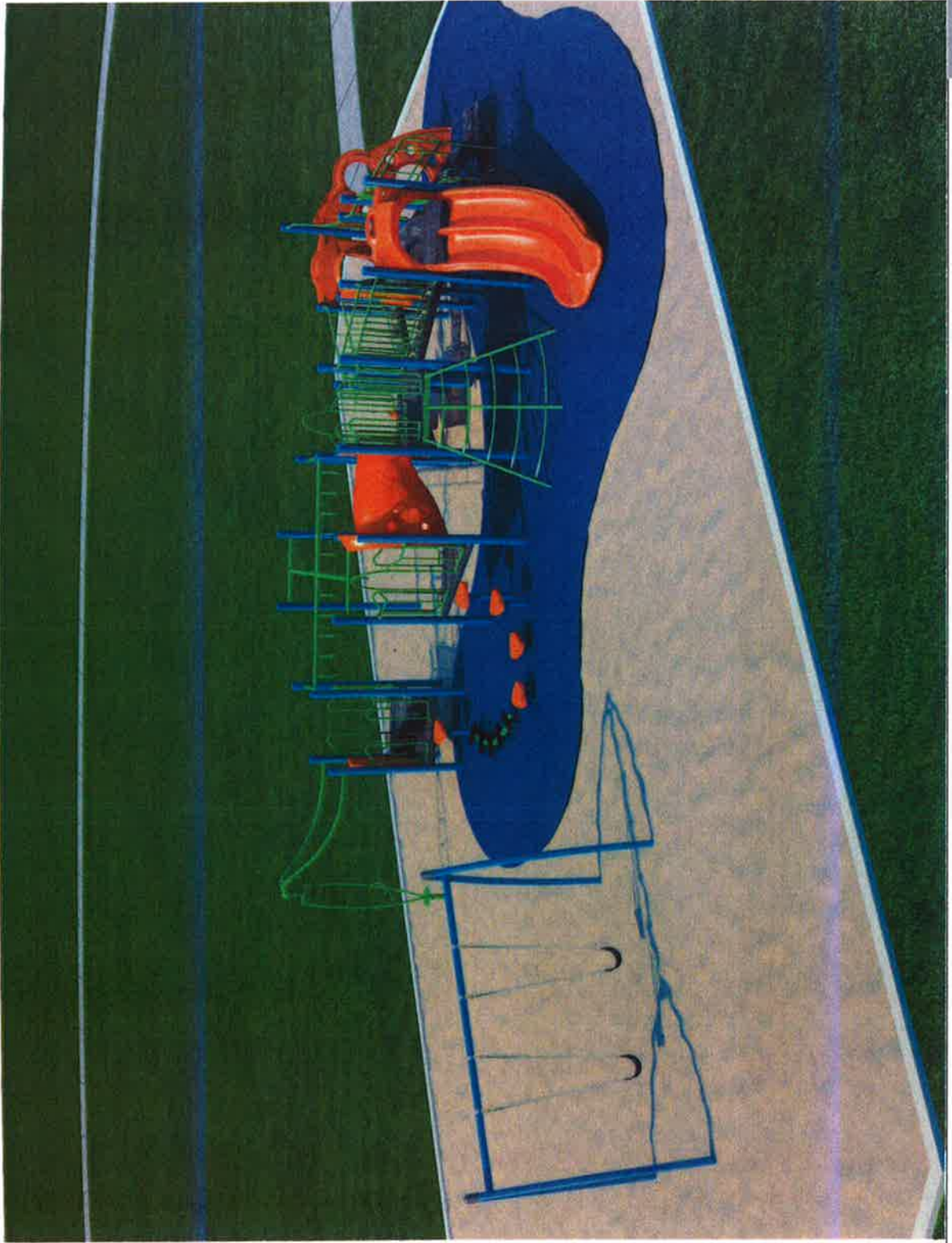
Tel: _____

Email: _____

Email: _____

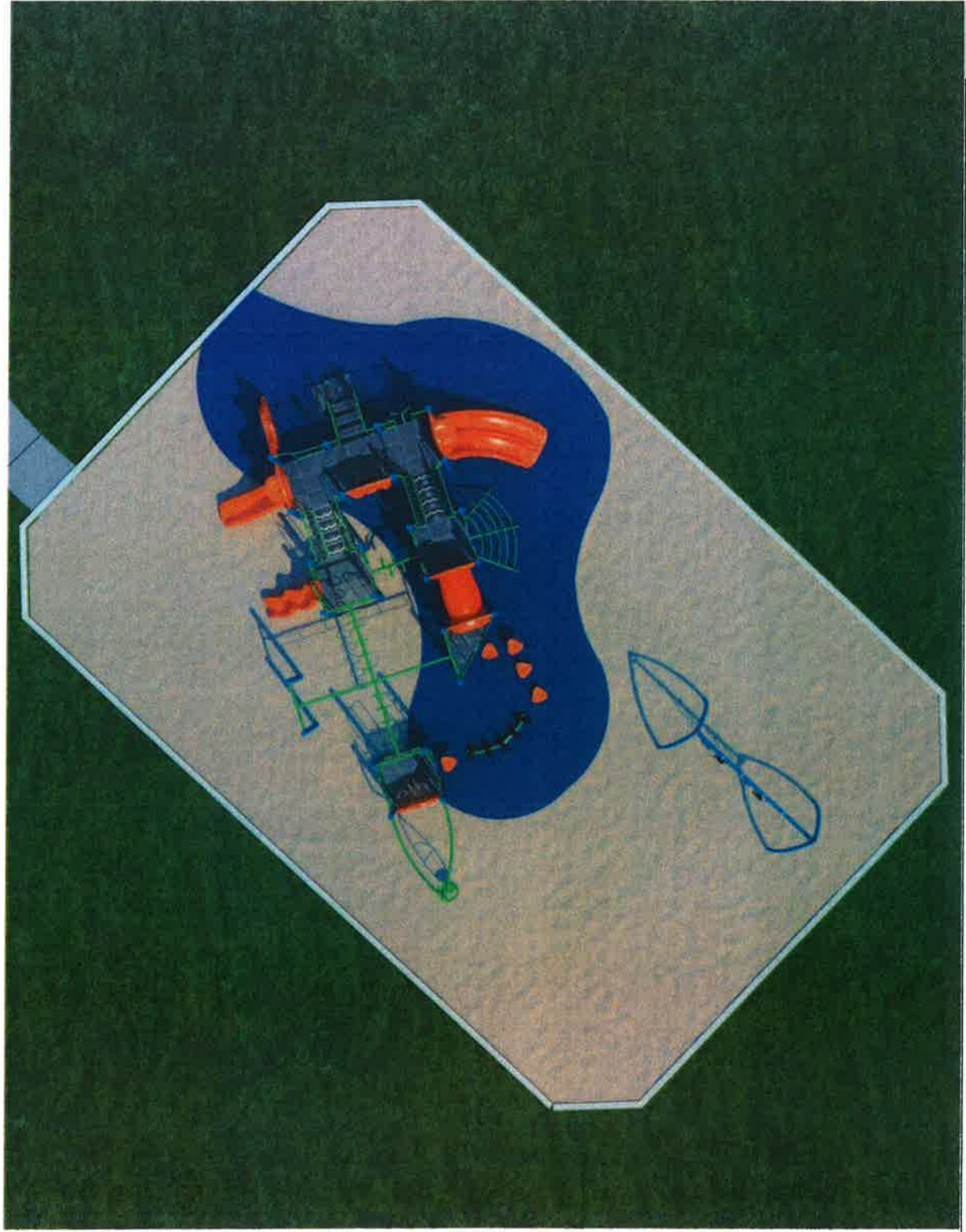
Customer's Signature: _____



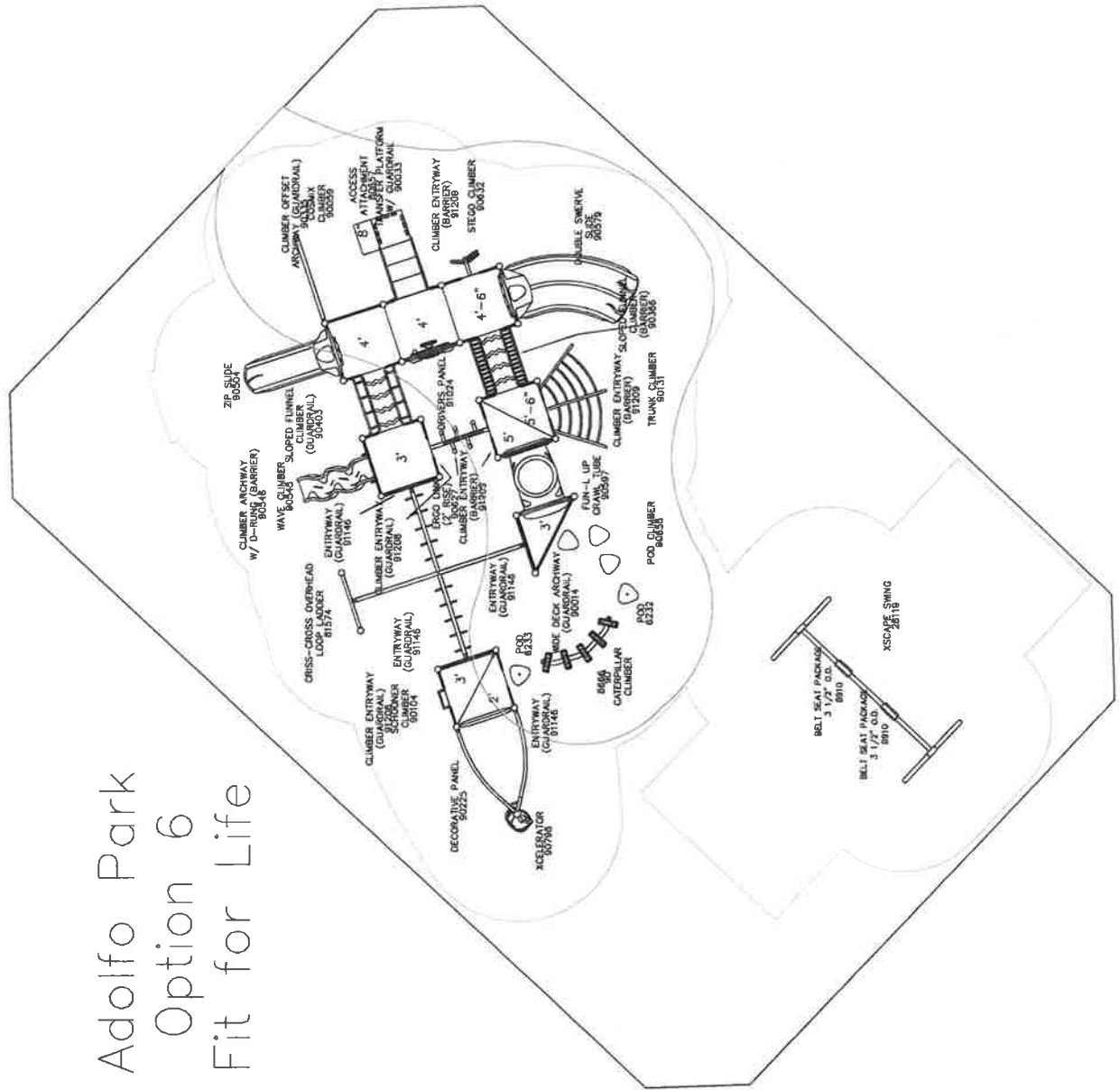








Adolfo Park Option 6 Fit for Life





Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85845

10/25/2016

Adolfo Park Playground Option 6

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 3601 N Adolfo Rd
 Camarillo, CA 93010
 Phone: 805-482-1997
 mcameron@pvrpd.org

Project #: P65100
 Ship To Zip: 93010

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Fit For Life	\$50,119.00	\$50,119.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
1	INSTALL	Game Time - Installation of Option #3 Fit For Life	\$15,976.00	\$15,976.00
810	INSTALL	Game Time - Concrete substrate for PiP	\$4.88	\$3,952.80
998	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - 998 Total Sq Ft, 8' CFH (810 sf PLUS 125 lf t.down x 1.5) Includes 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cota) Aromatic Binder, Prevailing Wages	\$15.25	\$15,219.50

Shipping to Camarillo, CA 93010

SubTotal: \$85,317.30
 Discount: (\$22,483.80)
 Tax: \$2,076.39
 Freight: \$5,052.12
Total Amount: \$69,962.01

*Freight charges are based on listed zip code and are subject to change, if shipping information changes.
 Customer is responsible for offloading.

Pricing is based on 2016 Grant Pricing, **cash with order**. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Adolfo Park Playground Option 6

QUOTE
#85845

10/25/2016

*****Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western****

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Adolfo Park Playground Option 6

QUOTE
#85845

10/25/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

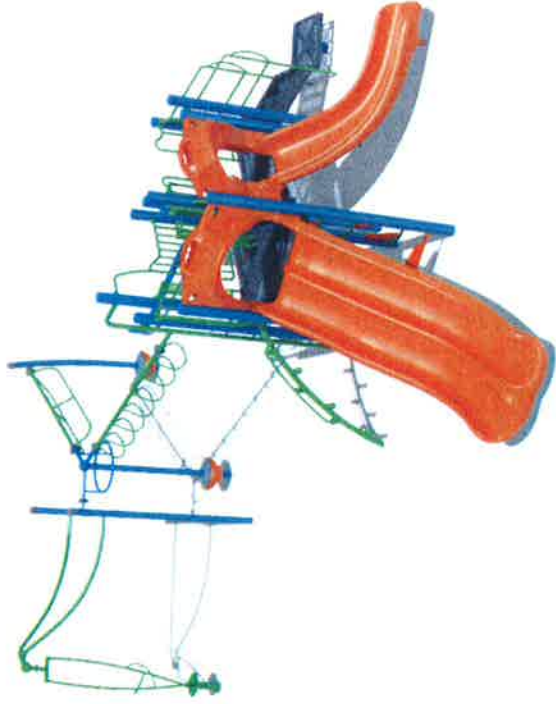
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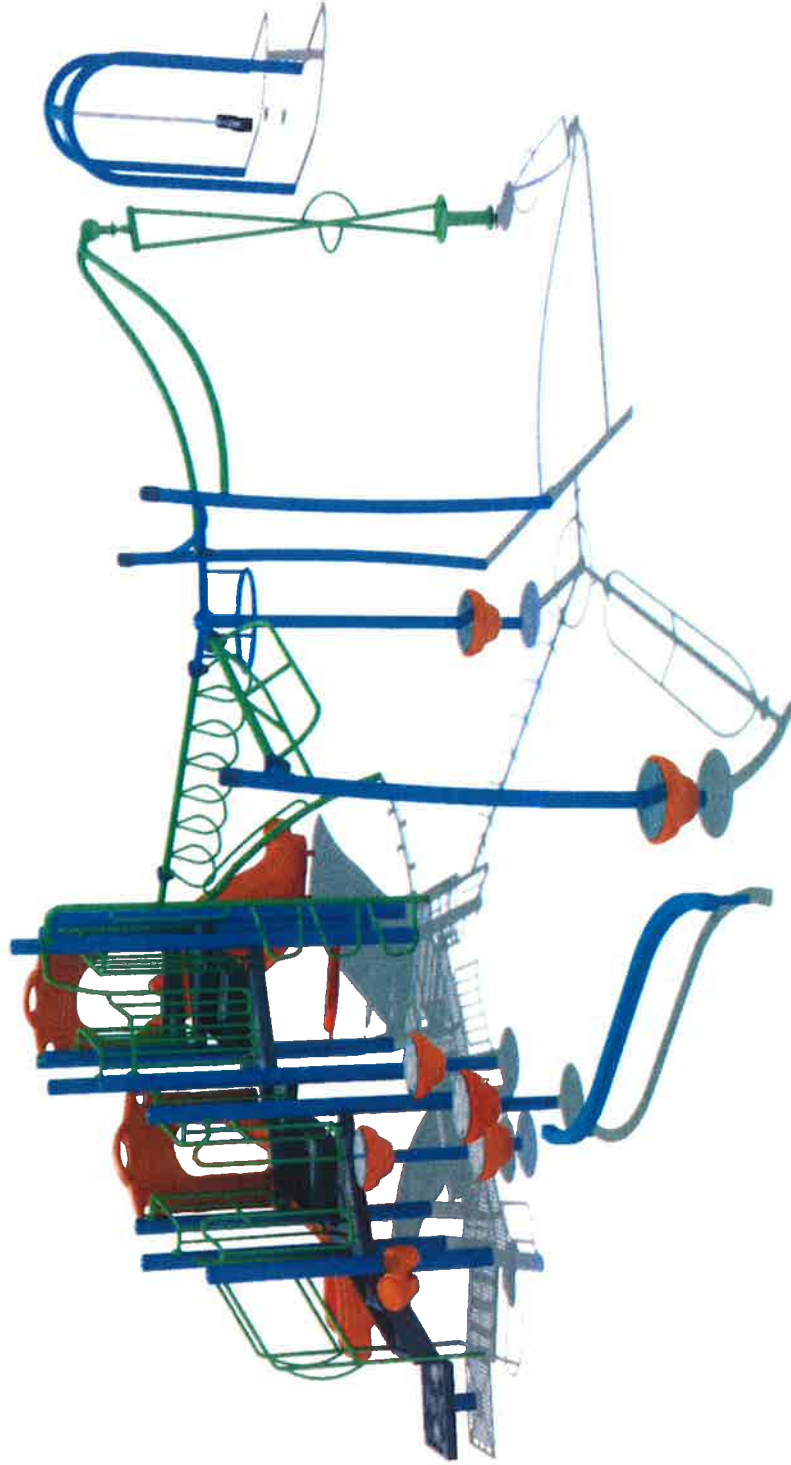
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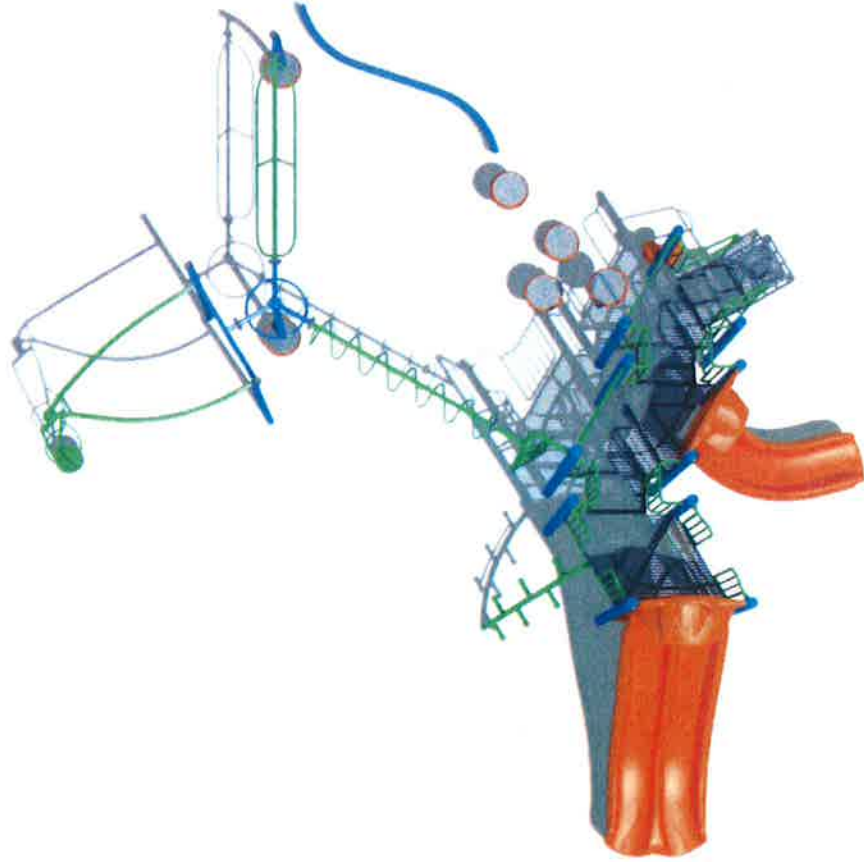
Email: _____

Customer's Signature: _____











Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85898

10/26/2016

Encanto Park Option 1

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 5300 Avenida Encanto
 Camarillo, CA 93012
 Phone: 805-482-1997
 mcameron@pvrpd.org

Project #: P65168
 Ship To Zip: 93012

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Skimmer	\$30,734.00	\$30,734.00
1	RDU	Game Time - Swingset	\$2,111.00	\$2,111.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
1010	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - <i>1,010 Total Sq Ft (830 sf PLUS 120 lft. down x 1.5) 3.5" depth, 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cotta) Aromatic Binder, Prevailing Wages</i>	\$17.24	\$17,412.40
1	INSTALL	Game Time - Staging	\$2,960.00	\$2,960.00
1	INSTALL	Game Time - Demo and remove existing play equipment	\$2,427.00	\$2,427.00
1	INSTALL	Game Time - Demo and remove existing PIP and concrete subbase, roughly 380 SF	\$3,480.00	\$3,480.00
1	INSTALL	Game Time - Provide and install new play equipment in existing sand pit	\$12,044.00	\$12,044.00
1	INSTALL	Game Time - Provide and install new minimum PIP subbase (aggregate or concrete with turndown edge)	\$10,450.00	\$10,450.00

Shipping to Camarillo, CA 93012 *Freight charges are based on listed zip code and are subject to change, if shipping information changes. Customer is responsible for offloading.

SubTotal: \$81,668.40
 Grant: (\$11,525.16)
 Tax: \$1,602.74
 Freight: \$3,636.69
Total Amount: \$75,382.67

Pricing is based on 2016 Grant Pricing, **cash with order**. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Tyler Kyriopoulos
 tyler@gwpark.com
 Saraune Openshaw
 Saraune@gwpark.com

Encanto Park Option 1

QUOTE
#85898

10/26/2016

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Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

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Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

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To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Tyler Kyriopoulos
tyler@gwpark.com

Saruna Openshaw
Saruna@gwpark.com

Encanto Park Option 1

QUOTE
#85898

10/26/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

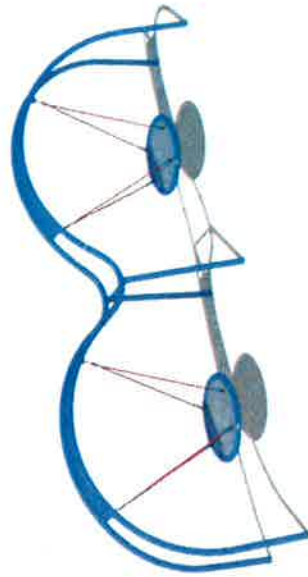
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Email: _____

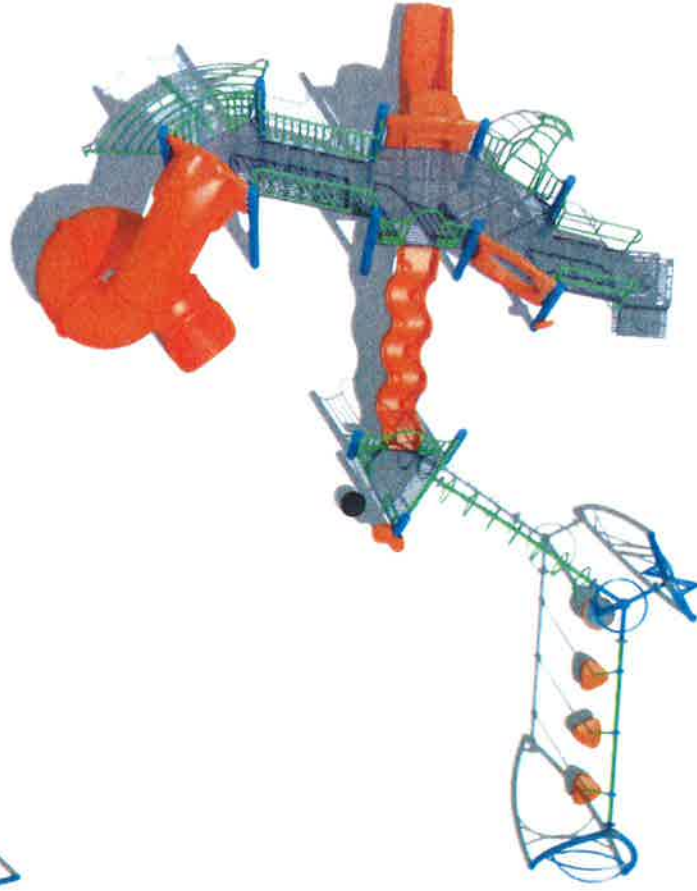
Email: _____

Customer's Signature: _____

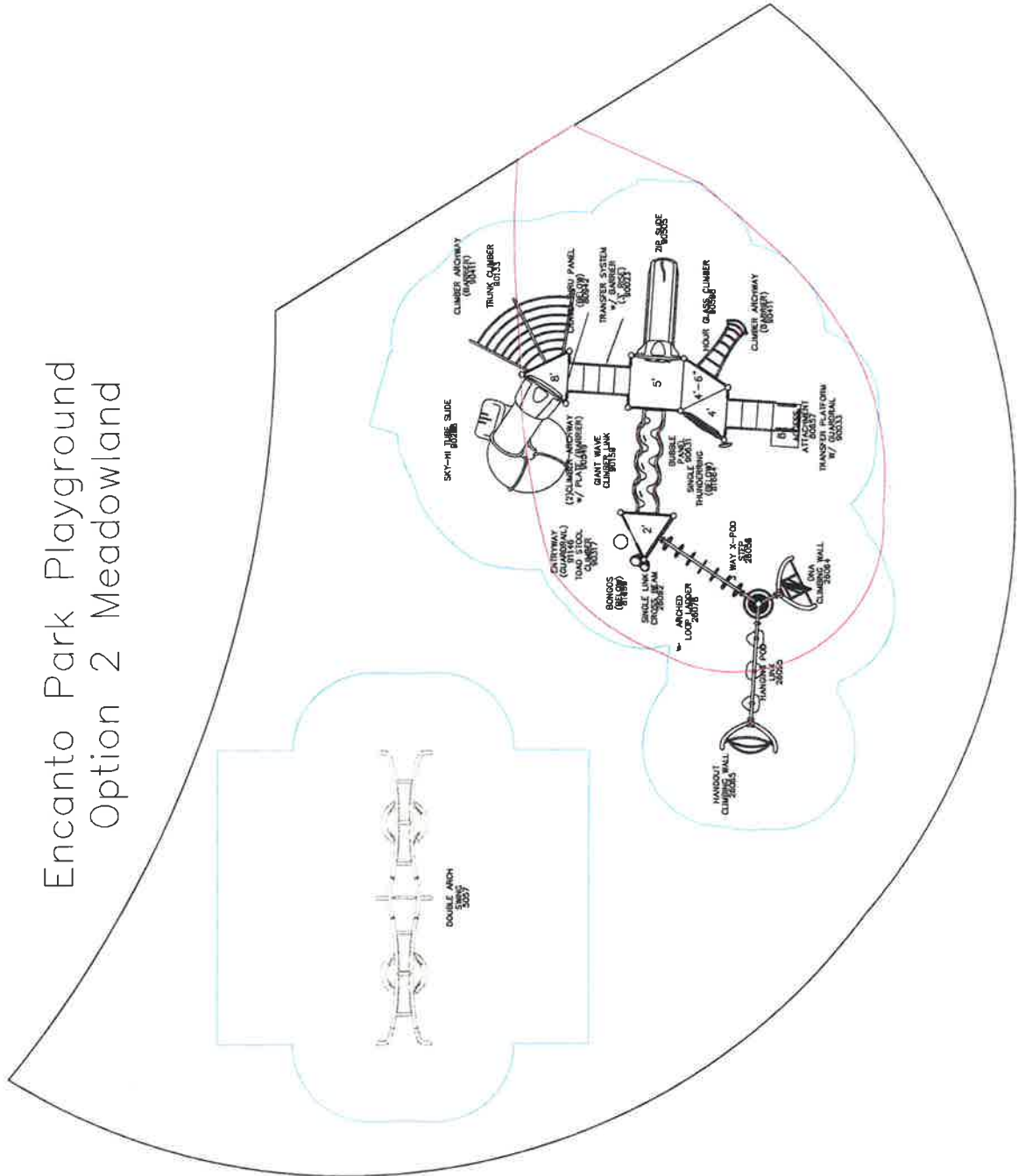




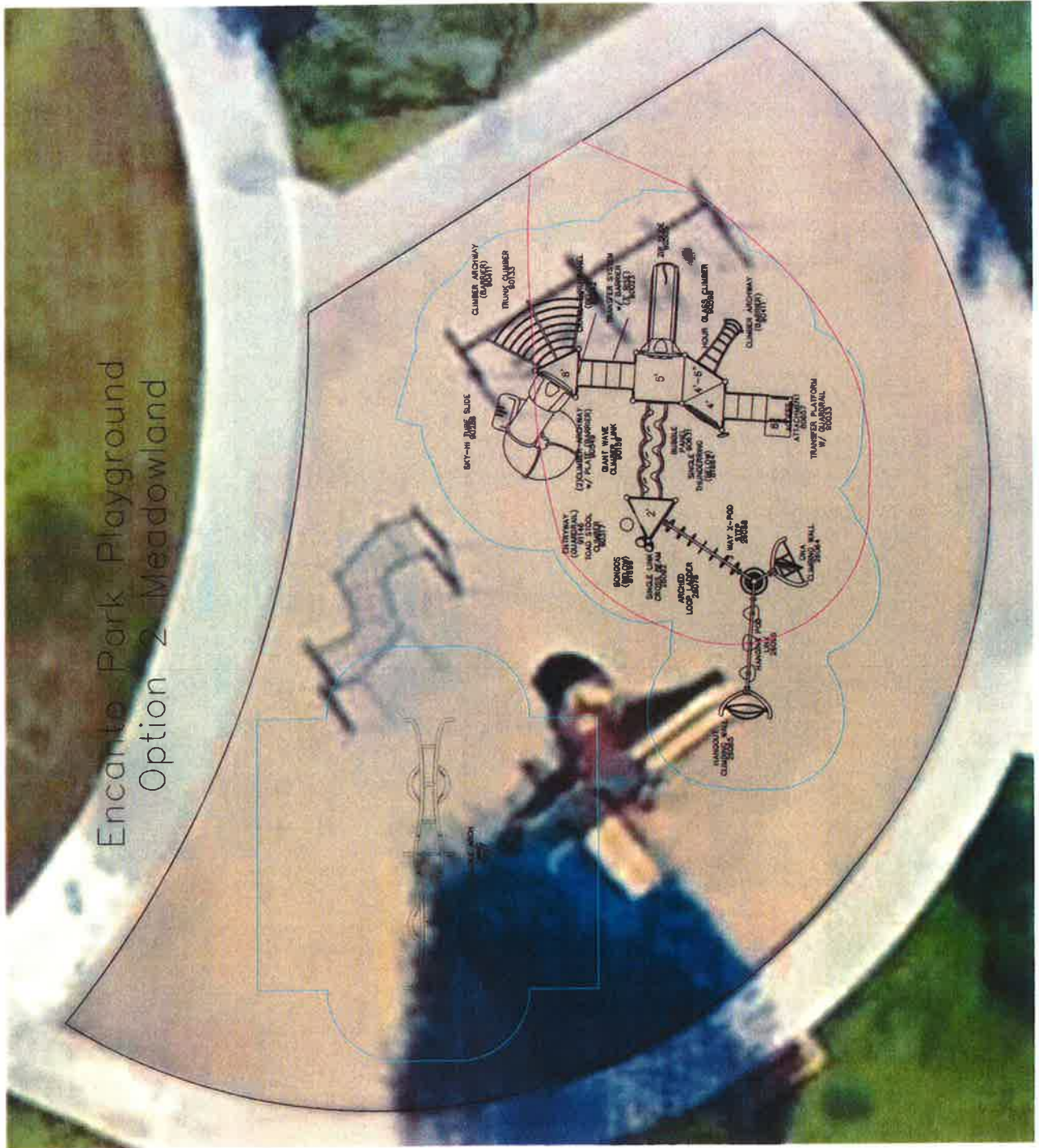




Encanto Park Playground Option 2 Meadowland



Encanto Park Playground Option 2 - Meadowland





Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85902

10/26/2016

Encanto Park Option 2

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 5300 Avenida Encanto
 Camarillo, CA 93012
 Phone: 805-482-1997
 mcameron@pvrpd.org

Project #: P65168
 Ship To Zip: 93012

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Meadowland	\$34,626.00	\$34,626.00
1	5057	Game Time - Double Arch Swing	\$10,959.00	\$10,959.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
1075	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - <i>1,075 Total Sq Ft (910 sf PLUS 110 lft. down x 1.5) 3.5" depth, 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cotta) Aromatic Binder, Prevailing Wages</i>	\$17.11	\$18,393.25
1	INSTALL	Game Time - Staging	\$2,960.00	\$2,960.00
1	INSTALL	Game Time - Demo and remove existing play equipment	\$2,427.00	\$2,427.00
1	INSTALL	Game Time - Demo and remove existing PIP and concrete subbase, roughly 380 SF	\$3,480.00	\$3,480.00
1	INSTALL	Game Time - Provide and install new play equipment in existing sand pit	\$16,715.00	\$16,715.00
1	INSTALL	Game Time - Provide and install new minimum PIP subbase (aggregate or concrete with turndown edge)	\$11,220.00	\$11,220.00

Shipping to Camarillo, CA 93012 *Freight charges are based on listed zip code and are subject to change, if shipping information changes. Customer is responsible for offloading.

SubTotal: \$100,830.25
 Grant: (\$12,984.75)
 Tax: \$2,448.77
 Freight: \$4,446.51
Total Amount: \$94,740.78

Pricing is based on 2016 Grant Pricing, **cash with order**. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Tyler Kyriopoulos
 tyler@gwpark.com
 Sarauna Openshaw
 Sarauna@gwpark.com

Encanto Park Option 2

QUOTE
#85902

10/26/2016

*****Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western****

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Encanto Park Option 2

QUOTE
#85902

10/26/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

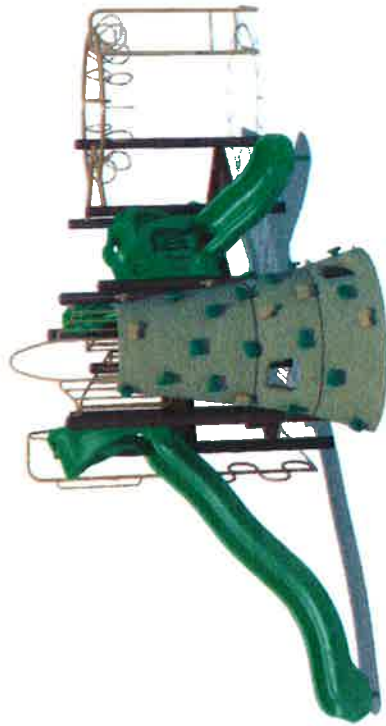
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Email: _____

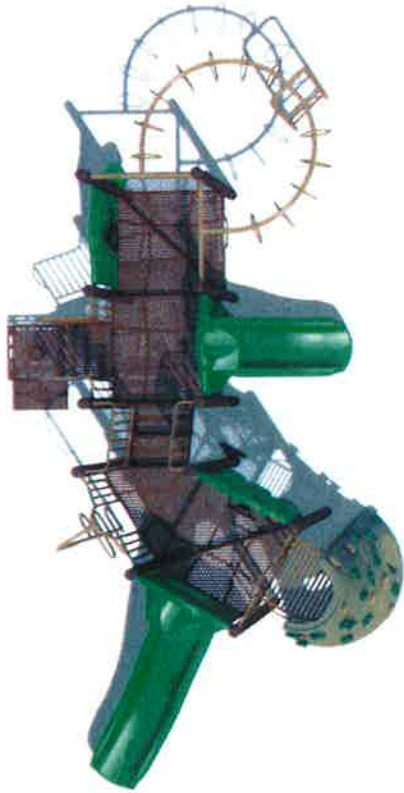
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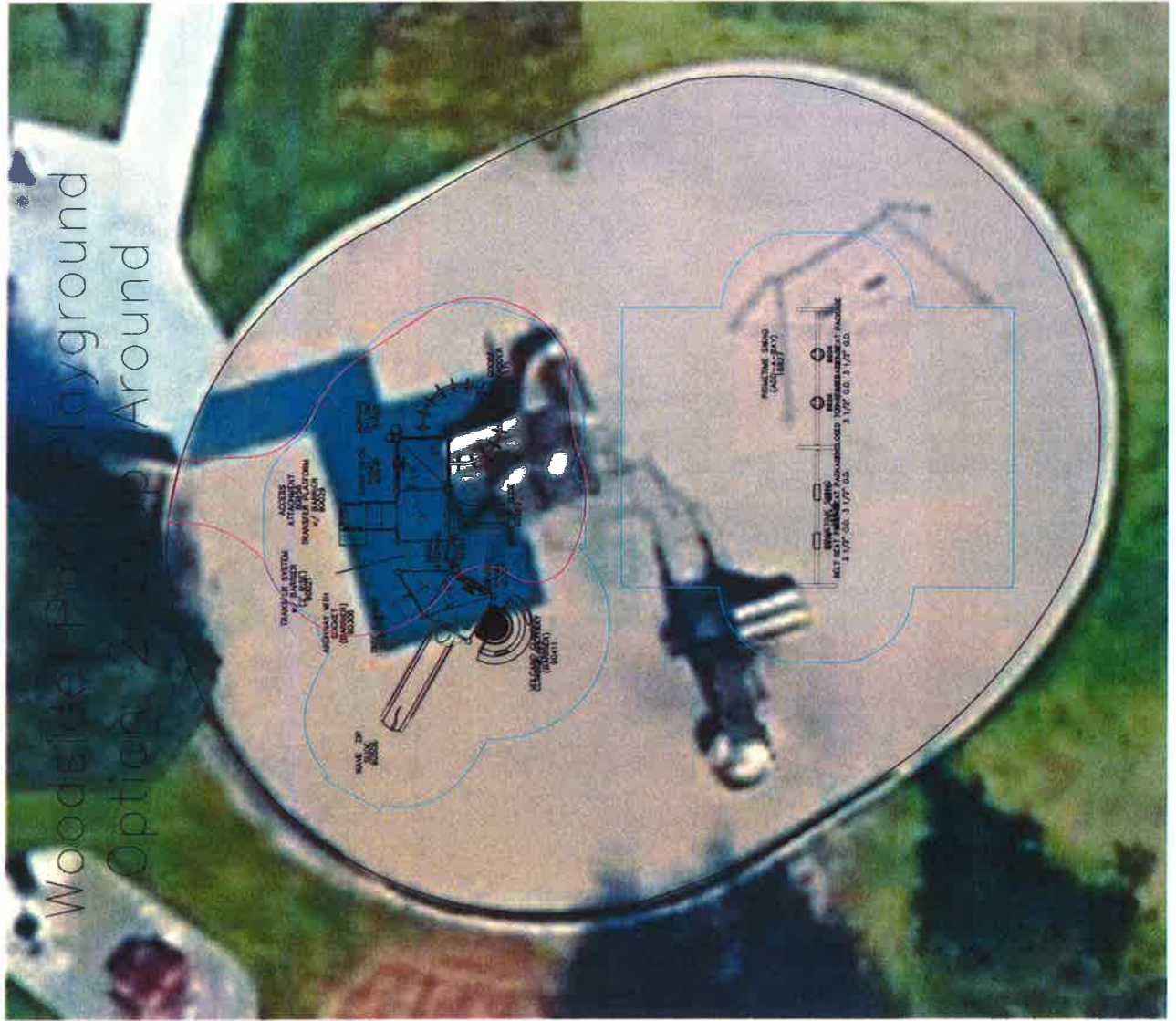
Customer's Signature: _____











Woodside Park Playground
 Option 2 - Top Around



Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85894

10/26/2016

Woodside Park Option 2

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 247 Japonica Ave
 Camarillo, CA 93012
 Phone: 805-482-1997
 mcameron@pvrpd.org

Project #: P65164
 Ship To Zip: 93012

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Loop Around	\$25,704.00	\$25,704.00
1	RDU	Game Time - Swingset	\$2,698.00	\$2,698.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
678	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - 678 Total Sq Ft (535 sf PLUS 95 lf t.down x 1.5) 3.5" depth, 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cotta) Aromatic Binder, Prevailing Wages	\$17.44	\$11,824.32
1	INSTALL	Game Time - Staging	\$2,960.00	\$2,960.00
1	INSTALL	Game Time - Demo and remove existing play equipment in area	\$2,427.00	\$2,427.00
1	INSTALL	Game Time - Demo and remove existing PIP and concrete subbase, roughly 300 SF	\$3,040.00	\$3,040.00
1	INSTALL	Game Time - Install new play equipment in existing sand pit	\$10,415.00	\$10,415.00
1	INSTALL	GT-Impax - Provide and install new minimum PIP subbase	\$7,016.00	\$7,016.00

Shipping to Camarillo, CA 93012 *Freight charges are based on listed zip code and are subject to change, if shipping information changes. Customer is responsible for offloading.

SubTotal: \$66,134.32
 Grant: (\$9,638.91)
 Tax: \$1,410.98
 Freight: \$3,201.50
Total Amount: \$61,107.89

Pricing is based on 2016 Grant Pricing, **cash with order**. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Tyler Kyrtopoulos
 tyler@gwpark.com

Sarauna Openshaw
 Sarauna@gwpark.com

Woodside Park Option 2

QUOTE
#85894

10/26/2016

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Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

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To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Tyler Kyriopoulos
tyler@gwpark.com

Saruna Openshaw
Saruna@gwpark.com

Woodside Park Option 2

QUOTE
#85894

10/26/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

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Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Customer's Signature: _____

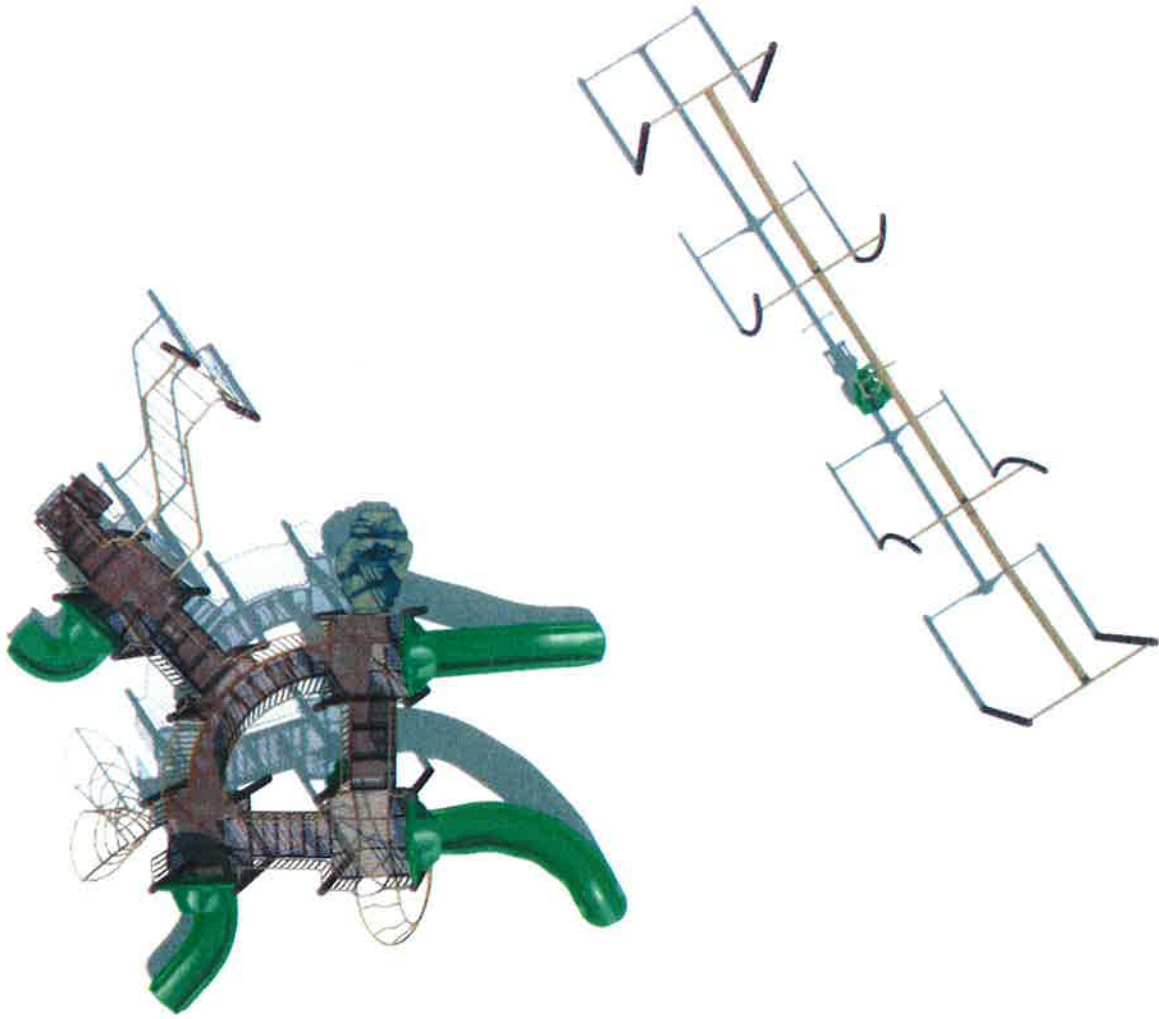


Tyler Kyriopoulos
tyler@gwpark.com

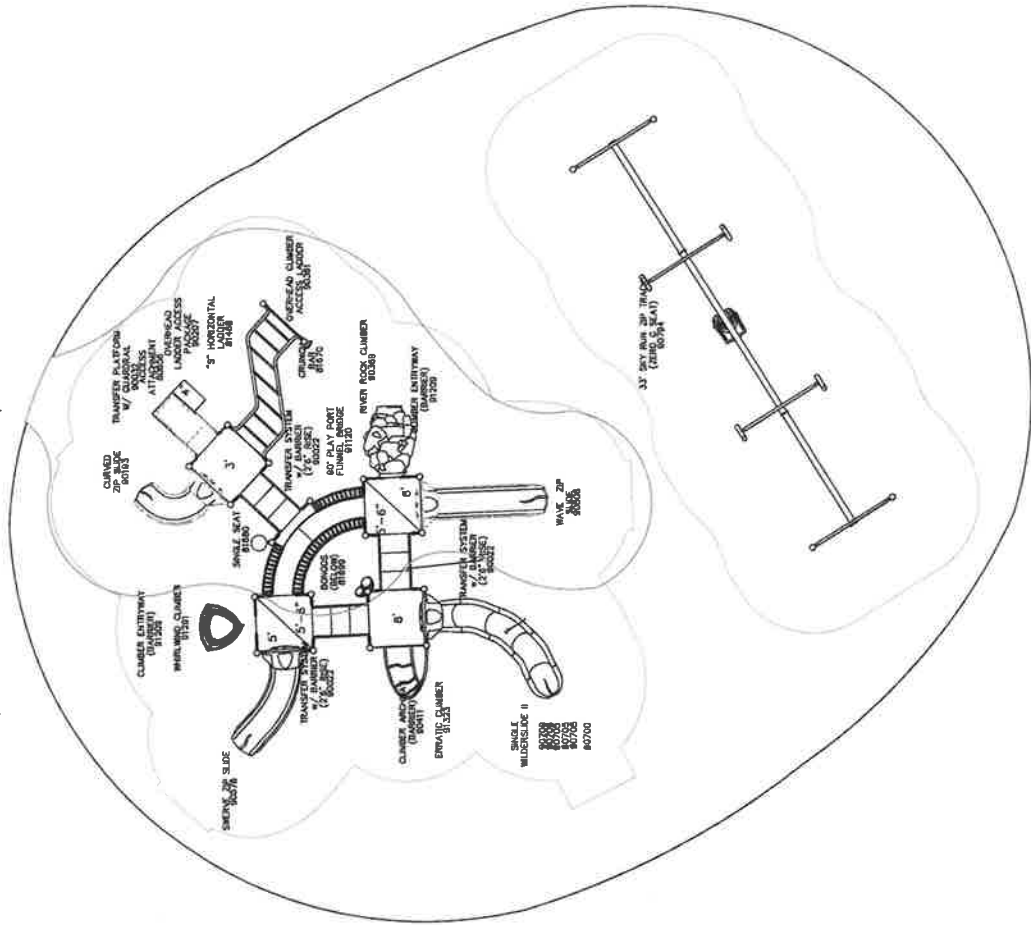
Saruna Openshaw
Saruna@gwpark.com

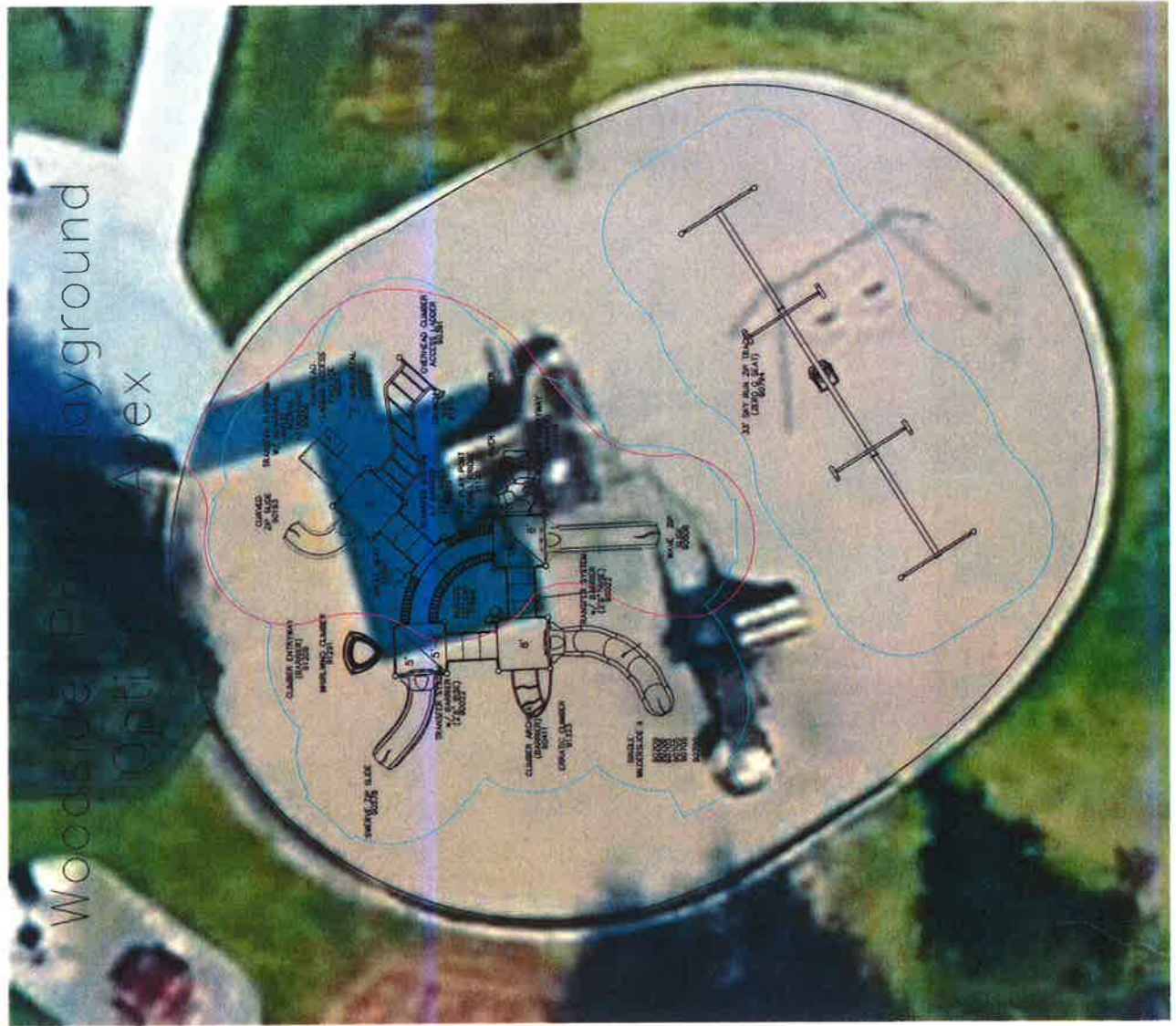






Woodside Park Playground Option 3 Apex





Woodside Park Playground
 Alex
 Opti



Great Western Park & Playground
 P.O. Box 97
 Wellsville, UT 84339
 800.453.2735
 www.gwpark.com

QUOTE
 #85895

10/26/2016

Woodside Park Option 3

Pleasant Valley Recreation & Park District
 Attn: Mitchell Cameron
 247 Japonica Ave
 Camarillo, CA 93012
 Phone: 805-482-1997
 mcameron@pvrrpd.org

Project #: P65164
 Ship To Zip: 93012

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Apex	\$42,296.00	\$42,296.00
1	90794	Game Time - 33' Sky Run Zip Track (Zero G Seat)	\$8,596.00	\$8,596.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
993	PIP	GT-Impax - Pour in Place Surfacing Delivered & Installed - 993 Total Sq Ft (820 sf PLUS 115 lf t.down x 1.5) 3.5" depth, 50/50 Standard EPDM and Black - TBD (Standard = Blue, Green, Beige, Terra Cotta) Aromatic Binder, Prevailing Wages	\$17.28	\$17,159.04
1	INSTALL	Game Time - Staging	\$2,960.00	\$2,960.00
1	INSTALL	Game Time - Demo and remove existing play equipment in area	\$2,427.00	\$2,427.00
1	INSTALL	Game Time - Demo and remove existing PIP and concrete subbase, roughly 300 SF	\$3,040.00	\$3,040.00
1	INSTALL	Game Time - Install new play equipment in existing sand pit	\$18,662.00	\$18,662.00
1	INSTALL	GT-Impax - Provide and install new minimum PIP subbase	\$10,230.00	\$10,230.00

Shipping to Camarillo, CA 93012 *Freight charges are based on listed zip code and are subject to change, if shipping information changes. Customer is responsible for offloading.

SubTotal: \$105,420.04
 Grant: (\$18,126.79)
 Tax: \$2,461.14
 Freight: \$4,722.56
Total Amount: \$94,476.95

Pricing is based on 2016 Grant Pricing, **cash with order**. Equipment must be shipped by December 9, 2016 to be eligible for grant pricing.

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Woodside Park Option 3

QUOTE
#85895

10/26/2016

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Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Woodside Park Option 3

QUOTE
#85895

10/26/2016

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

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City, State, Zip: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Customer's Signature: _____



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

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager’s Report