

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
July 5, 2018**

5:30 P.M.

CLOSED SESSION

A. Conference with Labor Negotiators - The Board will conduct a closed session, pursuant to Govt. Code Section 54957.6, with the District's negotiators - Mary Otten, Kathryn Drewry, Eric Storrie and Leonore Young regarding labor negotiations with the employee organization, SEIU Local 721.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #597

- 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**
 - B. Part-Time Employee Recognition**
 - C. Camarillo Cougars Youth Football/Cheer**
 - D. PV Swim Team**
- 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 Board Meeting of June 6, 2018**
Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before June 21, 2018.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for May 31, 2018.

D. Consideration and Adoption of Resolution No. 592 Declaring July as National Park and Recreation Month

Numerous events are planned during July to celebrate the importance of parks and recreation within the community.

E. Consideration and Approval of Resolution No. 595, Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool

Approval updates signatures authorized to sign and/or authorize wire transfers with Ventura County Treasury Pool.

F. Review and Approve the Finalized District Response to the Grand Jury Report Titled "Independent Special Districts"

The District is required to submit a response to the findings and recommendations of the Ventura Grand Jury report regarding independent special districts.

8. PUBLIC HEARING – A Public Hearing on the District Budgets Fiscal Year 2018-2019

A. Consideration and Adoption of Resolution No. 596 for Fiscal Year 2018-2019 Operating Budget, Capital Improvement Program, Assessment District and Quimby Expense Budgets

The preliminary budgets were approved by the Board at the June 6, 2018 Board Meeting; approval allows for the adoption of the FY 2018-2019 Operating Budget, Capital Improvement Program, Assessment District and Quimby Expense Budgets.

Suggested Actions: Conduct the Public Hearing and then consider a MOTION to Adopt Resolution No. 596 FY 2018-2019 Final Budgets.

9. NEW ITEMS - DISCUSSION/ACTION

A. Consideration and Approval of Plans for the Springville Retaining Wall Design Renovation Project

Approval of plans allows for a retaining wall to be built at the Springville Dog Park to keep the hillside from sliding and keep dogs off the hillside to prevent further deterioration.

Suggested Action: A MOTION to Approve the plans for the Springville retaining wall renovation project.

B. Adoption of Ordinance No. 9, an Amendment to Section 234 of Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities

The adoption of Ordinance No. 9 will provide for the amendment of Section 234 of Ordinance No. 8 regarding District skate park use regulation.

Suggested Actions: For the Board to review and Adopt Ordinance No. 9, amending Section 234 of Ordinance No. 8 by:

1. The Board Chair requests a MOTION to direct the Secretary to read the complete Ordinance No. 9 title and to waive further reading;
2. After the reading, the Board Chair requests a MOTION to Approve the second reading of and Adopt the District's proposed *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park.*

C. Consideration and Approval of Bid Award for District Managed IT Services

Approval allows for managed maintenance of office infrastructure and IT equipment along with assessment of hardware and software needs.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a twelve-month agreement with AllConnected Inc. to provide Managed Information Technology (IT) services for an amount not to exceed \$18,140.

D. Review and Approve the Right of Entry Agreement Between the City of Camarillo and Pleasant Valley Recreation and Park District for Adolfo Park

The City of Camarillo intends to construct a new subsurface monitoring well within City-owned right of way, outside and adjacent to Adolfo Park.

Suggested Action: A MOTION to Approve the Right of Entry agreement with the City of Camarillo for Adolfo Park.

E. 2019 Minimum Wage Increase and Updated Job Descriptions

A combination of classifications along with a broader salary range and updated job descriptions will help to minimize the impact of the upcoming minimum wage increase.

Suggested Action: A MOTION to Approve the updated job descriptions and accompanying salary schedule.

F. Consideration and Approval of the Position Allocation for FY 2018-2019

Approval allows for reclassification of several Recreation Department positions along with the addition of two Part Time Year-Round Recreation Specialist positions.

Suggested Action: A MOTION to Approve the updated Position Allocation Report for FY 2018-2019.

G. Consideration and Approval of 2% Cost of Living Adjustment (COLA) for Full-Time and Part-Time Year-Round Non-Represented Employees and the Updated Salary Schedules

The Board requested that staff consider a 2% cost of living adjustment for the non-represented District employees.

Suggested Action: A MOTION to Approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

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

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

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

12. ADJOURNMENT

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

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



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

Group: Camarillo Cougars Youth Football and Cheer

Date: 7-Jun-18

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, July 5th at 6pm In the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	James Driver	1480 Fairway Drive Camarillo		(805) 444-5392
Vice President	Krista Nowak	565 Center Road Camarillo		(805) 338-5034
Treasurer	Gregory Christine	346 Bent Twig Avenue Camarillo		(805) 797-3928
Secretary	Beatrice Driver	1480 Fairway Drive Camarillo		(805) 444-5392

Number of participants last year: 153 Football and 93 Cheer
 Projected number of participants upcoming year: 130

Changes Organization has made from previous year: The Cougars updated its website, which allows for a streamlined approach to player registration. The system sends forms directly to families allowing them to complete electronic copies and return. We increased our fee by \$50.00 to \$400.00, but included player spirit pack, Breast Cancer socks, jersey, with player name.

Comments for the PVRPD Board of Directors: The Camarillo Cougars Youth Football and Cheer Program wishes to thank each and every Board Member and the entire staff of the PVRPD. Your support has allowed us to reach so many young people in our community who will one day serve in this community.

Primary Facility (ies) Used? Freedom Park, Mission Oaks, East & Skyway Room

What Time are Board Meetings Held? 7:00 to 9:00

Where are Board Meetings Held? Remax, PV Field East Room, Skyway Room

When are new Board Members Elected? December

When are new Board Members Installed? January

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 June 15, 2018 to:

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

Form Completed by (print) James Driver Date 12-Jun-18

Sign: _____

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

NAME OF ORGANIZATION Camarillo Cougars Youth Football and Cheer

Last Year's Financial Statement

Proposed Budget

Date: 12/31/2017

From: 12/31/2018

Beginning Balance: \$7,857.99

Beginning Balance: \$26,005.53

Revenue:

Revenue:

Registration: \$63,774
Tournaments: \$
Fundraisers: \$31,739.15
Snack Bar: \$505.00
Interest: \$
Dues: \$10,291.67
Miscellaneous Income: \$31,592.43
Total Revenue \$137,902.05

Registration: \$60,000.00
Tournaments: \$
Fundraisers: \$35,000.00
Snack Bar: \$500.00
Interest: \$
Dues: \$10,500.00
Miscellaneous Income: \$30,000.00
Total Revenue \$136,000.00

Expenses:

Expenses:

Admin Expense \$2,058.62
Advertising \$5,037.29
Awards \$2,598.20
Equipment \$10,265.10
Facility/Field Maint. \$
Insurance \$3,931.50
Internet (online registration) \$500.00
Licensing/Membership \$650.00
Maintenance (field/facility) \$
Miscellaneous 15,839.25
Paid Staff \$
Professional Services (refs) \$6,540.00
Refunds \$2,987.50
Rentals \$273.16
School District \$10,628.50
Snack Bar Resale \$
Supplies \$10,484.83
Tournament Entries \$
Uniforms \$42,360.03
Contingency \$8,765.30
Total Expense: \$ 122,919.28

Admin Expense \$3,500.00
Advertising \$6,000.00
Awards \$3,000.00
Equipment \$15,000.00
Facility/Field Maint. \$
Insurance \$5,000.00
Internet (online registration) \$500.00
Licensing/Membership \$800.00
Maintenance (field/facility) \$
Miscellaneous \$18,000.00
Paid Staff \$
Professional Services (refs) \$7,500.00
Refunds \$3,000.00
Rentals \$200.00
School District \$13,000.00
Snack Bar Resale \$
Supplies \$11,000.00
Tournament Entries \$
Uniforms \$49,000.00
Contingency \$16,000.00
Total Expense: \$ 151,600.00

Ending Balance: \$ 26,005.53

Ending Balance: \$ 12,500.00

List Savings/CDs/Investments here:

Savings Account \$39,934.40
CD Account ___ month \$
CD Account ___ month \$
Investment Account \$
Other Account \$
Total Other Accounts \$26,005.53

List Savings/CDs/Investments here:

Savings Account \$39,950.00
CD Account ___ month \$
CD Account ___ month \$
Investment Account \$
Other Account \$
Total Other Accounts \$12,500.00

Checking + Other \$65,939.93

Checking + Other \$52,450.00



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

Group: Pleasant Valley Swim Team **Date:** 6/15/2018

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

Wednesday, June 7, 6:00pm Camarillo Community Center Room 6 located at 1605 E. Burnley St., Camarillo

OFFICERS	NAME	ADDRESS	EMAIL	CELL PHONE
President	Amy Patterson	148 Appletree Ave Camarillo, CA	mamelpatterson@hotmail.com	805-465-0823
Vice President	Kyle Beahan	4595 El Capitan Place Camarillo CA	krbeahan@earthlink.net	808-769-1811
Treasurer	Hillary Wang	1966 Junto Ln, Oxnard CA	hhwang23@gmail.com	805-205-0126
Secretary	Erin Howe	6693 Flattop ct Moorpark, CA 93021	erinhowe@outlook.com	734-277-6224

Number of participants last year: 190
 Projected number of participants upcoming year: 200

Changes Organization has made from previous year: PVST has been able to leverage hosting swim meets as a mechanism for local participation as well as offset income requirements from members. One vulnerability is that the meet bidding and awarding process (annual) is competitive in nature, as more and more clubs looks for ways of raising income. PVST branched out last year with a Swim Jitsu water obstacle course event as a way of providing a related activity to the entire community and using a non-meet format for a potential alternative income source.

Comments for the PVRPD Board of Directors: PVST appreciates the support of PVRPD and PVAC programming to provide lessons and feed into our program at the upper end of the lessons program. When the fires hit last winter, PVAC management (Macy) worked tirelessly to provide pool resources to PVST and other organizations as much as possible. Without this support, many programs, including ours, would have struggled to provide our services during that critical month. The value goes well beyond swimming, but also stress relief and a measure of normalcy to the aquatic commr

Primary Facility (ies) Used? Competitive: ACHS; Developmental: PVAC

What Time are Board Meetings Held? 6pm, 3rd Wednesday of the month

Where are Board Meetings Held? ACHS staff office

When are new Board Members Elected? summer semi-annual general membership meeting

When are new Board Members Installed? September Board meeting

Pleasant Valley Recreation and Park District Liaison: Macy Andersen

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

Please Complete and Return the Annual Update and Financial Statement by Friday, Sept 20 and return to:

Amy Stewart
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-1996 x 14
 Fax: 805-482-3468

Form Completed by (print): Tim Hedrick, Head Coach and Gen Mgr. Date 6/15/2018
 Sign: TKH Date 6/15/2018



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

NAME OF ORGANIZATION Pleasant Valley Swim Team

Last Year's Financial Statement Proposed Budget

Period: 9/2015-8/2016 Period: 9/2017-8/2018

CHECKING **CHECKING**

Beginning Balance: _____ Beginning Balance: _____

Revenue:

Registration:	21732
Meet Entries:	17530
Fundraisers:	14175
Swim Meet:	70460
Interest:	31
Dues:	161396
Other (merchandise):	525
Other (donations):	3642

Total Revenue \$ 289,491

Revenue:

Registration:	21732
Meet Entries:	17530
Fundraisers:	14175
Swim Meet:	70460
Interest:	31
Dues:	161398
Other (merchandise):	525
Other (donations):	3642

Total Revenue \$ 289,493

Expenses:

Advertising	\$ 2,350
Reimbursed Swim Meet	\$ 24,057
Fundraising	\$ 6,058
Licenses and Permits	\$ 20
Merchandise	\$ 1,909
Office Supplies	\$ 318
Payroll	\$ 115,385
Postage and Delivery	\$ 149
Bookkeeping and Payroll	\$ 5,417
Web portal and Pmt Proc	\$ 11,205
Tax Preparation	\$ 95
Registration	\$ 11,355
Rent - Office/storage	\$ 1,620
Rent - Pool	\$ 38,901
Swim Meet Fees	\$ 27,691
Swim Meet Equipment	\$ 12,779
Telephone/DSL	
Travel	\$ 20,963
Total	\$ 280,272

Ending Balance: \$ 9,219

Expenses:

Advertising	\$ 2,350
Reimbursed Swim Meet	\$ 24,057
Fundraising	\$ 6,058
Licenses and Permits	\$ 20
Merchandise	\$ 1,909
Office Supplies	\$ 318
Payroll	\$ 123,092
Postage and Delivery	\$ 149
Bookkeeping and Payroll	\$ 5,417
Web portal and Pmt Proc	\$ 11,205
Tax Preparation	\$ 95
Registration	\$ 11,355
Rent - Office/storage	\$ 1,620
Rent - Pool	\$ 49,800
Swim Meet Fees	\$ 18,700
Swim Meet Equipment	\$ 12,000
Telephone/DSL	
Travel	\$ 20,330
Total	\$ 288,475

Ending Balance: \$ 1,018

List Savings/CDs/Investments here:

Checking Account	2533
Savings Account	21081
CD Account ____month	\$
CD Account ____month	\$
Investment Account	\$
Other Account	797
Total Other Accounts	21878

Checking + Other \$ 24,411

List Savings/CDs/Investments here:

Checking Account	3551
Savings Account	21081
CD Account ____month	\$
CD Account ____month	\$
Investment Account	\$
Other Account	797
Total Other Accounts	21878

Checking + Other \$ 25,429

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
June 6, 2018**

1. CALL TO ORDER

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 Malloy.

2. PLEDGE OF ALLEGIANCE

Nick Marienthal led the pledge.

3. ROLL CALL

Roll Call

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Recreation Services Manager Eric Storrie, Park Services Manager Bob Cerasuolo, Customer Service Representative and Recording Board Secretary Karen Roberts, Administrative Analyst and Clerk of the Board Anthony Miller, Administrative Analyst Megan Hamlin, Park Supervisors Nick Marienthal and Matthew Parker; Recreation Supervisors Jane Raab, Lanny Binney and Macy Andersen; Human Resources Specialist Kathryn Drewry, Bob Aaron, Rich Frank, Przemyslaw Malek and Yolanda Salvas.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Item 9.F. *Consideration and Approval of Coalition Letter for Opposition of AB 2065 Surplus Land* be pulled from the agenda.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the Agenda as amended.

**Motion to
Approve
Amended
Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Recreation Supervisor Jane Raab presented the highlights of the District's May/June activities, programs and special events. The Senior Center has a movie and lunch on June 7 and their Independence Day Dance on July 3 with an Electronic Tech Fair on July 26. Summer leagues of adult kickball and softball have begun with basketball beginning in June. National Trails Day at Camarillo Grove Park had over 30 volunteers working on trails and landscape on June 2. Camp Funtastic begins June 18 and a spotlight was presented on park improvements. Eight new drinking fountains, 11 new picnic tables, 8 new barbecues, and 6 new benches were installed at various parks.

B. Senior Volunteer Recognition

Recreation Supervisor Jane Raab introduced Mark Bradford, a contract instructor who donates his dance class fees back to the Senior Center. Mr. Bradford was presented with a Senior Volunteer Recognition certificate for his dedication.

6. PUBLIC COMMENT

No comments.

7. CONSENT AGENDA

- A. Minutes for Special Meetings of April 26, May 3 and May 17, 2018 and Regular Meeting of May 2, 2018
- B. Warrants, Accounts Payable & Payroll thru May 24, 2018
- C. Financial Report
- D. Consideration and Adoption of Resolution No. 593 for Appropriation Amount Subject to Gann Limitation, FY 2018-2019
- E. Review and Approval of Surplus Supplies and Equipment List

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the Consent Agenda minus Item 9.F.

**Motion to
Approve
Consent Agenda
Minus Item 9.F.**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

8. PUBLIC HEARING – A Public Hearing on the Continuation of the Park Maintenance and Recreation Improvement District Assessment in FY 2018-2019.

A. Consideration and Adoption of Resolution No. 594, Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for FY 2018-2019 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District

Administrative Services Manager Leonore Young presented SCI Consulting Group's Engineer's Report with its proposed assessment and resolution.

Chairman Malloy opened the Public Hearing and with no members of the public speaking for or against the proposed assessments, Chairman Malloy closed the public hearing.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to adopt Resolution No. 594 accepting the Engineer's Report and ordering the Levy of Assessment at \$40.12.

**Motion to
Adopt Reso 594
Accepting
Engineer Report
And Levy Assess.**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Preliminary Fiscal Year 2018-2019 Budgets for the General Fund, the Assessment District and Quimby Expenses

Administrative Services Manager Leonore Young presented the preliminary FY 2018-2019 budgets. Ms. Young also presented follow-up items regarding a possible new pavilion at Nancy Bush Park and restrooms at Mel Vincent Park which could be funded by Quimby fees. Discussion items included: familiarity of numbers based on three workshops held in April and May, a good-sized capital improvement budget, and financial stability.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the preliminary FY 2018-2019 Budgets.

**Motion to
Approve
Preliminary
FY18-19 Budgets**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

B. Introduction of Ordinance No. 9, an Amendment to Section 234 of Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities

Administrative Analyst Megan Hamlin presented verbiage amendments to Article 2, Section 234 – Skate Park Regulations of Ordinance No. 8. Changes to an ordinance require the introduction of a new ordinance. Chairman Malloy introduced and read the complete Ordinance No. 9 title – *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park* and requested to waive further reading. Director Magner, as Board Secretary, then read the Ordinance No. 9 title.

Chairman Malloy called for a motion. A motion was made by Director Dixon and seconded by Director Mishler to read the complete Ordinance No. 9 title - *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park*, to waive further reading, and approve the introduction and reading of the District's *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park*.

**Motion to
Approve
Intro and
Reading of Ord
No. 9**

Voting was as follows:

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

Noes:

Abstain:

Absent:

Carried

Motion: Carried

C. Consideration and Approval of Bid Award for Parks Maintenance Yard Driveway

Park Supervisor Matthew Parker presented five bids for the replacement of approximately 3900 square feet of an asphalt driveway at the Parks Maintenance Yard. Civic Construction Associates was the low bidder at \$33,205. Discussion included: familiarity of the company with local projects, comparison of the alt bids with square footage at 4" thick concrete versus 6" concrete, and Civic's alt bid submission and affirmation of the same pricing for the complete project with 6" concrete.

Chairman Malloy called for a motion. A motion was made by Director Mishler and seconded by Chairman Dixon to approve and authorize the General Manager to enter into an agreement with Civic Construction Associates to replace the asphalt driveway with a concrete driveway in the amount of \$33,205.

**Motion to
Approve Bid
Award to Civic
Construction for
Park Driveway**

Voting was as follows:

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

Noes:

Abstain:

Absent:

Carried

Motion: Carried

D. Consideration, Selection and Vote for a County Oversight Board Special District Member

Administrative Analyst Anthony Miller presented Ventura LAFCo's request for the selection of a COB Special District representative. Director Mike Mishler was nominated at the District's April 4 Special Board meeting to run for the seat. Director Mishler stated that he has worked with Ventura County to review current RDA issues and worked to allow a special district representative on the COB.

Chairman Malloy called for a motion. A motion was made by Director Kelley and seconded by Director Dixon to select and vote for Director Mike Mishler as a County Oversight Board Special District Member.

**Motion to Vote
for Director
Mishler for COB
Special District
Member**

Voting was as follows:

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

Noes:

Abstain:

Absent:

Carried

Motion: Carried

E. Consideration and Approval of Employment Agreement Between the District and General Manager

Human Resources Specialist Kathryn Drewry presented the employment agreement which provides for a five-year term of employment, terminating on June 30, 2023. Bob Aaron commented that five years is a long term for a small district and that he was unhappy with what has been accomplished under General Manager Otten's tenure. He requested that the vote be deferred so that members of the public could speak out against

the agreement. Discussion included: the extension of the employment term from a 3-yr term to a customary 5-yr term, the removal of administrative leave balanced with extra vacation, and the Board's satisfaction with the General Manager's performance.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the employment agreement between the District and Mary Otten to serve as the District's General Manager.

Voting was as follows:

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

Noes:

Abstain:

Absent:

**Motion to
Approve the
GM Employment
Agreement**

Motion: Carried

Carried

F. Consideration and Approval of Coalition Letter for Opposition of AB 2065 Surplus Land

Item pulled.

10. INFORMATIONAL ITEMS

- A. Chairman Malloy – Chairman Malloy thanked the Camarillo Health Care District for resolving their personnel issue with money being returned to the City. Mr. Malloy acknowledged staff for their work at the Bob Kildee Park pickleball and tennis courts and at the Senior Center's 50+ Expo. Last week, Director Mishler, Administrative Services Manager Leonore Young and Chairman Malloy attended a webinar by CalPERS on unfunded liability payments. Unfunded liability is increasing and the goal is to get agencies to pay more money in sooner so that the unfunded liability drops. Future payment schedules will be over 20 years rather than 30 years so payments will be higher. Mr. Malloy commented that the Pleasant Valley Historical Society nominated his name as a Don of Camarillo for 2018. He will be honored on August 16.
- B. Ventura County Special District Association/California Special District Association – Director Magner reported that VCSDA met on June 5 with a speaker on cybersecurity. CSDA – Director Magner attended Legislative Days in May with Director Mishler and met with legislative members and staff. Bills discussed were AB2065 – local agency surplus land which died in committee after Legislative Days, SB929 – special district websites and transparency, and AB3037 – redevelopment agencies bill which will most likely die this year. Ms. Magner suggested that the District's Policy Committee should address how best to prepare responses on a regular basis to CSDA items that need action.
- C. Santa Monica Mountains Conservancy – Director Mishler reported that he attended the May 21 meeting via a teleconference call while he was in Sacramento attending Legislative Days.
- D. Standing Committees – Finance - Chairman Malloy reported that the District is right on target, but that unfunded liability will continue to be a challenge. Liaison - Director Dixon stated that the committee met and discussed with Greenplay about more detail for Options 1 and 2 for the needs assessment project. In assessing costs

for a new senior center and a gymnasium, the City is discussing their financial commitment which will help the District know what can be afforded to build. Personnel - Director Magner reported that the employee handbook is moving along. Policy - The committee meets on Thursday, June 7.

- E. Foundation for Pleasant Valley Recreation and Parks – Director Magner reported that the group has been busy with the two restaurant fundraisers that yielded around \$1800 and will be partnering with the District for food trucks at the Movies in the Park during the summer. Coming up is the Donut Dash and Ugly Sweater Race in December.
- F. General Manager’s Report – General Manager Otten reported that: the men’s restroom is being renovated, signage is going up at the parks, Bob Kildee Park court renovations are almost complete, Camp Funtastic begins June 18, Park and Recreation Month in July will be celebrated with free events at the District and a needs assessment workshop will be set in June.

11. ORAL COMMUNICATIONS

Director Dixon attended a busy Bob Kildee Park and commented that the pickleball and tennis court renovations along with the new pavilion cover look great. Dr. Dixon congratulated Chairman Malloy on the Pleasant Valley Historical Society’s Don of Camarillo nomination. Director Kelley stated that he has noticed the new park signs at the parks and he likes them. Mr. Kelley also noticed that the recent voting turnout was very light and that the community should vote. Director Magner stated that the voting turnout for Ventura County was only 10%. Ms. Magner attended the closing ceremony for Camarillo Pony Baseball Association with several hundred in attendance and she presented an award in her name to a deserving teen player. Director Mishler congratulated Chairman Malloy on his nomination and thanked Camarillo volunteers. Mr. Mishler commented that the Rancho Simi Recreation and Park District does not have to go through the city of Simi Valley for their Quimby fees; they are independent from the city and calculate their own fees.

12. ADJOURNMENT

Chairman Malloy adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Mark Malloy
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: July 5, 2018

SUBJECT: FINANCE REPORT MAY 2018

RECOMMENDATION

It is recommended the Board review and approve the District's Financial Statements for May 31, 2018 for Fund 10, Fund 20 and Fund 30.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH MAY 31, 2018

The District's Statements of Revenues and Expenditures for the period of July 1, 2017 through May 31, 2018 with a year-to-date comparison for the period of July 1, 2016 through May 31, 2017 are attached. The percentage rate used for the 2017-2018 fiscal year budget is 91% for Period 11 of the fiscal year.

REVENUES

Total revenue for the 11th month ending May 31, 2018 for Fund 10 (General Fund) has an overall increase of \$432,205 in comparison to fiscal year 2016-2017. Most of the increase is due to the same items as last month: 1) Current Year Secured (\$242,202), 2) ROPS Reimbursement (\$129,274), and 3) Rental (\$44,280) having an increase over the same period as last year. These variances were mentioned last month and stay consistent as primary reasons revenue is up in comparison to the prior fiscal year. The variances are due to Secured Tax Apportionment which is up by 4.3%, ROPS from California State University Channel Islands (CSUCI) and Rental income which has increased by 12.9% over the same period as last year.

Total revenue for the 11th month ending May 31, 2018 for Fund 20 (Assessment District) is at 97.8% of budget, with the second of two tax assessment payments being received the end of April. Staff does not anticipate any additional payments coming into the Assessment District for fiscal year 2017-2018, therefore the revenue totals for tax apportionment are complete. The District budgets for a 1.25% non-collection rate which equates to \$13,404. Taking the non-collection rate into play, the Assessment District is \$11,051 below the budgeted tax assessment.

Fund 30, the Park Dedication Fund had minimal activity for the period ending May 31, 2018.

EXPENDITURES

Personnel Expenditures have increased by \$141,021 for FY 2017-2018 in comparison to personnel expenses for the same time last year. Most of the increase is due to: 1) CalPERS Unfunded Liability

(\$60,168) and 2) Part-Time Salaries (\$82,428) The variances in CalPERS Unfunded Liability are due to the District paying the unfunded liability in full in fiscal year 2017-2018 and part-time salaries increasing due to positions being filled.

Service and Supply Expenditures have increased \$141,587 in comparison to the same period last year. This increase in expenditure is primarily due to the following items: 1) Water (\$92,852) and Appropriation Fees/Collection Fees (\$48,156). There is a line item in fiscal year 2016-2017, item #6970 COI COP's, that does not show an expense in fiscal year 2017-2018. This is the Cost of Issuance which was \$281,273 for the refunding of the 2017 COP. This expense occurred in April 2017, therefore it has lowered the District's expense variance when comparing the fiscal year expenses. The Board will see this consistency in May and June as well.

Fund 20 is at 65.7% in Personnel and 81.3% in Service and Supplies. The Assessment District is staying within budget in all categories.

Fund 30 has no Personnel or Service and Supplies expenses as of May 31, 2018.

The Capital projects are at 79.2% of budget on capital improvement projects.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 8.6% and Fund 20 by 11.5%.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for May 31, 2018 for Fund 10, Fund 20 and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of May 31, 2018 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of May 31, 2018 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of May 31, 2018 Fund 30
(1 page)

**General Ledger
District Wide Budget Summary
Fiscal Year 2018-2019
Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5110	Tax Apport Cur Year Secure	\$ 5,794,081.20	\$ 6,126,646.00	\$ 6,417,475.00	\$ 6,417,475.00	\$ 6,506,450.00	\$ 6,506,450.00
5120	Tax Apport Cur Year Unsec	\$ 132,002.25	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport Prior Year Sec	\$ 75,211.16	\$ -	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport Prior Year Unsec	\$ 5,910.95	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ 94,885.35	\$ -	\$ -	\$ -	\$ -	\$ -
5215	Supplemental Redemption	\$ 10,546.00	\$ -	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ 46,087.23	\$ -	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Ro	\$ 401.66	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ 47,883.75	\$ 18,690.00	\$ 18,300.00	\$ 18,300.00	\$ 18,300.00	\$ 18,300.00
5320	MBS Interest Earnings	\$ 18,637.99	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park DedicationFees	\$ 3,148,562.00	\$ -	\$ -	\$ -	\$ -	\$ -
5460	Dividends CAPRI Prior Year	\$ 10,594.50	\$ -	\$ -	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ 4,206.72	\$ 3,025.00	\$ 4,510.00	\$ 4,510.00	\$ 4,510.00	\$ 4,510.00
5507	Plan Check Fee	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
5510	Contract ClassesPublic Fees	\$ 655,457.54	\$ 235,111.00	\$ 232,539.00	\$ 232,539.00	\$ 232,539.00	\$ 232,539.00
5511	Public Fees	\$ -	\$ 403,610.00	\$ 393,842.00	\$ 393,842.00	\$ 393,842.00	\$ 393,842.00
5513	Swim PassAdult Splash (20)	\$ 9,628.76	\$ 7,344.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00
5514	Swim PassSenior Splash (10)	\$ 1,551.25	\$ 1,890.00	\$ 2,079.00	\$ 2,079.00	\$ 2,079.00	\$ 2,079.00
5515	Senior Services Revenue	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash (20)	\$ 4,898.00	\$ 4,590.00	\$ 5,049.00	\$ 5,049.00	\$ 5,049.00	\$ 5,049.00
5517	Swim PassSenior Splash (20)	\$ 540.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00
5518	Swim PassSenior Fitness (10)	\$ 12,966.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00
5520	Swim PassSenior Fitness (20)	\$ 19,341.04	\$ 22,329.00	\$ 25,655.00	\$ 25,655.00	\$ 25,655.00	\$ 25,655.00
5524	Swim PassAdult Splash (10)	\$ 2,418.50	\$ 5,508.00	\$ 6,426.00	\$ 6,426.00	\$ 6,426.00	\$ 6,426.00
5525	Vending Concessions	\$ 4,302.64	\$ 3,312.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00
5526	Swim PassAdult Fitness (10)	\$ 320.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
5527	Swim PassAdult Fitness (20)	\$ 1,417.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
5528	Swim Passes Summer Single	\$ 460.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00
5529	Swim Passes Summer Famil	\$ 1,838.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
5530	Rental	\$ 399,530.80	\$ 347,727.00	\$ 420,966.00	\$ 420,966.00	\$ 420,966.00	\$ 420,966.00
5535	Cell Tower Revenue	\$ 78,375.08	\$ 82,272.00	\$ 83,534.00	\$ 83,534.00	\$ 83,534.00	\$ 83,534.00
5536	Annual Passes	\$ 3,706.30	\$ -	\$ -	\$ -	\$ -	\$ -
5540	Parking Fees	\$ 17,609.22	\$ 12,024.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00
5550	Dues	\$ 1,567.00	\$ 2,208.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00
5555	Activity Guide Revenue	\$ 14,665.00	\$ 8,800.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
5561	Special Event	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5563	Staffing Cost Recovery	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5564	Special Event Permits	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5565	Gain/(Loss) LAIF Investment	\$ 1,928.56	\$ -	\$ -	\$ -	\$ -	\$ -
5570	Donations	\$ 96,864.88	\$ 80,620.00	\$ 90,870.00	\$ 90,870.00	\$ 90,870.00	\$ 90,870.00
5573	Grant HCF	\$ 28,224.15	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Tak	\$ 73,144.39	\$ 53,133.00	\$ 64,615.00	\$ 64,615.00	\$ 64,615.00	\$ 64,615.00
5580	Cash Over/Under	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ 2,275.42	\$ 3,340.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
5600	Reimbursement ROPS	\$ 165,408.89	\$ 290,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
	Revenue	\$ 10,987,599.18	\$ 7,732,751.00	\$ 7,937,518.00	\$ 7,937,518.00	\$ 8,026,493.00	\$ 8,026,493.00
	Expense						
6100	Full Time Salaries	\$ 2,121,123.15	\$ 2,244,711.00	\$ 2,355,471.00	\$ 2,355,471.00	\$ 2,398,320.00	\$ 2,398,320.00
6101	Overtime Salaries	\$ 13,977.01	\$ 32,225.00	\$ 34,286.00	\$ 34,286.00	\$ 34,286.00	\$ 34,286.00
6105	Car Allowance	\$ 9,636.89	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
6108	Cell Phone Allowance	\$ 13,836.31	\$ 17,550.00	\$ 15,900.00	\$ 15,900.00	\$ 15,900.00	\$ 15,900.00
6110	PartTime Salaries	\$ 533,938.95	\$ 707,997.00	\$ 729,302.00	\$ 729,302.00	\$ 731,823.00	\$ 731,823.00
6120	Retirement	\$ 348,015.40	\$ 400,037.00	\$ 432,847.00	\$ 432,847.00	\$ 440,350.00	\$ 440,350.00
6121	457 Pension	\$ 7,447.28	\$ 7,945.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00
6130	Employee Insurance	\$ 225,866.70	\$ 309,067.00	\$ 345,185.00	\$ 345,185.00	\$ 345,185.00	\$ 345,185.00
6140	Workers Compensation	\$ 124,849.44	\$ 145,957.00	\$ 166,227.00	\$ 166,227.00	\$ 168,953.00	\$ 168,953.00
6150	Unemployment Insurance	\$ 3,348.33	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -
6160	Loan Pension Obligation	\$ 36,920.16	\$ 238,043.00	\$ 243,610.00	\$ 243,610.00	\$ 243,610.00	\$ 243,610.00
6161	OPEB Expense	\$ 24,567.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liability	\$ 201,847.92	\$ 245,195.00	\$ 318,714.00	\$ 318,714.00	\$ 318,714.00	\$ 318,714.00
	Personnel	\$ 3,665,374.54	\$ 4,373,527.00	\$ 4,653,387.00	\$ 4,653,387.00	\$ 4,708,986.00	\$ 4,708,986.00
6210	Telephone	\$ 11,454.29	\$ 11,556.00	\$ 11,456.00	\$ 11,456.00	\$ 11,456.00	\$ 11,456.00
6220	Internet Services	\$ 28,675.80	\$ 33,882.00	\$ 36,882.00	\$ 36,882.00	\$ 40,258.00	\$ 40,258.00

**General Ledger
District Wide Budget Summary
Fiscal Year 2018-2019
Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
6310	Pool Chemicals	\$ 12,790.98	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
6320	Janitorial Supplies	\$ 51,397.46	\$ 48,325.00	\$ 52,200.00	\$ 52,200.00	\$ 52,200.00	\$ 52,200.00
6330	Kitchen Supplies	\$ 915.48	\$ 1,510.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
6340	Food Supplies	\$ 5,300.70	\$ 7,811.00	\$ 12,075.00	\$ 12,075.00	\$ 12,075.00	\$ 12,075.00
6350	Water Maint & Service	\$ 1,184.60	\$ 1,380.00	\$ 1,080.00	\$ 1,080.00	\$ 1,080.00	\$ 1,080.00
6360	Laundry/Wash Service	\$ -	\$ 680.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
6380	Medical Supplies	\$ -	\$ -	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
6410	Insurance Liability	\$ 87,921.00	\$ 100,434.00	\$ 111,732.00	\$ 111,732.00	\$ 111,732.00	\$ 111,732.00
6500	Equipment Maintenance	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6510	Fuel	\$ 35,457.43	\$ 41,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00
6520	Vehicle Maintenance	\$ 35,415.41	\$ 34,200.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6530	Office Equipment Maintenance	\$ 182.27	\$ 900.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6540	Computer Equip Maintenance	\$ 2,244.85	\$ 2,800.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6600	Building Maintenance	\$ 66.98	\$ -	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 80,928.11	\$ 78,315.00	\$ 96,200.00	\$ 96,200.00	\$ 96,200.00	\$ 96,200.00
6620	Bldg Equip Maint/Repair	\$ 26,848.13	\$ 35,700.00	\$ 22,875.00	\$ 22,875.00	\$ 22,875.00	\$ 22,875.00
6630	Improvements/Maintenance	\$ 23,030.05	\$ 40,200.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
6710	Grounds Maintenance	\$ 91,769.94	\$ 88,980.00	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00
6719	Tree Care Assess	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
6725	Park Signage (Branding)	\$ 28,082.57	\$ 24,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6730	Contracted Pest Control	\$ 1,315.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6740	Rubbish & Refuse	\$ 56,960.74	\$ 56,800.00	\$ 65,760.00	\$ 65,760.00	\$ 65,760.00	\$ 65,760.00
6750	Vandalism/Theft	\$ 3,265.08	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6810	Memberships	\$ 13,545.93	\$ 14,310.00	\$ 14,315.00	\$ 14,315.00	\$ 14,315.00	\$ 14,315.00
6900	Office Expense	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 21,046.39	\$ 23,314.00	\$ 29,934.00	\$ 29,934.00	\$ 29,934.00	\$ 29,934.00
6920	Postage Expense	\$ 18,838.40	\$ 27,100.00	\$ 31,900.00	\$ 31,900.00	\$ 31,900.00	\$ 31,900.00
6930	Advertising Expense	\$ 14,036.29	\$ 15,592.00	\$ 16,740.00	\$ 16,740.00	\$ 16,740.00	\$ 16,740.00
6940	Printing Charges	\$ 13,035.43	\$ 19,543.00	\$ 14,048.00	\$ 14,048.00	\$ 14,048.00	\$ 14,048.00
6950	Bank & ActiveNet Charges	\$ 54,589.05	\$ 45,990.00	\$ 55,758.00	\$ 55,758.00	\$ 55,758.00	\$ 55,758.00
6960	Approp Redev/Collection Fee	\$ 325,906.93	\$ 374,070.00	\$ 399,740.00	\$ 399,740.00	\$ 399,740.00	\$ 399,740.00
6965	Assessment Tax	\$ 18,960.70	\$ -	\$ -	\$ -	\$ -	\$ -
6970	COI COP's	\$ 281,273.19	\$ -	\$ -	\$ -	\$ -	\$ -
6980	Minor Furn Fixture & Equip	\$ 1,925.43	\$ 1,683.00	\$ 1,533.00	\$ 1,533.00	\$ 1,533.00	\$ 1,533.00
6990	Comp Hardware/Software Ex	\$ 8,253.20	\$ 13,564.00	\$ 13,264.00	\$ 13,264.00	\$ 13,264.00	\$ 13,264.00
7010	Fingerprint Fees (HR)	\$ 2,389.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
7020	Fire & Safety Insp Fees	\$ 956.05	\$ 3,140.00	\$ 3,925.00	\$ 3,925.00	\$ 3,925.00	\$ 3,925.00
7030	Permit & Licensing Fees	\$ 3,881.55	\$ 4,400.00	\$ 11,150.00	\$ 11,150.00	\$ 11,150.00	\$ 11,150.00
7040	State License Fee	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
7100	Professional Services	\$ 1,300.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7110	Legal Services	\$ 39,770.53	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00
7115	Typeset and Print Services	\$ 53,297.89	\$ 50,147.00	\$ 45,900.00	\$ 45,900.00	\$ 45,900.00	\$ 45,900.00
7120	Instructor Services	\$ 184,296.69	\$ 169,925.00	\$ 168,426.00	\$ 168,426.00	\$ 168,426.00	\$ 168,426.00
7125	PERS Admin Fees	\$ 1,340.33	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
7130	Audit Services	\$ 16,240.00	\$ 22,260.00	\$ 17,260.00	\$ 17,260.00	\$ 17,260.00	\$ 17,260.00
7140	Medical & Health Svcs (HR)	\$ 3,965.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7150	Security Services	\$ 4,919.84	\$ 3,600.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
7160	Entertainment Services	\$ 2,529.02	\$ 3,450.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7180	Business Services	\$ 50,557.66	\$ 63,175.00	\$ 90,100.00	\$ 90,100.00	\$ 90,100.00	\$ 90,100.00
7190	Umpire/Referee Services	\$ 1,710.00	\$ 1,640.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00
7210	Subscriptions	\$ 2,746.48	\$ 4,322.00	\$ 4,508.00	\$ 4,508.00	\$ 4,508.00	\$ 4,508.00
7310	Rents & Leases Equip	\$ 19,938.06	\$ 25,110.00	\$ 38,210.00	\$ 38,210.00	\$ 38,210.00	\$ 38,210.00
7320	Bldg/Field Leases & Rental	\$ 11,076.00	\$ 11,466.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7410	Event Supplies	\$ 2,154.89	\$ 2,310.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7420	Supplies	\$ 5,803.14	\$ 7,175.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
7430	Bingo Supplies	\$ 7,564.97	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7440	Sporting Goods	\$ 9,406.74	\$ 8,085.00	\$ 8,586.00	\$ 8,586.00	\$ 8,586.00	\$ 8,586.00
7450	Arts and Craft Supplies	\$ 2,399.39	\$ 4,820.00	\$ 1,940.00	\$ 1,940.00	\$ 1,940.00	\$ 1,940.00
7460	Training Supplies	\$ 2,043.36	\$ 3,095.00	\$ 2,650.00	\$ 2,650.00	\$ 2,650.00	\$ 2,650.00
7470	Camp Supplies	\$ 1,523.21	\$ 1,080.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7500	Small Tools	\$ 9,234.75	\$ 6,400.00	\$ 6,100.00	\$ 6,100.00	\$ 6,100.00	\$ 6,100.00
7510	Safety Supplies	\$ 4,351.41	\$ 7,289.00	\$ 4,690.00	\$ 4,690.00	\$ 4,690.00	\$ 4,690.00
7610	Uniform Allowance	\$ 13,018.66	\$ 12,426.00	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00
7620	Safety Clothing	\$ 3,671.14	\$ 3,150.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00
7710	Conference&Seminar Staff	\$ 5,664.70	\$ 20,745.00	\$ 19,775.00	\$ 19,775.00	\$ 19,775.00	\$ 19,775.00
7715	Conference&Seminar Board	\$ 1,237.47	\$ 2,240.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00
7720	Conference&Seminar Travel	\$ 4,568.39	\$ 13,573.00	\$ 10,143.00	\$ 10,143.00	\$ 10,143.00	\$ 10,143.00

**General Ledger
District Wide Budget Summary
Fiscal Year 2018-2019
Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
7725	Out of Town Travel Board	\$ 2,857.10	\$ 6,615.00	\$ 7,085.00	\$ 7,085.00	\$ 7,085.00	\$ 7,085.00
7730	Private Vehicle Mileage	\$ 3,157.74	\$ 4,190.00	\$ 2,503.00	\$ 2,503.00	\$ 2,503.00	\$ 2,503.00
7740	Transportation Charges	\$ 29.05	\$ 750.00	\$ 1,110.00	\$ 1,110.00	\$ 1,110.00	\$ 1,110.00
7750	Buses/Excursions	\$ 15,107.62	\$ 22,870.00	\$ 23,950.00	\$ 23,950.00	\$ 23,950.00	\$ 23,950.00
7810	Utilities Gas	\$ 24,053.98	\$ 26,431.00	\$ 27,488.00	\$ 27,488.00	\$ 27,488.00	\$ 27,488.00
7820	Utilities Water	\$ 728,369.80	\$ 757,800.00	\$ 806,188.00	\$ 806,188.00	\$ 816,188.00	\$ 816,188.00
7830	Utilities Electric	\$ 195,887.57	\$ 226,374.00	\$ 237,062.00	\$ 237,062.00	\$ 237,062.00	\$ 237,062.00
7840	Airport Assessment Exp	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
7910	Awards and Certificates	\$ 16,099.44	\$ 16,490.00	\$ 16,940.00	\$ 16,940.00	\$ 16,940.00	\$ 16,940.00
7920	Meals for Staff Training	\$ 2,157.53	\$ 2,710.00	\$ 2,810.00	\$ 2,810.00	\$ 2,810.00	\$ 2,810.00
7930	Employee Morale	\$ 1,466.06	\$ 9,974.00	\$ 4,250.00	\$ 4,250.00	\$ 4,250.00	\$ 4,250.00
7950	COP Debt PV Fields	\$ 27,539.95	\$ 246,409.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00
7970	Reserve Vehicle Fleet	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7971	Reserve Computer Fleet	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Reserve Designated Project	\$ 30,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ 91,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7974	Reserve Capital Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7975	Reserve Repair/Oper/Admin	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
	Services and Supplies	\$ 2,967,899.97	\$ 3,158,015.00	\$ 3,270,545.00	\$ 3,270,545.00	\$ 3,303,921.00	\$ 3,303,921.00
	Capital						
8400	Capital	\$ 9,653.88	\$ -	\$ 1,132,000.00	\$ 1,132,000.00	\$ 1,292,000.00	\$ 1,292,000.00
8403	HCF Grant Trails	\$ 304.00	\$ -	\$ -	\$ -	\$ -	\$ -
8405	HCF Grant Wildlife Programs	\$ 19,326.40	\$ -	\$ -	\$ -	\$ -	\$ -
8408	Eston Street Tree Removal	\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
8409	Cam Grove Park	\$ 174,175.00	\$ -	\$ -	\$ -	\$ -	\$ -
8410	Playground Equipment	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -
8420	Equip/Facility Replacement	\$ 9,981.26	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
8421	Telephone System	\$ 11,209.49	\$ -	\$ -	\$ -	\$ -	\$ -
8422	Needs Assessment	\$ 211.90	\$ 68,790.00	\$ -	\$ -	\$ -	\$ -
8423	Bob Kildee Parking Lot	\$ 9,377.92	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
8424	PV Fields Parking Lot	\$ 14,361.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
8425	Hardwalls GM/HR Offices	\$ 4,706.87	\$ -	\$ -	\$ -	\$ -	\$ -
8426	Charter Oak Windrow	\$ 6,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8427	Cam Grove Parking Lot	\$ 174,175.00	\$ -	\$ -	\$ -	\$ -	\$ -
8429	Bob Kildee PournPlay	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
8430	Cam Grve Dog PkArtificial T	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
8431	Shop DriveWay	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
8432	Freedom Pk Baseball Flds De	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8433	Aquatics Tankless Wtr Heater	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ -
8434	Auditorium Patio	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
8435	Auditorium Restroom Remod	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
8436	Springville Dog Park Wall	\$ -	\$ 81,000.00	\$ -	\$ -	\$ -	\$ -
8437	Bob Kildee Pavilion Replace	\$ -	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -
8438	Mission Oaks Roof	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
8439	Auditorium Ducting/Replace	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
8440	Office Design/Carpet/Server	\$ -	\$ 53,000.00	\$ -	\$ -	\$ -	\$ -
8441	Admin Bldg Roofs #6,#7,Ad	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -
8443	Pickle Ball CtsPaint/Repair	\$ -	\$ 68,400.00	\$ -	\$ -	\$ -	\$ -
	Capital	\$ 447,532.72	\$ 873,190.00	\$ 1,139,000.00	\$ 1,139,000.00	\$ 396,400.00	\$ 396,400.00
	Revenue Total	\$ 10,987,599.18	\$ 7,732,751.00	\$ 7,937,518.00	\$ 7,937,518.00	\$ 8,026,493.00	\$ 8,026,493.00
	Expense Total	\$ 6,633,274.51	\$ 7,531,542.00	\$ 7,923,932.00	\$ 7,923,932.00	\$ 8,012,907.00	\$ 8,012,907.00
	Rev over Exp	\$ 4,354,324.67	\$ 201,209.00	\$ 13,586.00	\$ 13,586.00	\$ 13,586.00	\$ 13,586.00
	Expense w/Capital	\$ 7,080,807.23	\$ 8,404,732.00	\$ 9,062,932.00	\$ 9,062,932.00	\$ 8,409,307.00	\$ 8,409,307.00

**General Ledger
Fund 20 Assessment District
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5310	Interest Earnings	\$ 275.61	\$ 389.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00
5500	Assessment Revenue	\$ 1,061,718.64	\$ 1,072,301.00	\$ 1,104,470.00	\$ 1,104,470.00	\$ 1,108,778.00	\$ 1,108,778.00
	Revenue	\$ 1,061,994.25	\$ 1,072,690.00	\$ 1,104,745.00	\$ 1,104,745.00	\$ 1,109,053.00	\$ 1,109,053.00
	Expense						
6100	Full Time Salaries	\$ 93,593.62	\$ 82,212.00	\$ 20,905.00	\$ 20,905.00	\$ 21,232.00	\$ 21,232.00
6105	Car Allowance	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 975.00	\$ -	\$ -	\$ -	\$ -	\$ -
6120	Retirement	\$ 16,521.11	\$ 14,563.00	\$ 3,694.00	\$ 3,694.00	\$ 3,752.00	\$ 3,752.00
6130	Employee Insurance	\$ 13,302.76	\$ 14,910.00	\$ 3,707.00	\$ 3,707.00	\$ 3,707.00	\$ 3,707.00
6140	Workers Compensation	\$ 8,885.89	\$ 8,695.00	\$ 1,994.00	\$ 1,994.00	\$ 2,026.00	\$ 2,026.00
	Personnel	\$ 134,478.38	\$ 120,380.00	\$ 30,300.00	\$ 30,300.00	\$ 30,717.00	\$ 30,717.00
6709	Incidental Costs Assess	\$ 15,610.13	\$ 29,204.00	\$ 31,606.00	\$ 31,606.00	\$ 31,660.00	\$ 31,660.00
6719	Tree Care Assess	\$ -	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6720	Contracted LS Services	\$ 396,911.23	\$ 440,736.00	\$ 473,568.00	\$ 473,568.00	\$ 473,568.00	\$ 473,568.00
6722	Park Amenities Assess	\$ -	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
6950	Bank & ActiveNet Cha	\$ 104.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
6960	Approp Redev/Collecti	\$ 2,516.64	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7180	Business Services	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
7950	COP Debt PV Fields	\$ 400,212.12	\$ 392,859.00	\$ 511,409.00	\$ 511,409.00	\$ 511,409.00	\$ 511,409.00
	Expense	\$ 820,354.12	\$ 950,359.00	\$ 1,074,143.00	\$ 1,074,143.00	\$ 1,074,197.00	\$ 1,074,197.00
	Revenue Total	\$ 1,061,994.25	\$ 1,072,690.00	\$ 1,104,745.00	\$ 1,104,745.00	\$ 1,109,053.00	\$ 1,109,053.00
	Expense Total	\$ 954,832.50	\$ 1,070,739.00	\$ 1,104,443.00	\$ 1,104,443.00	\$ 1,104,914.00	\$ 1,104,914.00
	Rev over Exp	\$ 107,161.75	\$ 1,951.00	\$ 302.00	\$ 302.00	\$ 4,139.00	\$ 4,139.00

**General Ledger
Fund 30 Quimby Funds
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
1500	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
5320	MBS Interest Ear	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park DedicationF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense						
6950	Bank & ActiveNe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital						
8400	Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00	\$ 895,600.00
	Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00	\$ 895,600.00
	Revenue Total	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense w/Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00	\$ 895,600.00

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Eric L. Storrie, Recreation Services Manager

DATE: July 5, 2018

**SUBJECT: CONSIDERATION AND ADOPTION OF
RESOLUTION NO. 592 DECLARING JULY AS
PARK AND RECREATION MONTH**

RECOMMENDATION

It is recommended the Board consider and adopt Resolution No. 592 proclaiming July as Park and Recreation Month.

BACKGROUND

Americans have celebrated National Park and Recreation Month during July since 1985. Through efforts of the National Recreation and Park Association (NRPA), the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009. At the state level, California Parks and Recreation Society (CPRS) recognizes it as “July is Parks Make Life Better” month. The NRPA and CPRS are encouraging its members to plan events and initiatives that will remind the community of the exciting and vital role that recreation and parks play in our lives. Staff is presenting a resolution proclaiming the month of July as Park and Recreation Month. Resolution No. 592 not only recognizes the need for parks and recreation but also draws attention to staff’s dedication to work together to further health and wellness, conservation and social opportunities by providing awesome programs and events.

ANALYSIS

To celebrate the importance of recreation and parks, the District is planning free events open to the community every day in July to promote NRPA’s theme – “A Lifetime of Discovery”. From guided hikes, yoga in the park, pickleball, cornhole, disc golf, dances, Thursday night band concerts, Friday Movies in the Park along with a July 21 Family Float Night at the Aquatic Center and more, there is something for everyone to explore.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended the Board consider and adopt Resolution No. 592 proclaiming July as Park and Recreation Month.

ATTACHMENTS

- 1) Resolution No. 592 (1 page)

RESOLUTION NO. 592

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
TO PROCLAIM JULY AS PARK AND RECREATION MONTH**

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the Pleasant Valley Recreation and Park District in Camarillo; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Park and Recreation Month; and

WHEREAS Pleasant Valley Recreation and Park District recognizes the benefits derived from parks and recreation resources

THEREFORE, BE IT RESOLVED the Pleasant Valley Recreation & Park District hereby proclaims the month of July as "Park & Recreation Month" and in doing so, urges all citizens in the community of Camarillo to use and enjoy our parks and recreational opportunities.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of July 2018, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors

**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: July 5, 2018

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 595 UPDATING AUTHORIZED SIGNATURES FOR
WIRE TRANSFERS WITH VENTURA COUNTY
TREASURY POOL**

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 595 for Ventura County Treasury Pool updating signatures as to who is authorized to sign and/or authorize wire transfers for Pleasant Valley Recreation and Park District.

BACKGROUND

At the November 5, 2015 Board meeting the Board approved Resolution No. 550 authorizing the District to invest District funds with the Ventura County Treasury Pool. The Ventura County Pool requires an annual board approved document or resolution identifying the authorized party to sign and/or authorize wire transfers for Pleasant Valley Recreation and Park District. This resolution along with the Signature Authorization Form for Local Agencies for fiscal year 2018-2019 must be completed and returned to the Auditor-Controller in order to process any further deposits or withdrawals with the Ventura County Pool.

ANALYSIS

The Ventura County Auditor-Controller Office requires any agency that uses the Ventura County Financial Management System (VCFMS) to record financial information or invests in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2018-2019. This form must be accompanied by board resolution or other board approved documentation identifying specific individuals or positions. The resolution states that Mary Otten - General Manager, Leonore Young - Administrative Services Manager and Mark Malloy - Board Chair are authorized signatures.

FISCAL IMPACT

No fiscal impact with this Board action.

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 595 for Ventura County Pool updating signatures as to who is authorized to sign and/or authorize wire transfers for fiscal year 2018-2019 for Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 595 (2 pages)

RESOLUTION NO. 595

**RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
UPDATING AUTHORIZED SIGNATURES FOR WIRE
TRANSFERS OF DISTRICT FUNDS
IN THE VENTURA COUNTY TREASURY POOL**

WHEREAS, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the County Treasurer-Tax Collector, to deposit the excess District funds in the County Treasury Pool for the purpose of investment by the County Treasurer-Tax Collector; and

WHEREAS, the existing District Investment Policy adopted on April 1, 2015, authorizes the investment of excess District funds in county investment pools; and

WHEREAS, the Administrative Services Manager has determined that the deposit of excess District funds in the Ventura County Treasury Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

WHEREAS, Resolution No. 550 was passed on November 5, 2015 authorizing and requesting the investment of excess funds in the Ventura County Treasury Pool; and

WHEREAS, the Ventura County Auditor-Controller Office requires any agency that uses the Financial Management System to record financial information or invest in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2018-2019; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

1. The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to sign or order the deposit or withdrawal of funds in the Ventura County Treasury Pool:

Mary Otten, General Manager; and
Leonore Young, Administrative Services Manager; and
Mark Malloy, Board Chair

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of July 2018, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Mark Malloy, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Elaine Magner, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: July 5, 2018

**SUBJECT: REVIEW AND APPROVE THE FINALIZED DISTRICT
RESPONSE TO THE GRAND JURY REPORT TITLED
“INDEPENDENT SPECIAL DISTRICTS”**

RECOMMENDATION

It is recommended the Board review and approve the Pleasant Valley Recreation and Park District official response to the Grand Jury Report titled “Independent Special Districts”.

BACKGROUND

On April 26, 2018 the Ventura County Civil Grand Jury report regarding the Independent Special Districts was emailed to the Pleasant Valley Recreation and Park District. The Grand Jury report requires that the Pleasant Valley Recreation and Park District respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code sections 933(c) and 933(d). Penal Code sections 933.05(a) and 933.05(b) are specific as to the format of the responses. The Penal Code also is specific about the response deadline. The District is required to submit a response within 90 days to the Presiding Judge of the Superior Court.

ANALYSIS

As required, Pleasant Valley Recreation and Park District has attached its response to the findings and recommendation of the Ventura Grand Jury report. It should be noted the District currently holds a Transparency Certificate of Excellence through the California Special Districts Association. Currently, the District is the only Independent Special District which has televised monthly meetings and provides a link to the video recordings on our website. Although responses are required to the findings and recommendations, it is important to clarify some of the Facts which are stated within the Ventura County Grand Jury Report.

Facts

FA-03. Pleasant Valley Recreation and Park District (PVRPD) has not held public competitive board elections since 2014.

Clarification: As part of the election process the District Board adopted Resolution No 558 on June 1, 2016 requesting that the general District election be held on November 8,

2016 and be consolidated with other elections called to be held on the same day and involving all or a portion of the territory of the District pursuant to Section 10400 et. Eq. of the Elections Code for the purpose of electing three Directors.

FA-04. There are no reserve policies or practices listed on the websites.

Clarification: PVRPD does provide a plethora of financial information on the District website. The following Fiscal Policy items - Investment, Debt Management, Reserve, Assessment Levies and District Budgets can all be found under the Finance Division on the website.

FA-05. State law mandates any local agency with a website post annual compensation reports or a link to the State Controller's website that contains the report.

Clarification: PVRPD does have a link to the California State Controller's Office as it can be found on the District Salaries page along with the salary schedules for full and part time employees, compensation and benefits as well as the General Manager's contract.

Conclusions

C-02. The Grand Jury concluded that the absence of publicly available reserve policies and practices does not serve the public interest. (FA-04, FA-08)

Disagree PVRPD currently has a robust website and on the Finance page of the website, the District has the following policy and/or links related to finance information: Investment, Debt Management, Reserve, Assessment Levies and District Budgets.

C-03. The Grand Jury concluded the independent special districts should better articulate the need for and the size of their reserves by adopting explicit policies for reserve funds. These policies should be readily available for public review. (FA-04, FA-08).

Disagree The Pleasant Valley Recreation and Park District Board adopted a Reserve Policy on April 1, 2015 which establishes the procedure and level of reserve funding to achieve the following goals:

- 1) Fund replacement and major repairs for District vehicle fleet
- 2) Replacement of computer hardware and software
- 3) Dry period to assure funds are available for expenditures incurred from April to December
- 4) Fund Capital improvements
- 5) Maintain minimal operational sustainability in periods of economic uncertainty.

Each one of the above categories has a specific annual rate as well as a maximum limit.

Recommendations

- R-04.** The Grand Jury recommends every independent special district in the County have a website. Key components should include:
- Name, location, contact information, and services provided
 - Governance structure of the district, including election information and the process for constituents to run for board positions
 - Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller's website
 - Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
 - Reserve fund policy
 - Geographic area served
 - Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State controller's website
 - Link to LAFCO

Recommendation R-01 The Pleasant Valley Recreation and Park District (hereinafter the "District") agrees and has a robust site with a great deal of information that is regularly updated.

Key Components:

Name, location, contact information, and services provided – this information is currently provided on the home page as well as the page "About the District".

Governance structure of the district, including election information and the process for constituents to run for board positions – The District’s website includes information regarding the individual Board members, board meeting schedule, location and meeting dates/times, board resolutions, history of the board, location of board meetings, agendas and staff reports as well as a link to the Ventura County Elections Division website.

Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller’s website – The District’s website includes this information and provides a link to the State Controller’s website.

Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts – The District’s website includes this information within the annually prepared budget and financial report.

Reserve fund policy – The District has a Reserve Policy which is included on the Finance page of the website.

Geographic area served – The District’s website includes this information within the District’s Administration section about the District.

Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State Controller’s website – The link to the Municipal Service Review page of the Ventura County LAFCO website is being added to the District’s website in response to the Grand Jury recommendation. The District’s website already includes the most recent annual financial report and a link to the State’s Controller’s website.

Link to LAFCO – The link to the Ventura County LAFCO website is being added to the District’s website.

FISCAL IMPACT

Currently, there is no fiscal impact to this report.

RECOMMENDATION

It is recommended the Board review and approve the Pleasant Valley Recreation and Park District official response to the Grand Jury Report titled "Independent Special Districts".

ATTACHMENTS

- 1) Grand Jury Report (15 pages)
- 2) Transparency Certificate of Excellence (1 page)
- 3) Transparency Certificate List of Requirements (3 pages)
- 4) Reserve Policy (3 pages)

Ventura County Grand Jury 2017 - 2018



Final Report

Independent Special Districts

April 26, 2018

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Independent Special Districts

Summary

The 2017-2018 Ventura County Grand Jury (Grand Jury) investigated Ventura County (County) independent special districts as to their transparency and public accountability.

In May 2000, the State of California (State) watchdog group the Little Hoover Commission found that independent special districts often lack the kind of oversight and citizen involvement necessary to promote their efficient operation and evolution.

The Grand Jury found five independent special districts have not held public competitive elections since 1970. One special district has not held a competitive election since 1960. The Grand Jury recommends independent special district boards discontinue the practice of appointing new board members a few months prior to a public election. These newly appointed board members become incumbents in uncontested elections that are never held.

The Grand Jury concluded no independent special district in the County has made its reserve policies and practices available on its website. The absence of publicly available reserve policies and practices does not serve the public interest. The Grand Jury recommends that all independent special districts have a published policy for reserve funds, including the size and purpose of reserves and how they are invested. These policies should be readily available for public review.

The Grand Jury found six independent special districts in the County did not have websites. The Grand Jury recommends all independent special districts have websites informing the public about the policies, practices, and mission of the district.

Background

There are more than 4,000 special districts in California (State), including more than 2,000 independent special districts. They were created to meet unique local needs and conditions that did not neatly fit into the normal boundaries of cities and counties. Many of these, such as water districts, school districts, sanitary districts, and conservation districts, span across county and/or city boundaries.

It was understood that these services should be paid for and administered by the populations they serve. It was intended that these special districts would not compete for revenue collected specifically for city and/or county services, but rather have their own local tax bases. It is believed that direct elections of governing boards by the populations served within these unique boundaries will lead to more accountability and transparency by these special districts.

In 2000 the Little Hoover Commission found that California's special districts often amounted to a poorly overseen and largely invisible governing sector serving residents who know little about the districts or what they pay in taxes to sustain them. (Ref-01)

In 2017 the Little Hoover Commission affirmed that independent special districts are “independent” from other governments. These districts often have no direct oversight other than by the people they serve. Independent special district boards of directors are either elected directly by the people or appointed by other local officials. These districts are not accountable to the appointing board, nor does the appointing board have any oversight responsibility for the operation of the independent special district. (Ref-04)

Special districts generate revenue from several sources including property taxes, special assessments, and fees. Statewide, special districts employ more than 90,000 people. California independent special districts accounted for more than \$52 billion in revenue in 2016. In fiscal year 2015-2016, the 50 independent special districts in the County accounted for \$334 million in revenues and taxes and had \$324 million in expenditures. (Ref-04, Att-01)

Independent special districts come under the auspices of Local Agency Formation Commissions, which have the responsibility for establishing service area boundaries. Under State law, Ventura Local Agency Formation Commission (LAFCO) is responsible for spheres of influence, incorporations, annexations, reorganizations, and other changes of organization. (Ref-06)

Although LAFCO plays an important role in boundary maintenance and adjustment for independent special districts, it generally chooses not to exercise its authority over the operations of the special districts.

Methodology

- The Grand Jury sent out questionnaires to County independent special districts with no websites.
- The Grand Jury examined data from the State Controller on independent special districts in the County.
- The Grand Jury reviewed the websites of all independent special districts in the County under the jurisdiction of LAFCO.
- The Grand Jury investigated financial reserve policies.
- The Grand Jury investigated financial reserve best practices as described by the Little Hoover Commission reports and the California Special District Association recommendations.
- The Grand Jury reviewed all board election results for independent special districts under LAFCO jurisdiction.
- The Grand Jury conducted internet research and reviewed the report by the 1998-1999 Ventura County Grand Jury.
- The Grand Jury reviewed Little Hoover Commission reports of independent special districts.
- The Grand Jury interviewed witnesses about independent special districts in the County.

Facts

FA-01. Five independent special districts have never held public competitive governing board elections since at least 1970.

Historically, when a vacancy occurs on the district's board, or when a board member resigns near the end of his or her term, the board appoints a successor to serve out the remainder of the term. The newly appointed board member then becomes the incumbent, with all advantages of incumbency. If no one other than the newly appointed incumbent runs for the vacated office, the incumbent is then appointed and no election is held.

The following independent special districts have held no recorded public competitive board member elections since their formation:

- Ojai Water Conservation District
- Oxnard Drainage District No. 1
- Oxnard Drainage District No. 2
- Pleasant Valley County Water District
- Saticoy Sanitary District

(Ref-07)

FA-02. Five independent special district boards are not elected by the public but appointed by local elected officials who have no further authority over them.

- Bardsdale Cemetery District
- Ranch Simi Cemetery District
- Fox Canyon Groundwater Management Agency
- Piru Public Cemetery District
- Ventura Port District

(Ref-07)

FA-03. Seventeen independent special districts have not held public competitive board elections since the year indicated:

- Hidden Valley Municipal Water District – 1960
- Montalvo Community Services District – 1994
- Camrosa Water District – 2006
- Meiners Oaks Water District – 2008
- Triunfo County Sanitation District – 2010
- Fillmore-Piru Memorial District – 2010
- Rancho Simi Recreation and Park District – 2012
- Blanchard/Santa Paula Library District – 2012

- Bell Canyon Community Services District – 2014
- Camarillo Health Care District – 2014
- Conejo Recreation & Park District – 2014
- United Water Conservation District – 2014
- Pleasant Valley Recreation and Park District – 2014
- Channel Islands Beach Community Services District – 2016
- Calleguas Municipal Water District – 2016
- Casitas Municipal Water District – 2016
- Ojai Valley Sanitary District – 2016

(Ref-07)

FA-04. There are no reserve policies or practices listed on the websites of all County independent special districts under the jurisdiction of LAFCO. Many independent special districts list their reserves in their financial reports. The Little Hoover Commission stated that hundreds of independent special districts have banked multimillion-dollar reserves that are unpublicized and unnoticed in regional or statewide infrastructure planning. (Ref-01)

FA-05. State law mandates four requirements for any local agency with a website:

- Agendas must be posted 72 hours before a meeting occurs.
- Annual compensation reports, or a link to the State Controller’s website that contains the report, must be posted.
- Financial transaction reports, or a link to the State Controller’s website that contains the report, must be posted.
- Enterprise system catalogs must be posted.

(Ref-04)

FA-06. According to the Little Hoover Commission, it is important for independent special districts to communicate to their public in order to know which districts receive their property tax dollars, how to participate in their district’s public processes, and how to pick the best board members to run their districts from an often-obscure list of potential candidates. Recent technological developments have allowed many independent special districts to use websites to accomplish this. (Ref-04)

FA-07. Six independent special districts in the County do not provide public access to a website.

- Fillmore-Piru Memorial District
- Hidden Valley Municipal Water District
- Oxnard Drainage District No. 1
- Oxnard Drainage District No. 2

- Piru Public Cemetery District
- Pleasant Valley County Water District

FA-08. The State Controller recommends the following key components for a website:

- Name, location, contact information, services provided
- Governance structure of the district, including election information and the process for constituents to run for board positions
- Compensation details: total staff compensation, including salary, pensions, and benefits, or a link to this information on the State Controller’s website
- Budget, including annual revenues and the sources of such revenues, fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
- Reserve fund policy
- Geographic area served
- Most recent Municipal Service Review, most recent annual financial report provided to the State Controller’s office, or a link to this information on the State Controller’s website
- Link to the Local Agency Formation Commission and any State agency providing oversight

(Ref-04, Ref-07)

Conclusions

C-01. The Grand Jury concluded there is a lack of transparency and accountability when there is:

- An absence of competitive elections
- No general publication of elections other than in County election materials
- An election giving the electoral advantage of incumbency to a person who has been appointed solely to fill out the remaining months of another’s term

The Grand Jury concluded that these practices, while legal under present election codes, are not conducive to the best interest of the public or the interest of the special districts themselves. (FA-01, FA-03)

C-02. The Grand Jury concluded that the absence of publicly available reserve policies and practices does not serve the public interest. (FA-04, FA-08)

C-03. The Grand Jury concluded the independent special districts should better articulate the need for and the size of their reserves by adopting explicit

policies for reserve funds. These policies should be readily available for public review. (FA-04, FA-08)

- C-04.** The Grand Jury concluded that the absence of websites or the lack of public information on existing websites defining the policies, practices, and missions of independent special districts is not in the public interest nor does it promote public accountability. (FA-01, FA-02, FA-04, FA-05)

Recommendations

- R-01.** The Grand Jury recommends all independent special districts in the County reach out and communicate with the public on opportunities to serve on boards. Elections should be broadly publicized, along with a description of the nature and mission of the districts. (C-01, C-04)
- R-02.** The Grand Jury recommends independent special district boards discontinue the practice of appointing new board members a few months prior to a public election, giving incumbent status to a virtually new board member. (C-01)
- R-03.** The Grand Jury recommends that all independent special districts have a published policy for reserve funds, including the size and purpose of reserves and how they are invested. These policies should be readily available for public review. (C-02, C-03, C-04)
- R-04.** The Grand Jury recommends every independent special district in the County have a website.

Key components should include:

- Name, location, contact information, and services provided
- Governance structure of the district, including election information and the process for constituents to run for board positions
- Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller’s website
- Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
- Reserve fund policy
- Geographic area served
- Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State Controller’s website
- Link to LAFCO

(C-02, C-03)

Responses

Responses Required From:

Ojai Water Conservation District (C-01, C-04, R-01, R-02, R-03, R-04)
 Oxnard Drainage District No. 1 (C-01, C-04, R-01, R-02, R-03, R-04)
 Oxnard Drainage District No. 2 (C-01, C-04, R-01, R-02, R-03, R-04)
 Pleasant Valley County Water District (C-01, C-04, R-01, R-02, R-03, R-04)
 Saticoy Sanitary District (C-01, C-04, R-01, R-02, R-03, R-04)
 Bardsdale Cemetery District (C-01, R-04)
 Rancho Simi Cemetery District (C-01, R-04)
 Fox Canyon Groundwater Management Agency (C-01, R-04)
 Piru Public Cemetery District (C-01, R-04)
 Ventura Port District (C-01, R-04)
 Hidden Valley Municipal Water District (C-02, C-03, R-04)
 Montalvo Community Services District (C-02, C-03, R-04)
 Camrosa Water District (C-02, C-03, R-04)
 Meiners Oaks Water District (C-02, C-03, R-04)
 Triunfo County Sanitation District (C-02, C-03, R-04)
 Fillmore-Piru Memorial District (C-02, C-03, R-04)
 Rancho Simi Recreation and Park District (C-02, C-03, R-04)
 Blanchard/Santa Paula Library District (C-02, C-03, R-04)
 Bell Canyon Community Services District (C-02, C-03, R-04)
 Camarillo Health Care District (C-02, C-03, R-04)
 Conejo Recreation & Park District (C-02, C-03, R-04)
 United Water Conservation District (C-02, C-03, R-04)
 Pleasant Valley Recreation and Park District (C-02, C-03, R-04)
 Channel Islands Beach Community Services District (C-02, C-03, R-04)
 Calleguas Municipal Water District (C-02, C-03, R-04)
 Casitas Municipal Water District (C-02, C-03, R-04)
 Ojai Valley Sanitary District (C-02, C-03, R-04)

Requested From:

Ventura Local Agency Formation Commission
 (C-01, C-02, C-03, C-04, R-01, R-02, R-03, R-04)

References

- Ref-01.** Little Hoover Commission, Special Districts: Relics of the Past or Resources for the Future?, May 2000.pg.i.
<http://www.lhc.ca.gov/report/special-districts-relics-past-or-resources-future>
 Accessed April 12, 2018
- Ref-02.** California State Controller’s Office, Counties Financial Data.,
https://counties.bythenumbers.sco.ca.gov/#!/year/2016/revenue/0/entity_name?vis=barChart

Accessed April 11, 2018

- Ref-03.** California State Controller’s Office, Counties Financial Data, https://counties.bythenumbers.sco.ca.gov/#!/year/2016/operating/0/entity_name?vis=barChart

Accessed April 11, 2018

- Ref-04.** Little Hoover Commission, Special Districts: Improving Oversight and Transparency, Report pg.5,#239,August 2017
http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report_239.pdf

Accessed April 11, 2018

- Ref-05.** 1998-1999 Ventura County Grand Jury, Special Districts: Final Report: <https://www.ventura.org/grand-jury/>

Accessed April 11, 2018

- Ref-06.** Ventura Local Area Formation Commission Website, <http://www.ventura.lafco.ca.gov>

Accessed April 11, 2018

- Ref-07.** Jason Quinlin, Ventura County Election Division, October 18, 2017. <http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report>

Accessed April 11, 2018

- Ref-08.** Pedro Nava, Letter from the Chair, Little Hoover Commission, <http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report.pdf>

Accessed April 11, 2018

- Ref-09.** “Guidelines for Reserves for Special Districts”, 2nd. Edition, California Special District Association <https://www.csda.net/home>

Accessed April 11, 2018

Attachments

- Att-01.** California State Controller’s Chart of Ventura County Special District Revenues by Special District

- Att-02.** State Controller’s Office Data, Special Districts Financial Transactions Report: Fiscal Year 2013-14 Ventura County List of Independent Special Districts

Glossary

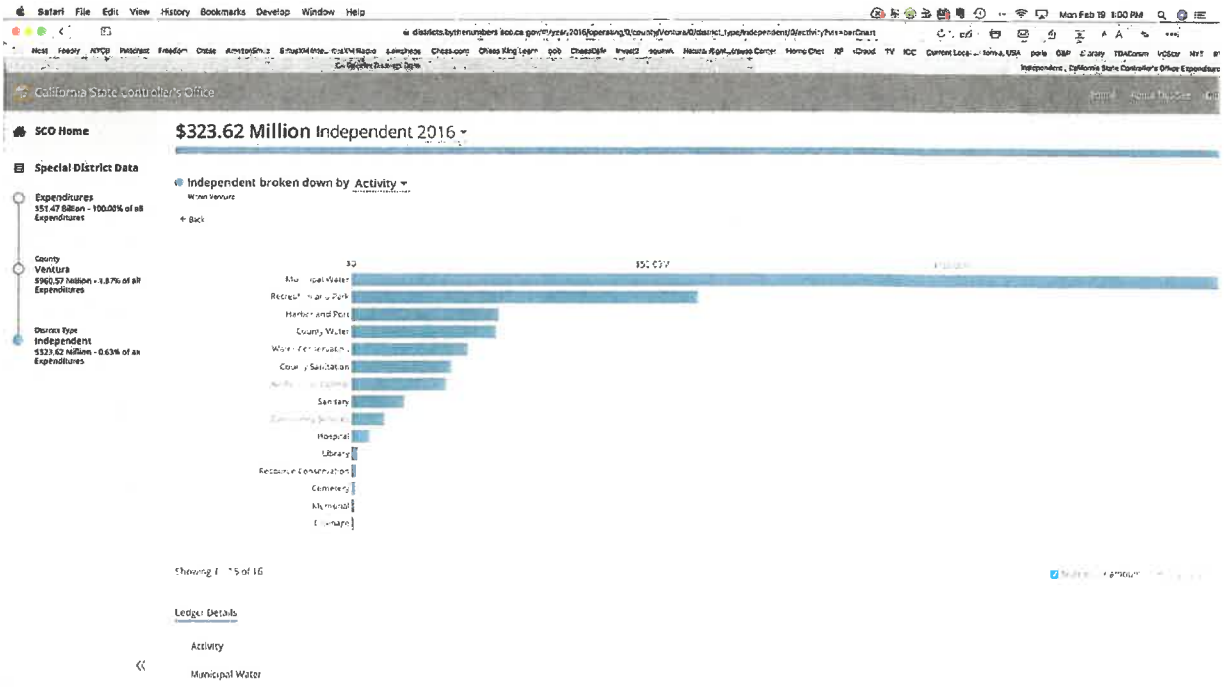
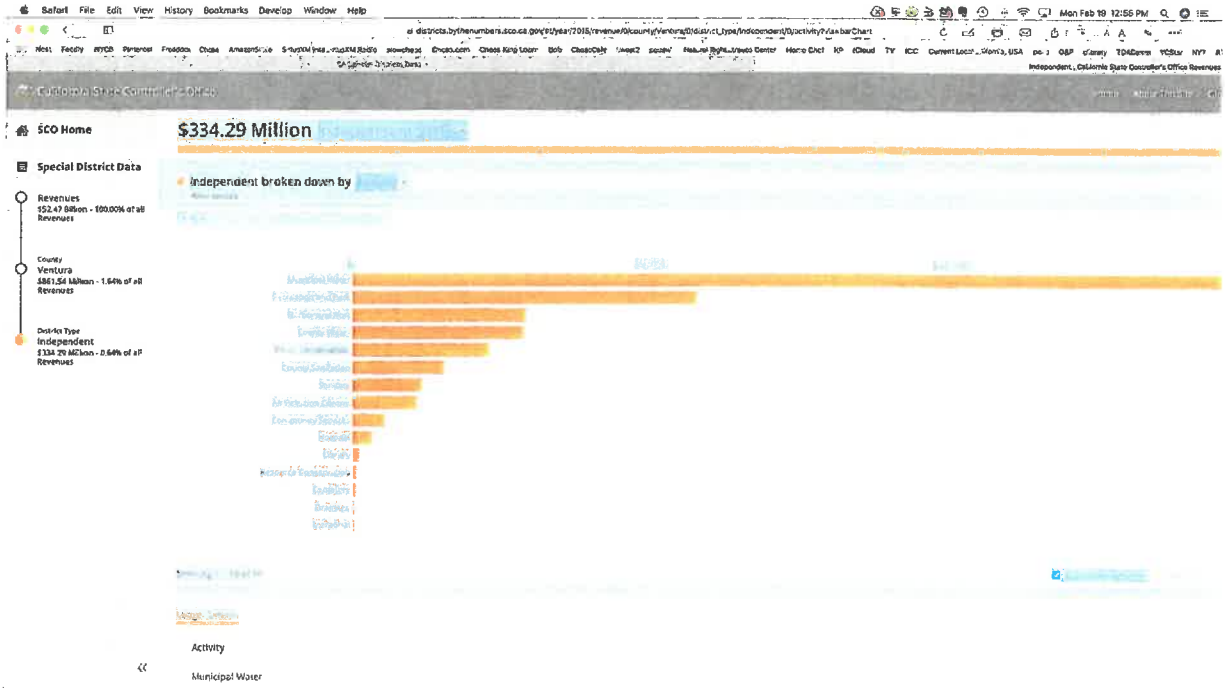
TERM

DEFINITION

Commission	Little Hoover Commission
County	Ventura County
Grand Jury	2017-2018 Ventura Grand Jury
LAFCO	Local Area Formation Commission
State	State of California
Ventura	City of San Buenaventura

Attachment 01

**California State Controller's Chart of Ventura
County Special District Revenues by Special District**



Independent Special Districts

Attachment 02

**State Controller's Office Data
Special Districts Financial Transactions Report
Fiscal Year 2013-14
Ventura County List of Independent Special Districts**

SCO_LAFCO FY 2014 Page 74 of 77 07/29/15 California State Controller's Office List includes only independent special districts

Ventura Bardsdale Cemetery District Cemetery - 178,310 2,829
Ventura Beach Erosion Authority For Clean Oceans and Nourishment Resource Conservation - 103,516 103,208
Ventura Bell Canyon Community Services District Waste Disposal Enterprise - 464,992 - 4,043
Ventura Black Gold Cooperative Library System Library Services - 1,356,114 -
Ventura Blanchard/Santa Paula Public Library District Library Services - 929,989 119,150
Ventura Calleguas Municipal Water District Water Enterprise 147,829,496 7,895,811 - 288,173
Ventura Camrosa Water District Waste Disposal Enterprise 3,140,580 47,319 -
Ventura Camrosa Water District Water Enterprise 15,709,479 1,492,882 - 4,405
Ventura Casitas Municipal Water Water Enterprise 14,923,271 3,100,620 - 76,841
Ventura Channel Islands Beach Community Services District Waste Disposal Enterprise 2,361,577 9,223 -
Ventura Channel Islands Beach Community Services District Water Enterprise 1,689,332 61,632 -
Ventura Coastal Schools Employee Benefits Organization Self Insurance - - 44,458,554 -
Ventura Conejo Recreation and Park District Recreation and Park - - 22,706,394 3,049,907
Ventura Conejo Valley Open Space Conservation Agency Resource Conservation - - 1,268,900 1,188,474
Ventura El Rancho Simi Cemetery District Cemetery - 145,921 544
Ventura Fillmore-Piru Memorial District Memorial - - 201,247 178
Ventura Fox Canyon Groundwater Management Agency Water Enterprise - 1,304,731 -
Ventura Gold Coast Transit Transit Enterprise 18,531,482 - 14,557,083
Ventura Hidden Valley Municipal Water District Water Enterprise - 8,115 -
Ventura Meiners Oaks County Water District Water Enterprise 1,294,909 130,556 - 1,074
Ventura Montalvo Community Services District Waste Disposal Enterprise 397,066 276,058 - 2,376
Ventura Ojai Basin Groundwater Management Agency Water Enterprise 86,045 567 -
Ventura Ojai Valley Sanitary District (Ventura) Waste Disposal Enterprise 8,261,529 935,280 - 5,170
Ventura Ojai Water Conservation District Flood Control and Water Conservation - 8,013 70
Ventura Oxnard Drainage District No. 1 (Ventura) Drainage and Drainage Maintenance - 48,241 -
Ventura Oxnard Drainage District No. 2 (Ventura) Drainage and Drainage Maintenance - 163,234 -
Ventura Oxnard Harbor District Harbor and Port Enterprise 14,045,832 248,034 -
Ventura Piru Cemetery District Cemetery - 44,491 423
Ventura Pleasant Valley County Water District Water Enterprise 3,610,070 409,349 - 24,875
Ventura Pleasant Valley Recreation and Park District Recreation and Park - 7,921,243 153,761
Ventura Port Hueneme Water Agency Water Enterprise 4,480,306 48,197 -
Ventura Rancho Simi Recreation and Park District Recreation and Park - 21,109,995 1,332,246
Ventura Saticoy Sanitary District (Ventura) Waste Disposal Enterprise 403,743 42,638 - 320
Ventura Teen Center Services Authority Recreation and Park - 204,298 -
Ventura Triunfo County Sanitation District (Ventura) Waste Disposal Enterprise 9,669,902 26,272 -
Ventura Triunfo County Sanitation District (Ventura) Water Enterprise 6,592,267 153,881 -
Ventura United Water Conservation District Flood Control and Water Conservation - 14,691,843 197,963
Ventura United Water Conservation District Recreation and Park -- 109,068 -
Ventura United Water Conservation District Water Enterprise 8,105,955 1,502,683 -
Ventura Ventura County Air Pollution Control Air Pollution Control - 11,336,081 8,033,315
Ventura Ventura County Fast Action School Transit (VCFAST) Governmental Services - 114,876 114,724
Ventura Ventura County Regional Energy Alliance (VCREA) Governmental Services - 221,994 -
Ventura Ventura County Resource Conservation Resource Conservation - 654,147 636,162
Ventura Ventura County Schools Business Services Governmental Services - 1,021,705 -
Ventura Ventura County Schools Self-Funding Authority Self Insurance - 24,367,649 -
Ventura Ventura County Transportation Commission Transit Enterprise 9,117,919 - 6,843,264
Ventura Ventura Port District Harbor and Port Enterprise 7,144,257 3,021,873 - 1,949,287
Ventura Ventura Region Sanitation District Waste Disposal Enterprise 20,033,901 473,154 -
Ventura Ventura River County Water District Water Enterprise 2,088,552 35,136 - 272

District Transparency Certificate of Excellence


January 2018 – March 2020

This 17th day of January 2018

The Special District Leadership Foundation is proud to present this
District Transparency Certificate of Excellence to

Pleasant Valley Recreation and Park District

In recognition of the district's completion of all transparency program requirements
designed to promote transparency in their operations and governance
to the public and other stakeholders.


David Aranda, SDLF Board President




Neil McCormick, SDLF Chief Executive Officer



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al.)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report - Includes Compensation Disclosure. *(Government Code Section 53891)*

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms
- Machine readable/searchable agendas (*required in 2019*)

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
- Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

Electronic filing is preferable.

Contact SDLF for instructions.

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889

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

**include all state legislators representing the district's area of operation*



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY Board approved April 1, 2015

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for the District's vehicle fleet.
- Fund regular replacement of computer hardware and software for District employees.
- Fund "dry period" to assure funds are available for expenditures incurred from April to December
- Fund capital improvements of District's facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty.

POLICY

Use of District's Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the PVRPD Board of Directors.

- VEHICLE FLEET RESERVE
Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$10,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$65,000. When the annual accumulation would increase the reserve beyond \$65,000 only the amount required to reach the maximum will be reserved.
- COMPUTER FLEET RESERVE
Computer Fleet Reserves will accumulate from existing unrestricted funds at a rate up to \$5,000 annually. The maximum amount of Computer Fleet Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000 only the amount required to reach the maximum will be reserved.
- DESIGNATED PROJECT/SPECIAL USE RESERVE
Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate up to \$10,000 annually. The maximum amount of Designated Project/Special Reserve will be \$50,000. When the annual accumulation would increase the Reserve beyond \$50,000 only the amount required to reach the maximum will be reserved.
- DRY PERIOD RESERVE
Dry Period Reserves are funds that would be set aside for the period of April through December when a minimum or no property tax is received from the County of Ventura. During this time the District sees a drop in revenue while the costs of expenditures outpace the revenue during this period of time. The Dry Period Reserve will have up to 5% of the annual operating budget set aside to be used during the months of November and December when the District needs these funds to meet accounts payables and payroll obligations. The maximum amount the Dry Period Reserves will need to cover the November-December time frame is 5%.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY

Board approved April 1, 2015

- PVRPD CAPITAL IMPROVEMENTS RESERVE
Designated Capital Improvement Funds may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system improvements and parking lot improvements, etc.). The minimum amount of Capital Improvement Reserves will be at a rate up to \$150,000. This reserve fund will not have a yearly accumulation. Upon approval of the 2015 Reserve Policy an amount equal to \$150,000 will be deposited into the PVRPD Capital Improvement Reserve Fund. This reserve fund should be maintained at a level no less than \$150,000 annually and will be replenished at the adoption of each annual budget.
- PVRPD REPAIR/OPERATIONS & ADMINISTRATIVE OPERATIONS RESERVE
District and Administrative Operations Reserve will accumulate from existing unrestricted funds at a rate up to \$500,000 annually. The minimum amount of District & Administrative Operations Reserve will be based on the total operations expense stated in the current fiscal year budget which equates to 3 months of Operational Expenses. Only the amount required to reach the minimum will be reserved.
- TOTAL ALL RESERVE FUNDS
The total amount of Reserves designated annually for the Vehicle Fleet, Computer Fleet, Designated Project/Special Use Reserve, Capital Improvement Reserve and PVRPD Repair/Operations & Administrative Operation Reserve is up to \$675,000 annually. The amount set aside for Dry Period Reserves is 5% of the annual operating budget. The cumulative accrual cap of \$2,661,000 is for all reserve funds including the Dry Period Reserve.

USING RESERVE FUNDS

- Vehicle Fleet Reserve
Vehicle Fleet Reserves will be used exclusively for the purchase of vehicles to support District operations, or to make major repairs to existing vehicles.
- Computer Fleet Reserve
Computer Fleet Reserves will be used to purchase computer hardware and software in support of District operations, with the intent of maintaining a modern computer fleet for employees.
- Designated Project/Special Use Reserve
Projects, programs or special uses will be identified by the District Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of PVRPD and will be evaluated for designation according to value to communities and/or the District.
- Dry Period Reserve
Funds that are designated to cover the operational costs during the “dry period” between the receipt of property taxes in April and the receipt of the property taxes in December, when expenditures typically far outpace revenues. These funds will be used at the discretion of the Administrative Services Manager and/or General Manager



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY

Board approved April 1, 2015

- Capital Improvement Reserve
Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.

- District Operations/Repair & Administrative Operations Reserve
Operational Reserves shall be accrued to ensure 3 months of minimal District and administrative functions at a rate up to \$500,000 annually. Reserve funds shall be utilized to support:
 - Administrative operational functions, including minimal staffing levels and administrative/office expenses;
 - District operations;
 - District repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

MONITORING RESERVE LEVELS

The General Manager, in collaboration with the District's Administrative Services Manager shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual approval of Budget and Reserve Funds. Using this reserve policy model, the minimum amount the District will be setting aside based on the fiscal year 2014-2015 budget is .33% of the total operational budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

**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: July 5, 2018

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 596 FOR FISCAL YEAR 2018-2019 OPERATING BUDGET, CAPITAL IMPROVEMENT PROGRAM, ASSESSMENT DISTRICT AND QUIMBY EXPENSE BUDGETS

RECOMMENDATION

After a public hearing on the proposed FY 2018-2019 Budgets for the Pleasant Valley Recreation and Park District is conducted, the Board should consider adopting Resolution No. 596 for the Fiscal Year 2018-2019 Operating Budget, Capital Improvement Program, Assessment District and Quimby Expense Budgets.

BACKGROUND

On April 26th, May 3rd, and May 17th, Pleasant Valley Recreation and Park District held public workshops on the Proposed Budgets totaling approximately \$8.0 million in expenses for the General Fund Budget and \$1.1 million in expenses for the Assessment District Budget. The public received notice of these workshops through the posting of agendas.

The proposed operating budgets for FY 2018-2019 strive to continue to move the Pleasant Valley Recreation and Park District along the path of fiscal sustainability. During the building of the FY 2018-2019 budget, divisions were combined to streamline the budget. Division 310 (Sports) and 315 (Contract Facilities) were combined into 310 (Sports). Division 350 (Senior Special Events) and 370 (Senior Center) were combined into 370 (Senior Services). During the fiscal year, Fund 30 was created for transparency purposes.

At the end of the workshops, the Preliminary Budgets were presented and approved by the Board at the June 6, 2018 Regular Board Meeting as required by Public Resources Code 5788. Also, per Public Resources Code 5785.1(b), the notice of a public hearing was posted on June 14 and June 21, 2018 in the *Ventura County Star*. The notices served to announce the public hearing on adoption of the final budget at this meeting. The Board has until August 30, 2018 to adopt a final budget as required by Public Resource Code 5788.5.

As a budgeting goal, staff was challenged with keeping the expenditures equal to or less than the FY 2017-2018 mid-year budget adjustments. Staff is presenting a balanced budget at \$8,012,907 for the

General Fund and \$1,104,914 for the Assessment District as it relates to revenues and operational expenses (*Personnel and Services & Supplies*). Revenue exceeds expenditures by a total of \$13,586 for the General Fund and \$4,139 for the Assessment District of the proposed budget.

This remaining report is similar to the June 6, 2018 staff report that was presented to the Board, as there were no changes directed by the Board of Directors at that meeting.

Personnel changes in budget expense line items:

Reclassify one Recreation Specialist to Marketing Specialist
Hire two (2) additional Recreation Specialist – Part Time Restricted

Major changes to the District Wide budget include:

<u>Revenue</u>	
a) Increase in Property Tax Revenue	\$379,804
b) Increase in Rentals Revenue	\$ 73,239
c) Decrease in ROPS Revenue	\$200,000
<u>Expense</u>	
a) Increase in Personnel Expense	\$335,459
b) Increase in CalPERS Unfunded Liability Expense	\$ 73,519
c) Increase in Utilities – Water Expense	\$ 58,388

ANALYSIS

The analysis is comparative from the Approved FY 2017-2018 Operating Budget for Fund 10. The following items should be noted when reviewing the budget:

1. The preliminary General Fund budget contains an overall increase in revenue of \$293,742 which reflects an increase in 1) Tax Apportionment (\$379,804) a projected increase of 2.75%, 2) Rental (\$73,239); three new line items - 3) Special Events (\$11,000), 4) Staffing Cost Recovery (\$5,000), 5) Special Event Permits (\$1,000) and a decrease in 6) Reimbursement ROPS (\$200,000).
2. Total revenues are \$8,026,493 and total operating expenditures are \$8,012,907 which equates to revenue exceeding expenditures by \$13,586.
3. Personnel expenditures have increased by \$335,459 in comparison to the FY 2017-2018 due to the following items: 1) Full Time Wages (\$153,609), 2) CalPERS Unfunded Liability (\$73,519), 3) Retirement (\$40,313) and 4) Employee Insurance (\$36,118).
4. Services and Supplies have increased \$145,906 from the original budget due to 1) Utilities Water (\$58,388), 2) Business Services (\$26,925) due to Elections and the COP annual reporting requirement, 3) Appropriation RDA/Collections (\$25,670) and 4) Rents and Lease Equipment (\$13,100).

The analysis for the Assessment District is as follows:

1. Revenue has increased \$36,363. Personnel has decreased \$89,663 due to restructuring Parks personnel due to an increase in the landscape contract.
2. Services and Supplies increased \$34,175 due to an increase in 1) COP Debt Service Payment for Pleasant Valley Fields (\$118,550), 2) Contract Landscaping Services (\$32,832) and a decrease in 3) Park Amenities (\$20,000) and a decrease in 4) Tree Care (\$10,000).

Fund 30 was established during fiscal year 2017-2018 for transparency purposes and for record keeping of revenue and expenses. Quimby Funds are fees that are received from developers in lieu of land and may only be used for developing new parks/recreation facilities or rehabilitating existing neighborhood or Community Park/Recreational Facilities. The District does not budget for revenue for Quimby Fees but does budget for expense. The following projects are planned for FY2018-19 and the projects will be paid with Quimby Funds equating to \$895,600.

- a. Valle Lindo Restroom/Pavilion
- b. Nancy Bush Park Playground
- c. Picnic Area at Nancy Bush Park
- d. Pavilion at Nancy Bush Park
- e. Potential Freedom Baseball Fields
- f. Potential Restroom at Mel Vincent Park

Capital Improvement Program (CIP) Budget:

In 2013, the District developed a 5-year Capital Improvement Plan (2013-2018). This plan included facilities and parks that would require modification, replacement and improvement over the next 5 years. The document was designed to provide the Board of Directors information regarding short and long term capital projects for improvements and future infrastructure needs. The CIP budget, which will derive its funds from Capital funds, will include 11 projects for FY 2018-2019 with a combined total of \$396,400.

The Capital Outlay projects are:

- a) Pool Plaster/Fiberglass Resurfacing
- b) Pool Slide Metal Support
- c) Bob Kildee Restroom Roof
- d) Freedom Restroom/Concession Roof
- e) Charter Oaks Tree Windrow
- f) Pleasant Valley Fields Painting Phase I
- g) Community Center Exterior Restrooms
- h) Bob Kildee Irrigation Pump
- i) Meter Enclosures - Encanto, Foothill and Adolfo Parks
- j) Arneill Ranch Park Picnic Area
- k) Pitts Ranch Park Pavilion

FISCAL IMPACT

There have been no changes made to the budget from the Preliminary Budgets approved on June 6, 2018 to the final budgets being presented on July 5, 2018, therefore there is no fiscal impact.

RECOMMENDATION

It is recommended the Board of Directors adopt Resolution No. 596 Fiscal Year 2018-2019 Final Budgets for the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 596 (1 page)
- 2) FY 2018-2019 Adopted Budgets Summary Sheets (15 pages)

RESOLUTION NO. 596

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING THE 2018-2019 FISCAL YEAR BUDGETS**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) has reviewed and adopted the draft budgets for Fiscal Year 2018-2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED by the District Board of Directors as follows:

1. That the budget document which is on file with the Secretary of the Board be adopted as the final operating and capital budget for the District for the Fiscal Year 2018-2019.
2. That the amounts designated in the final Fiscal Year 2018-2019 budgets are hereby appropriated and may be expended by the departments or funds for which they are designated and such appropriation shall be neither increased nor decreased excepted herein.
3. That the following controls are hereby placed on the use and transfer of budgeted funds:
 - a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses, and capital expenditures and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
 - b. The Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized regular personnel positions above the level identified in the final budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the budget.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of July 2018 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

 Mark Malloy, Chairman, Board of Directors
 PLEASANT VALLEY RECREATION
 AND PARK DISTRICT

Attested:

 Elaine Magner, Secretary
 PLEASANT VALLEY RECREATION
 AND PARK DISTRICT

**General Ledger
000 District Wide
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5110	Tax Apport Cur Year	\$ 5,794,081.20	\$ 6,126,646.00	\$ 6,417,475.00	\$ 6,417,475.00	\$ 6,506,450.00	\$ 6,506,450.00
5120	Tax Apport Cur Year	\$ 132,002.25	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport Prior Year	\$ 75,211.16	\$ -	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport Prior Year	\$ 5,910.95	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pas	\$ 94,885.35	\$ -	\$ -	\$ -	\$ -	\$ -
5215	Supplemental Redemp	\$ 10,546.00	\$ -	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ 46,087.23	\$ -	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessr	\$ 401.66	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ 47,883.75	\$ 18,690.00	\$ 18,300.00	\$ 18,300.00	\$ 18,300.00	\$ 18,300.00
5320	MBS Interest Earning	\$ 18,637.99	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park Dedication Fees	\$ 3,148,562.00	\$ -	\$ -	\$ -	\$ -	\$ -
5460	Dividends CAPRI Pr	\$ 10,594.50	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Disco	\$ 11,266.01	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ 2,099.60	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
5600	Reimbursement ROP	\$ 164,882.89	\$ 290,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
5900	Conversion Adjustme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 9,563,052.54	\$ 6,436,636.00	\$ 6,527,075.00	\$ 6,527,075.00	\$ 6,616,050.00	\$ 6,616,050.00
	Expense						
6965	Assessment Tax	\$ 18,960.70	\$ -	\$ -	\$ -	\$ -	\$ -
7950	COP Debt PV Fields	\$ 27,539.95	\$ 246,409.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00
	Expense	\$ 1,140,343.91	\$ 246,409.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00
Revenue Total		\$ 9,563,052.54	\$ 6,436,636.00	\$ 6,527,075.00	\$ 6,527,075.00	\$ 6,616,050.00	\$ 6,616,050.00
Expense Total		\$ 1,140,343.91	\$ 246,409.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00	\$ 242,435.00
Rev over Exp		\$ 8,422,708.63	\$ 6,190,227.00	\$ 6,284,640.00	\$ 6,284,640.00	\$ 6,373,615.00	\$ 6,373,615.00

**General Ledger
Rec Department 03
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5510	Contract ClassesPublic	\$ 652,862.54	\$ 235,111.00	\$ 232,539.00	\$ 232,539.00	\$ 232,539.00	\$ 232,539.00
5511	Public Fees	\$ -	\$ 403,610.00	\$ 393,842.00	\$ 393,842.00	\$ 393,842.00	\$ 393,842.00
5512	Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5513	Swim PassAdult Splash	\$ 9,628.76	\$ 7,344.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00
5514	Swim PassSenior Splash	\$ 1,551.25	\$ 1,890.00	\$ 2,079.00	\$ 2,079.00	\$ 2,079.00	\$ 2,079.00
5515	Senior Services Revenue	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash	\$ 4,898.00	\$ 4,590.00	\$ 5,049.00	\$ 5,049.00	\$ 5,049.00	\$ 5,049.00
5517	Swim PassSenior Splash	\$ 540.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00
5518	Swim PassSenior Fitness	\$ 12,966.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00
5520	Swim PassSenior Fitness	\$ 19,341.04	\$ 22,329.00	\$ 25,655.00	\$ 25,655.00	\$ 25,655.00	\$ 25,655.00
5524	Swim PassAdult Splash	\$ 2,418.50	\$ 5,508.00	\$ 6,426.00	\$ 6,426.00	\$ 6,426.00	\$ 6,426.00
5525	Vending Concessions	\$ 4,302.64	\$ 3,312.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00
5526	Swim PassAdult Fitness	\$ 320.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
5527	Swim PassAdult Fitness	\$ 1,417.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
5528	Swim Passes Summer S	\$ 460.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00
5529	Swim Passes Summer P	\$ 1,838.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
5530	Rental	\$ 191,989.28	\$ 167,727.00	\$ 206,160.00	\$ 206,160.00	\$ 206,160.00	\$ 206,160.00
5536	Annual Passes	\$ 3,706.30	\$ -	\$ -	\$ -	\$ -	\$ -
5550	Dues	\$ 1,567.00	\$ 2,208.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00
5555	Activity Guide Revenue	\$ 14,665.00	\$ 8,800.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
5561	Special Event	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5563	Staffing Cost Recovery	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5564	Special Event Permits	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5570	Donations	\$ 8,816.88	\$ 10,620.00	\$ 20,870.00	\$ 20,870.00	\$ 20,870.00	\$ 20,870.00
5573	Scholarships	\$ 41.15	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discoun	\$ 3,653.32	\$ 1,953.00	\$ 1,995.00	\$ 1,995.00	\$ 1,995.00	\$ 1,995.00
5580	Cash Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 937,057.66	\$ 895,474.00	\$ 962,261.00	\$ 962,261.00	\$ 962,261.00	\$ 962,261.00
	Expense						
6100	Full Time Salaries	\$ 456,132.41	\$ 479,064.00	\$ 476,473.00	\$ 476,473.00	\$ 485,351.00	\$ 485,351.00
6101	Overtime Salaries	\$ 306.97	\$ 4,196.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 3,830.13	\$ 5,460.00	\$ 4,380.00	\$ 4,380.00	\$ 4,380.00	\$ 4,380.00
6110	PartTime Salaries	\$ 356,521.23	\$ 433,038.00	\$ 455,274.00	\$ 455,274.00	\$ 455,274.00	\$ 455,274.00
6120	Retirement	\$ 75,967.76	\$ 86,078.00	\$ 89,540.00	\$ 89,540.00	\$ 90,935.00	\$ 90,935.00
6121	457 Pension	\$ 6,401.24	\$ 6,900.00	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 36,543.25	\$ 58,186.00	\$ 48,411.00	\$ 48,411.00	\$ 48,411.00	\$ 48,411.00
6140	Workers Compensation	\$ 18,492.67	\$ 20,106.00	\$ 22,258.00	\$ 22,258.00	\$ 22,454.00	\$ 22,454.00
	Personnel	\$ 954,195.66	\$ 1,093,028.00	\$ 1,096,336.00	\$ 1,096,336.00	\$ 1,106,805.00	\$ 1,106,805.00
6210	Telephone	\$ 2,448.28	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6220	Internet Services	\$ 1,226.94	\$ -	\$ -	\$ -	\$ -	\$ -
6320	Janitorial Supplies	\$ 163.65	\$ 325.00	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 915.48	\$ 1,510.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
6340	Food Supplies	\$ 5,300.70	\$ 7,811.00	\$ 12,075.00	\$ 12,075.00	\$ 12,075.00	\$ 12,075.00
6360	Laundry/Wash Service	\$ -	\$ 500.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6380	Medical Supplies	\$ -	\$ -	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
6500	Equipment Maintenance	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6530	Office Equipment Main	\$ 21.68	\$ 900.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6540	Computer Equip Mainte	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 2,115.00	\$ 2,315.00	\$ -	\$ -	\$ -	\$ -
6620	Bldg Equip Maint/Repa	\$ 1,442.03	\$ 200.00	\$ 2,115.00	\$ 2,115.00	\$ 2,115.00	\$ 2,115.00
6740	Rubbish & Refuse	\$ 438.46	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 776.43	\$ 1,695.00	\$ 1,135.00	\$ 1,135.00	\$ 1,135.00	\$ 1,135.00
6900	Office Expense	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 7,533.75	\$ 6,450.00	\$ 12,800.00	\$ 12,800.00	\$ 12,800.00	\$ 12,800.00
6920	Postage Expense	\$ 14,545.89	\$ 21,740.00	\$ 26,520.00	\$ 26,520.00	\$ 26,520.00	\$ 26,520.00
6930	Advertising Expense	\$ 12,645.33	\$ 13,852.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6980	Minor Furn Fixture & E	\$ 130.38	\$ 450.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
6990	Comp Hardware/Softwa	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ -	\$ 340.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
7030	Permit & Licensing Fee	\$ 1,326.21	\$ 2,200.00	\$ 8,150.00	\$ 8,150.00	\$ 8,150.00	\$ 8,150.00
7100	Professional Services	\$ 1,300.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7115	Typeset and Print Serv	\$ 53,286.43	\$ 50,147.00	\$ 45,900.00	\$ 45,900.00	\$ 45,900.00	\$ 45,900.00
7120	Instructor Services	\$ 183,594.69	\$ 169,425.00	\$ 167,926.00	\$ 167,926.00	\$ 167,926.00	\$ 167,926.00
7150	Security Services	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -

**General Ledger
Rec Department 03
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
7160	Entertainment Services	\$ 1,441.93	\$ 2,450.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7180	Business Services	\$ 8,863.05	\$ 6,185.00	\$ 15,350.00	\$ 15,350.00	\$ 15,350.00	\$ 15,350.00
7190	Umpire/Referee Service	\$ 1,710.00	\$ 1,640.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00
7210	Subscriptions	\$ 350.00	\$ 824.00	\$ 890.00	\$ 890.00	\$ 890.00	\$ 890.00
7310	Rents & Leases Equip	\$ 6,742.32	\$ 9,510.00	\$ 22,010.00	\$ 22,010.00	\$ 22,010.00	\$ 22,010.00
7320	Bldg/Field Leases & Re	\$ 11,076.00	\$ 11,466.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7410	Event Supplies	\$ 2,154.89	\$ 2,310.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7420	Supplies	\$ 5,803.14	\$ 7,175.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
7430	Bingo Supplies	\$ 7,564.97	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7440	Sporting Goods	\$ 7,218.86	\$ 6,085.00	\$ 6,570.00	\$ 6,570.00	\$ 6,570.00	\$ 6,570.00
7450	Arts and Craft Supplies	\$ 2,399.39	\$ 4,820.00	\$ 1,940.00	\$ 1,940.00	\$ 1,940.00	\$ 1,940.00
7460	Training Supplies	\$ 1,844.36	\$ 1,800.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
7470	Camp Supplies	\$ 1,523.21	\$ 1,080.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7500	Small Tools	\$ 342.61	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7510	Safety Supplies	\$ 2,410.41	\$ 3,485.00	\$ 4,090.00	\$ 4,090.00	\$ 4,090.00	\$ 4,090.00
7610	Uniform Allowance	\$ 4,868.53	\$ 5,046.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7620	Safety Clothing	\$ 23.20	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Conference&Seminar S	\$ 1,196.89	\$ 5,605.00	\$ 5,320.00	\$ 5,320.00	\$ 5,320.00	\$ 5,320.00
7720	Conference&Seminar T	\$ 648.63	\$ 7,062.00	\$ 3,682.00	\$ 3,682.00	\$ 3,682.00	\$ 3,682.00
7730	Private Vehicle Mileage	\$ 2,325.38	\$ 3,415.00	\$ 2,049.00	\$ 2,049.00	\$ 2,049.00	\$ 2,049.00
7740	Transportation Charges	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7750	Buscs/Excursions	\$ 15,107.62	\$ 22,870.00	\$ 23,950.00	\$ 23,950.00	\$ 23,950.00	\$ 23,950.00
7810	Utilities Gas	\$ 384.41	\$ 600.00	\$ -	\$ -	\$ -	\$ -
7820	Utilities Water	\$ 639.48	\$ 600.00	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 15,532.20	\$ 15,580.00	\$ 16,030.00	\$ 16,030.00	\$ 16,030.00	\$ 16,030.00
7920	Meals for Staff Training	\$ 362.97	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7930	Employee Morale	\$ 122.75	\$ 6,974.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
	Services and Supplies	\$ 392,068.53	\$ 416,242.00	\$ 426,837.00	\$ 426,837.00	\$ 426,837.00	\$ 426,837.00
	Capital						
8420	Equip/Facility Replacen	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	Capital	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	Revenue Total	\$ 937,057.66	\$ 895,474.00	\$ 962,261.00	\$ 962,261.00	\$ 962,261.00	\$ 962,261.00
	Expense Total	\$ 1,346,264.19	\$ 1,509,270.00	\$ 1,523,173.00	\$ 1,523,173.00	\$ 1,533,642.00	\$ 1,533,642.00
	Rev over Exp	\$ (409,206.53)	\$ (613,796.00)	\$ (560,912.00)	\$ (560,912.00)	\$ (571,381.00)	\$ (571,381.00)
	Expense w/Capital	\$ 1,346,264.19	\$ 1,509,270.00	\$ 1,530,173.00	\$ 1,530,173.00	\$ 1,540,642.00	\$ 1,540,642.00

**General Ledger
301 Aquatics
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
	Revenue					
5510	Contract ClassesPublic Fees	\$ 170,892.55	\$ 7,172.00	\$ 9,900.00	\$ 9,900.00	\$ 9,900.00
5511	Public Fees	\$ -	\$ 149,306.00	\$ 152,906.00	\$ 152,906.00	\$ 152,906.00
5513	Swim PassAdult Splash	\$ 9,628.76	\$ 7,344.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00
5514	Swim PassSenior Splash	\$ 1,551.25	\$ 1,890.00	\$ 2,079.00	\$ 2,079.00	\$ 2,079.00
5516	Swim Pass Senior Splash	\$ 4,898.00	\$ 4,590.00	\$ 5,049.00	\$ 5,049.00	\$ 5,049.00
5517	Swim PassSenior Splash	\$ 540.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00
5518	Swim PassSenior Fitness	\$ 12,966.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00	\$ 10,692.00
5520	Swim PassSenior Fitness	\$ 19,341.04	\$ 22,329.00	\$ 25,655.00	\$ 25,655.00	\$ 25,655.00
5524	Swim PassAdult Splash	\$ 2,418.50	\$ 5,508.00	\$ 6,426.00	\$ 6,426.00	\$ 6,426.00
5525	Vending Concessions	\$ 1,473.30	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00
5526	Swim PassAdult Fitness	\$ 320.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
5527	Swim PassAdult Fitness	\$ 1,417.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
5528	Swim Passes Summer Sid	\$ 460.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00
5529	Swim Passes Summer Fa	\$ 1,838.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
5530	Rental	\$ 27,663.50	\$ 16,875.00	\$ 24,335.00	\$ 24,335.00	\$ 24,335.00
5536	Annual Passes	\$ -	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
5564	Special Event Permits	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount	\$ 354.20	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 255,762.10	\$ 236,206.00	\$ 256,110.00	\$ 256,110.00	\$ 256,110.00
	Expense					
6100	Full Time Salaries	\$ 63,064.87	\$ 68,239.00	\$ 71,744.00	\$ 71,744.00	\$ 73,111.00
6101	Overtime Salaries	\$ 77.68	\$ -	\$ -	\$ -	\$ -
6105	Car Allowance	\$ -	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 754.32	\$ 1,140.00	\$ 1,140.00	\$ 1,140.00	\$ 1,140.00
6110	PartTime Salaries	\$ 212,916.70	\$ 244,508.00	\$ 247,109.00	\$ 247,109.00	\$ 247,109.00
6120	Retirement	\$ 11,839.28	\$ 13,311.00	\$ 14,067.00	\$ 14,067.00	\$ 14,266.00
6121	457 Pension	\$ -	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 4,442.46	\$ 6,123.00	\$ 6,873.00	\$ 6,873.00	\$ 6,873.00
6140	Workers Compensation	\$ 7,023.74	\$ 6,880.00	\$ 7,015.00	\$ 7,015.00	\$ 7,045.00
6150	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
6160	Loan Pension Obligation	\$ -	\$ -	\$ -	\$ -	\$ -
6161	OPEB Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liability	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 300,119.05	\$ 340,201.00	\$ 347,948.00	\$ 347,948.00	\$ 349,544.00
6210	Telephone	\$ 1,647.72	\$ -	\$ -	\$ -	\$ -
6220	Internet Services	\$ 1,226.94	\$ -	\$ -	\$ -	\$ -
6320	Janitorial Supplies	\$ 163.65	\$ 200.00	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
6340	Food Supplies	\$ 90.00	\$ 625.00	\$ 480.00	\$ 480.00	\$ 480.00
6500	Equipment Maintenance	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 400.00
6530	Office Equipment Mainte	\$ 21.68	\$ 400.00	\$ -	\$ -	\$ -
6610	Building Repair	\$ -	\$ 200.00	\$ -	\$ -	\$ -
6620	Bldg Equip Maint/Repair	\$ -	\$ 200.00	\$ -	\$ -	\$ -
6810	Memberships	\$ 150.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00
6910	Office Supplies	\$ 1,066.29	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6930	Advertising Expense	\$ 1,369.43	\$ 1,500.00	\$ -	\$ -	\$ -
6990	Comp Hardware/Software	\$ -	\$ 200.00	\$ -	\$ -	\$ -
7100	Professional Services	\$ 900.00	\$ -	\$ -	\$ -	\$ -
7115	Typeset and Print Service	\$ 150.67	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
7120	Instructor Services	\$ 17,879.60	\$ 18,195.00	\$ 19,742.00	\$ 19,742.00	\$ 19,742.00
7410	Event Supplies	\$ 1,980.94	\$ 2,310.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7460	Training Supplies	\$ 1,519.37	\$ 950.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7500	Small Tools	\$ 67.68	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7510	Safety Supplies	\$ 1,966.15	\$ 1,660.00	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00
7610	Uniform Allowance	\$ 1,325.76	\$ 1,260.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00
7710	Conference&Seminar Sta	\$ 878.89	\$ 805.00	\$ 90.00	\$ 90.00	\$ 90.00
7720	Conference&Seminar Tra	\$ 107.56	\$ 1,288.00	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 266.50	\$ 389.00	\$ 392.00	\$ 392.00	\$ 392.00
7910	Awards and Certificates	\$ 1,486.10	\$ 810.00	\$ 1,455.00	\$ 1,455.00	\$ 1,455.00

**General Ledger
301 Aquatics
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
7920	Meals for Staff Training	\$ 108.00	\$ 200.00	\$ -	\$ -	\$ -
7930	Employee Morale	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
	Services and Supplies	\$ 34,372.93	\$ 33,617.00	\$ 33,474.00	\$ 33,474.00	\$ 33,474.00
Revenue Total		\$ 255,762.10	\$ 236,206.00	\$ 256,110.00	\$ 256,110.00	\$ 256,110.00
Expense Total		\$ 334,491.98	\$ 373,818.00	\$ 381,422.00	\$ 381,422.00	\$ 383,018.00
Rev over Exp		\$ (78,729.88)	\$ (137,612.00)	\$ (125,312.00)	\$ (125,312.00)	\$ (126,908.00)

**General Ledger
310 Sports
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5510	Contract ClassesPublic	\$ 161,160.93	\$ 84,168.00	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ -	\$ 83,850.00	\$ 81,215.00	\$ 81,215.00	\$ 81,215.00	\$ 81,215.00
5530	Rental	\$ 155,927.28	\$ 143,697.00	\$ 174,480.00	\$ 174,480.00	\$ 174,480.00	\$ 174,480.00
5536	Annual Passes	\$ 3,706.30	\$ -	\$ -	\$ -	\$ -	\$ -
5570	Donations	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00
	Revenue	\$ 321,064.51	\$ 311,985.00	\$ 255,965.00	\$ 255,965.00	\$ 255,965.00	\$ 255,965.00
	Expense						
6100	Full Time Salaries	\$ 82,326.62	\$ 82,645.00	\$ 82,722.00	\$ 82,722.00	\$ 84,376.00	\$ 84,376.00
6108	Cell Phone Allowance	\$ 782.25	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	PartTime Salaries	\$ 49,779.16	\$ 75,620.00	\$ 46,304.00	\$ 46,304.00	\$ 46,304.00	\$ 46,304.00
6120	Retirement	\$ 14,884.38	\$ 15,362.00	\$ 19,226.00	\$ 19,226.00	\$ 19,519.00	\$ 19,519.00
6130	Employee Insurance	\$ 521.82	\$ 734.00	\$ 760.00	\$ 760.00	\$ 760.00	\$ 760.00
6140	Workers Compensation	\$ 2,908.00	\$ 3,482.00	\$ 3,427.00	\$ 3,427.00	\$ 2,463.00	\$ 2,463.00
	Personnel	\$ 151,202.23	\$ 178,623.00	\$ 153,219.00	\$ 153,219.00	\$ 154,202.00	\$ 154,202.00
	Services and Supplies						
6610	Building Repair	\$ 2,115.00	\$ 2,115.00	\$ -	\$ -	\$ -	\$ -
6620	Bldg Equip Maint/Repa	\$ -	\$ -	\$ 2,115.00	\$ 2,115.00	\$ 2,115.00	\$ 2,115.00
6810	Memberships	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00
6900	Office Expense	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 836.64	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6920	Postage Expense	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
7120	Instructor Services	\$ 52,992.91	\$ 57,746.00	\$ -	\$ -	\$ -	\$ -
7160	Entertainment Services	\$ 567.93	\$ 600.00	\$ -	\$ -	\$ -	\$ -
7180	Business Services	\$ 1,024.00	\$ 1,025.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7190	Umpire/Referee Service	\$ 1,710.00	\$ 1,640.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00	\$ 2,065.00
7310	Rents & Leases Equip	\$ -	\$ -	\$ 10,710.00	\$ 10,710.00	\$ 10,710.00	\$ 10,710.00
7320	Bldg/Field Leases & Re	\$ 11,001.00	\$ 11,391.00	\$ -	\$ -	\$ -	\$ -
7440	Sporting Goods	\$ 6,923.68	\$ 5,665.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00
7460	Training Supplies	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
7470	Camp Supplies	\$ 258.00	\$ -	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 123.55	\$ 800.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
7610	Uniform Allowance	\$ 1,057.73	\$ 720.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
7710	Conference&Seminar S	\$ -	\$ 1,490.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
7720	Conference&Seminar T	\$ -	\$ 130.00	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 1,218.85	\$ 1,873.00	\$ 392.00	\$ 392.00	\$ 392.00	\$ 392.00
7810	Utilities Gas	\$ 384.41	\$ 600.00	\$ -	\$ -	\$ -	\$ -
7820	Utilities Water	\$ 639.48	\$ 600.00	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 12,501.46	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7930	Employee Morale	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Services and Supplies	\$ 93,874.64	\$ 101,115.00	\$ 39,132.00	\$ 39,132.00	\$ 39,132.00	\$ 39,132.00
Revenue Total		\$ 321,064.51	\$ 311,985.00	\$ 255,965.00	\$ 255,965.00	\$ 255,965.00	\$ 255,965.00
Expense Total		\$ 245,076.87	\$ 279,738.00	\$ 192,351.00	\$ 192,351.00	\$ 193,334.00	\$ 193,334.00
Rev over Exp		\$ 75,987.64	\$ 32,247.00	\$ 63,614.00	\$ 63,614.00	\$ 62,631.00	\$ 62,631.00

**General Ledger
320 Camps & Classes
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5510	Contract ClassesPublic Fe	\$ 202,781.08	\$ 111,082.00	\$ 199,719.00	\$ 199,719.00	\$ 199,719.00	\$ 199,719.00
5511	Public Fees	\$ -	\$ 92,136.00	\$ 88,635.00	\$ 88,635.00	\$ 88,635.00	\$ 88,635.00
5575	Other/Purchase Discount	\$ 199.35	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 202,980.43	\$ 203,218.00	\$ 288,354.00	\$ 288,354.00	\$ 288,354.00	\$ 288,354.00
	Expense						
6100	Full Time Salaries	\$ 52,043.62	\$ 63,185.00	\$ 59,863.00	\$ 59,863.00	\$ 61,004.00	\$ 61,004.00
6101	Overtime Salaries	\$ 165.84	\$ 1,823.00	\$ -	\$ -	\$ -	\$ -
6105	Car Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 462.84	\$ 720.00	\$ 540.00	\$ 540.00	\$ 540.00	\$ 540.00
6110	PartTime Salaries	\$ 54,808.96	\$ 59,323.00	\$ 98,934.00	\$ 98,934.00	\$ 98,934.00	\$ 98,934.00
6120	Retirement	\$ 7,776.65	\$ 11,605.00	\$ 12,434.00	\$ 12,434.00	\$ 12,600.00	\$ 12,600.00
6121	457 Pension	\$ 6,401.24	\$ 6,400.00	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 3,574.07	\$ 10,717.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00
6140	Workers Compensation	\$ 2,497.97	\$ 2,735.00	\$ 4,099.00	\$ 4,099.00	\$ 4,124.00	\$ 4,124.00
	Personnel	\$ 127,731.19	\$ 156,508.00	\$ 176,395.00	\$ 176,395.00	\$ 177,727.00	\$ 177,727.00
6210	Telephone	\$ 10.56	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6330	Kitchen Supplies	\$ 57.39	\$ -	\$ -	\$ -	\$ -	\$ -
6340	Food Supplies	\$ 357.66	\$ 720.00	\$ 845.00	\$ 845.00	\$ 845.00	\$ 845.00
6380	Medical Supplies	\$ -	\$ -	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
6810	Memberships	\$ 256.43	\$ 260.00	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
6910	Office Supplies	\$ 280.80	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
6930	Advertising Expense	\$ 516.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -
7120	Instructor Services	\$ 92,280.81	\$ 72,236.00	\$ 133,286.00	\$ 133,286.00	\$ 133,286.00	\$ 133,286.00
7180	Business Services	\$ 2,215.00	\$ 3,960.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00
7310	Rents & Leases Equip	\$ 60.00	\$ 700.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7420	Supplies	\$ 751.95	\$ 700.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7440	Sporting Goods	\$ 295.18	\$ 300.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
7450	Arts and Craft Supplies	\$ 1,017.21	\$ 1,000.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
7460	Training Supplies	\$ 24.99	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7470	Camp Supplies	\$ 1,265.21	\$ 1,080.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7500	Small Tools	\$ 243.29	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 195.71	\$ 250.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7610	Uniform Allowance	\$ 281.70	\$ 780.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
7620	Safety Clothing	\$ 23.20	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Conference&Seminar Sta	\$ -	\$ 565.00	\$ -	\$ -	\$ -	\$ -
7720	Conference&Seminar Tra	\$ -	\$ 1,180.00	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 344.26	\$ 270.00	\$ 491.00	\$ 491.00	\$ 491.00	\$ 491.00
7750	Buses/Excursions	\$ 3,576.62	\$ 5,170.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7910	Awards and Certificates	\$ -	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
7930	Employee Morale	\$ 58.33	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Expense	\$ 104,112.30	\$ 90,821.00	\$ 153,602.00	\$ 153,602.00	\$ 153,602.00	\$ 153,602.00
Revenue Total		\$ 202,980.43	\$ 203,218.00	\$ 288,354.00	\$ 288,354.00	\$ 288,354.00	\$ 288,354.00
Expense Total		\$ 231,843.49	\$ 247,329.00	\$ 329,997.00	\$ 329,997.00	\$ 331,329.00	\$ 331,329.00
Rev Over Exp		\$ (28,863.06)	\$ (44,111.00)	\$ (41,643.00)	\$ (41,643.00)	\$ (42,975.00)	\$ (42,975.00)

**General Ledger
370 Senior Services
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5510	Contract ClassesPublic F	\$ 90,725.68	\$ 32,689.00	\$ 22,920.00	\$ 22,920.00	\$ 22,920.00	\$ 22,920.00
5511	Public Fees	\$ -	\$ 63,468.00	\$ 56,136.00	\$ 56,136.00	\$ 56,136.00	\$ 56,136.00
5515	Senior Services Revenue	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ 2,829.34	\$ 2,592.00	\$ 2,726.00	\$ 2,726.00	\$ 2,726.00	\$ 2,726.00
5530	Rental	\$ 8,398.50	\$ 7,155.00	\$ 7,345.00	\$ 7,345.00	\$ 7,345.00	\$ 7,345.00
5550	Dues	\$ 1,567.00	\$ 2,208.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00
5570	Donations	\$ 2,535.88	\$ 3,950.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
5575	Other/Purchase Discount	\$ 1,797.52	\$ 1,953.00	\$ 1,995.00	\$ 1,995.00	\$ 1,995.00	\$ 1,995.00
	Revenue	\$ 107,928.92	\$ 114,015.00	\$ 93,882.00	\$ 93,882.00	\$ 93,882.00	\$ 93,882.00
	Expense						
6100	Full Time Salaries	\$ 114,882.33	\$ 119,951.00	\$ 120,970.00	\$ 120,970.00	\$ 122,997.00	\$ 122,997.00
6101	Overtime Salaries	\$ 63.45	\$ 1,076.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 683.71	\$ 1,500.00	\$ 1,140.00	\$ 1,140.00	\$ 1,140.00	\$ 1,140.00
6110	PartTime Salaries	\$ 24,572.92	\$ 31,352.00	\$ 30,180.00	\$ 30,180.00	\$ 30,180.00	\$ 30,180.00
6120	Retirement	\$ 18,749.09	\$ 20,108.00	\$ 20,686.00	\$ 20,686.00	\$ 21,033.00	\$ 21,033.00
6130	Employee Insurance	\$ 12,319.34	\$ 20,590.00	\$ 21,198.00	\$ 21,198.00	\$ 21,198.00	\$ 21,198.00
6140	Workers Compensation	\$ 2,447.14	\$ 3,329.00	\$ 3,325.00	\$ 3,325.00	\$ 3,370.00	\$ 3,370.00
	Personnel	\$ 173,717.98	\$ 197,906.00	\$ 197,499.00	\$ 197,499.00	\$ 199,918.00	\$ 199,918.00
	Services and Supplies						
6210	Telephone	\$ 790.00	\$ -	\$ -	\$ -	\$ -	\$ -
6320	Janitorial Supplies	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 777.86	\$ 1,310.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
6340	Food Supplies	\$ 871.82	\$ 2,466.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00
6530	Office Equipment Mainte	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6540	Computer Equip Mainten	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -
6620	Bldg Equip Maint/Repair	\$ 1,442.03	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 150.00	\$ 390.00	\$ 230.00	\$ 230.00	\$ 230.00	\$ 230.00
6910	Office Supplies	\$ 1,350.40	\$ 1,550.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6920	Postage Expense	\$ 273.03	\$ 990.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
6930	Advertising Expense	\$ 1,298.70	\$ 1,610.00	\$ -	\$ -	\$ -	\$ -
6980	Minor Furn Fixture & Eq	\$ 130.38	\$ 450.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7020	Fire & Safety Insp Fees	\$ -	\$ 340.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
7030	Permit & Licensing Fees	\$ -	\$ 50.00	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
7120	Instructor Services	\$ 20,417.36	\$ 21,248.00	\$ 14,898.00	\$ 14,898.00	\$ 14,898.00	\$ 14,898.00
7180	Business Services	\$ -	\$ 700.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
7210	Subscriptions	\$ 350.00	\$ 824.00	\$ 890.00	\$ 890.00	\$ 890.00	\$ 890.00
7310	Rents & Leases Equip	\$ 1,117.06	\$ 3,200.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7410	Event Supplies	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ -
7420	Supplies	\$ 159.10	\$ 275.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7430	Bingo Supplies	\$ 7,564.97	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7440	Sporting Goods	\$ -	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7450	Arts and Craft Supplies	\$ 446.23	\$ 1,170.00	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00
7460	Training Supplies	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
7500	Small Tools	\$ 31.64	\$ -	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 125.00	\$ 275.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
7610	Uniform Allowance	\$ 181.52	\$ 438.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
7710	Conference&Seminar Sta	\$ -	\$ 415.00	\$ -	\$ -	\$ -	\$ -
7720	Conference&Seminar Tra	\$ -	\$ 1,113.00	\$ 82.00	\$ 82.00	\$ 82.00	\$ 82.00
7730	Private Vehicle Mileage	\$ 80.54	\$ 181.00	\$ 98.00	\$ 98.00	\$ 98.00	\$ 98.00
7750	Buses/Excursions	\$ 11,531.00	\$ 17,700.00	\$ 18,450.00	\$ 18,450.00	\$ 18,450.00	\$ 18,450.00
7910	Awards and Certificates	\$ -	\$ 70.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
7930	Employee Morale	\$ 64.42	\$ 190.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Services and Supplies	\$ 49,313.06	\$ 65,400.00	\$ 59,853.00	\$ 59,853.00	\$ 59,853.00	\$ 59,853.00
8420	Equip/Facility Replaceme	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	Capital	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	Revenue Total	\$ 107,928.92	\$ 114,015.00	\$ 93,882.00	\$ 93,882.00	\$ 93,882.00	\$ 93,882.00
	Expense Total	\$ 223,031.04	\$ 263,306.00	\$ 257,352.00	\$ 257,352.00	\$ 259,771.00	\$ 259,771.00
	Rev over Exp	\$ (115,102.12)	\$ (149,291.00)	\$ (163,470.00)	\$ (163,470.00)	\$ (165,889.00)	\$ (165,889.00)
	Expenses w/Capital	\$ 223,031.04	\$ 263,306.00	\$ 264,352.00	\$ 264,352.00	\$ 266,771.00	\$ 266,771.00

**General Ledger
410 Parks
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5506	Park Patrol Citations	\$ 4,206.72	\$ 3,025.00	\$ 4,510.00	\$ 4,510.00	\$ 4,510.00	\$ 4,510.00
5507	Plan Check Fee	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
5510	Contract ClassesPublic Fc	\$ 2,595.00	\$ -	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 207,061.52	\$ 170,000.00	\$ 209,806.00	\$ 209,806.00	\$ 209,806.00	\$ 209,806.00
5535	Cell Tower Revenue	\$ 78,375.08	\$ 82,272.00	\$ 83,534.00	\$ 83,534.00	\$ 83,534.00	\$ 83,534.00
5540	Parking Fees	\$ 17,609.22	\$ 12,024.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00
5570	Donations	\$ 88,048.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
5575	Other/Purchase Discount	\$ 15,122.56	\$ 9,180.00	\$ 19,600.00	\$ 19,600.00	\$ 19,600.00	\$ 19,600.00
5585	Incentive Income	\$ 175.82	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
5600	Reimbursement ROPS	\$ 526.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 413,719.92	\$ 346,901.00	\$ 400,162.00	\$ 400,162.00	\$ 400,162.00	\$ 400,162.00
	Expense						
6100	Full Time Salaries	\$ 1,112,824.32	\$ 1,206,019.00	\$ 1,308,281.00	\$ 1,308,281.00	\$ 1,334,159.00	\$ 1,334,159.00
6101	Overtime Salaries	\$ 12,699.04	\$ 27,279.00	\$ 33,536.00	\$ 33,536.00	\$ 33,536.00	\$ 33,536.00
6105	Car Allowance	\$ 3,611.32	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
6108	Cell Phone Allowance	\$ 7,661.28	\$ 9,750.00	\$ 9,180.00	\$ 9,180.00	\$ 9,180.00	\$ 9,180.00
6110	PartTime Salaries	\$ 136,300.09	\$ 180,086.00	\$ 178,735.00	\$ 178,735.00	\$ 180,380.00	\$ 180,380.00
6120	Retirement	\$ 191,287.94	\$ 220,845.00	\$ 246,350.00	\$ 246,350.00	\$ 251,075.00	\$ 251,075.00
6121	457 Pension	\$ 1,046.04	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00
6130	Employee Insurance	\$ 139,227.88	\$ 175,018.00	\$ 222,500.00	\$ 222,500.00	\$ 222,500.00	\$ 222,500.00
6140	Workers Compensation	\$ 100,440.23	\$ 119,747.00	\$ 137,941.00	\$ 137,941.00	\$ 140,434.00	\$ 140,434.00
	Personnel	\$ 1,705,098.14	\$ 1,944,589.00	\$ 2,142,368.00	\$ 2,142,368.00	\$ 2,177,109.00	\$ 2,177,109.00
6210	Telephone	\$ 2,903.88	\$ 1,320.00	\$ 1,320.00	\$ 1,320.00	\$ 1,320.00	\$ 1,320.00
6220	Internet Services	\$ 2,181.11	\$ -	\$ -	\$ -	\$ -	\$ -
6310	Pool Chemicals	\$ 12,790.98	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
6320	Janitorial Supplies	\$ 51,233.81	\$ 48,000.00	\$ 52,200.00	\$ 52,200.00	\$ 52,200.00	\$ 52,200.00
6350	Water Maint & Service	\$ 435.90	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
6360	Laundry/Wash Service	\$ -	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
6510	Fuel	\$ 35,457.43	\$ 41,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00
6520	Vehicle Maintenance	\$ 35,415.41	\$ 34,200.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6600	Building Maintenance	\$ 66.98	\$ -	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 78,813.11	\$ 76,000.00	\$ 96,200.00	\$ 96,200.00	\$ 96,200.00	\$ 96,200.00
6620	Bldg Equip Maint/Repair	\$ 25,406.10	\$ 35,500.00	\$ 20,760.00	\$ 20,760.00	\$ 20,760.00	\$ 20,760.00
6630	Improvements/Maintenan	\$ 23,030.05	\$ 40,200.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
6710	Grounds Maintenance	\$ 91,769.94	\$ 88,980.00	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00
6719	Tree Care Assess	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 1,315.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6740	Rubbish & Refuse	\$ 56,522.28	\$ 56,800.00	\$ 65,760.00	\$ 65,760.00	\$ 65,760.00	\$ 65,760.00
6750	Vandalism/Theft	\$ 3,265.08	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6810	Memberships	\$ 230.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6910	Office Supplies	\$ 6,110.36	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
6920	Postage Expense	\$ 18.47	\$ -	\$ -	\$ -	\$ -	\$ -
6930	Advertising Expense	\$ 176.32	\$ -	\$ -	\$ -	\$ -	\$ -
6940	Printing Charges	\$ 635.96	\$ 1,860.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
7020	Fire & Safety Insp Fees	\$ 956.05	\$ 2,800.00	\$ 2,075.00	\$ 2,075.00	\$ 2,075.00	\$ 2,075.00
7030	Permit & Licensing Fees	\$ 2,555.34	\$ 2,200.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7040	State License Fee	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
7115	Typeset and Print Service	\$ 11.46	\$ -	\$ -	\$ -	\$ -	\$ -
7150	Security Services	\$ -	\$ -	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
7180	Business Services	\$ 4,610.03	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
7210	Subscriptions	\$ 377.34	\$ 360.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
7310	Rents & Leases Equip	\$ 13,195.74	\$ 15,600.00	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00
7440	Sporting Goods	\$ 2,187.88	\$ 2,000.00	\$ 2,016.00	\$ 2,016.00	\$ 2,016.00	\$ 2,016.00
7500	Small Tools	\$ 8,892.14	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 1,816.00	\$ 2,604.00	\$ -	\$ -	\$ -	\$ -
7610	Uniform Allowance	\$ 7,558.98	\$ 6,880.00	\$ 7,650.00	\$ 7,650.00	\$ 7,650.00	\$ 7,650.00
7620	Safety Clothing	\$ 3,647.94	\$ 3,150.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00
7710	Conference&Seminar Sta	\$ 1,310.13	\$ 3,830.00	\$ 3,150.00	\$ 3,150.00	\$ 3,150.00	\$ 3,150.00
7720	Conference&Seminar Tra	\$ -	\$ 2,321.00	\$ 331.00	\$ 331.00	\$ 331.00	\$ 331.00
7730	Private Vehicle Mileage	\$ -	\$ 324.00	\$ -	\$ -	\$ -	\$ -
7810	Utilities Gas	\$ 23,669.57	\$ 25,831.00	\$ 27,488.00	\$ 27,488.00	\$ 27,488.00	\$ 27,488.00
7820	Utilities Water	\$ 727,730.32	\$ 757,200.00	\$ 806,188.00	\$ 806,188.00	\$ 816,188.00	\$ 816,188.00
7830	Utilities Electric	\$ 195,887.57	\$ 226,374.00	\$ 237,062.00	\$ 237,062.00	\$ 237,062.00	\$ 237,062.00
7840	Airport Assessment Exp	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
7920	Meals for Staff Training	\$ 171.95	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7930	Employee Morale	\$ 493.87	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Services and Supplies	\$ 1,422,850.48	\$ 1,519,694.00	\$ 1,577,474.00	\$ 1,577,474.00	\$ 1,597,474.00	\$ 1,597,474.00
	Capital						

**General Ledger
410 Parks
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
8400	Capital	\$ 3,654.38	\$ -	\$ 307,000.00	\$ 307,000.00	\$ 396,400.00	\$ 396,400.00
8403	HCF Grant Trails	\$ 29.48	\$ -	\$ -	\$ -	\$ -	\$ -
8408	Eston Street Tree Removal	\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
8409	Cam Grove Park	\$ 174,175.00	\$ -	\$ -	\$ -	\$ -	\$ -
8410	Playground Equipment	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -
8423	Bob Kildee Parking Lot	\$ 9,377.92	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
8424	PV Fields Parking Lot	\$ 14,361.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
8425	Hardwalls GM/HR Office	\$ 4,706.87	\$ -	\$ -	\$ -	\$ -	\$ -
8426	Charter Oak Windrow	\$ 6,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8427	Cam Grove Parking Lot	\$ 174,175.00	\$ -	\$ -	\$ -	\$ -	\$ -
8429	Bob Kildee PournPlay	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
8430	Cam Grve Dog PkArtifice	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
8431	Shop DriveWay	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
8432	Freedom Pk Baseball Flds	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8433	Aquatics Tankless Wtr H	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ -
8434	Auditorium Patio	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
8435	Auditorium Restroom Re	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
8436	Springville Dog Park Wal	\$ -	\$ 81,000.00	\$ -	\$ -	\$ -	\$ -
8437	Bob Kildee Pavilion Repl	\$ -	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -
8438	Mission Oaks Roof	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
8439	Auditorium Ducting/Repl	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
8440	Office Design Carpet/Ser	\$ -	\$ 53,000.00	\$ -	\$ -	\$ -	\$ -
8441	Admin Bldg Roofs #6 #7	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -
8443	Pickle Ball CtsPaint/Repa	\$ -	\$ 68,400.00	\$ -	\$ -	\$ -	\$ -
	Capital	\$ 400,529.65	\$ 804,400.00	\$ 307,000.00	\$ 307,000.00	\$ 396,400.00	\$ 396,400.00
	Revenue Total	\$ 413,719.92	\$ 346,901.00	\$ 400,162.00	\$ 400,162.00	\$ 400,162.00	\$ 400,162.00
	Expense Total	\$ 3,127,948.62	\$ 3,464,283.00	\$ 3,719,842.00	\$ 3,719,842.00	\$ 3,774,583.00	\$ 3,774,583.00
	Rev over Exp	\$ (2,714,228.70)	\$ (3,117,382.00)	\$ (3,319,680.00)	\$ (3,319,680.00)	\$ (3,374,421.00)	\$ (3,374,421.00)
	Total Exp w/Capital	\$ 3,528,478.27	\$ 4,268,683.00	\$ 4,026,842.00	\$ 4,026,842.00	\$ 4,170,983.00	\$ 4,170,983.00

General Ledger
503 Recreation Admin
Fiscal Year 2018-2019

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5510	Contract Classes Public Fees	\$ 27,302.30	\$ -	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ -	\$ 14,850.00	\$ 14,950.00	\$ 14,950.00	\$ 14,950.00	\$ 14,950.00
5555	Activity Guide Revenue	\$ 14,665.00	\$ 8,800.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
5561	Special Event	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5563	Staffing Cost Recovery	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5564	Special Event Permits	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5570	Donations	\$ 6,011.00	\$ 6,400.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5573	Scholarships	\$ 41.15	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 1,302.25	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 49,321.70	\$ 30,050.00	\$ 67,950.00	\$ 67,950.00	\$ 67,950.00	\$ 67,950.00
	Expense						
6100	Full Time Salaries	\$ 143,814.97	\$ 145,044.00	\$ 141,174.00	\$ 141,174.00	\$ 143,863.00	\$ 143,863.00
6101	Overtime Salaries	\$ -	\$ 1,297.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 1,147.01	\$ 1,320.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	Part Time Salaries	\$ 14,443.49	\$ 22,235.00	\$ 32,747.00	\$ 32,747.00	\$ 32,747.00	\$ 32,747.00
6120	Retirement	\$ 22,718.36	\$ 25,692.00	\$ 23,127.00	\$ 23,127.00	\$ 23,517.00	\$ 23,517.00
6121	457 Pension	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 15,685.56	\$ 20,022.00	\$ 19,055.00	\$ 19,055.00	\$ 19,055.00	\$ 19,055.00
6140	Workers Compensation	\$ 3,615.82	\$ 3,680.00	\$ 4,392.00	\$ 4,392.00	\$ 4,452.00	\$ 4,452.00
	Personnel	\$ 201,425.21	\$ 219,790.00	\$ 221,275.00	\$ 221,275.00	\$ 224,414.00	\$ 224,414.00
6320	Janitorial Supplies	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 80.23	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6340	Food Supplies	\$ 3,981.22	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6360	Laundry/Wash Service	\$ -	\$ 500.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6530	Office Equipment Maintenance	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
6740	Rubbish & Refuse	\$ 438.46	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ -	\$ 600.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
6910	Office Supplies	\$ 3,999.62	\$ 2,900.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
6920	Postage Expense	\$ 14,272.86	\$ 20,550.00	\$ 25,300.00	\$ 25,300.00	\$ 25,300.00	\$ 25,300.00
6930	Advertising Expense	\$ 9,461.20	\$ 10,192.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
7020	Fire & Safety Insp Fees	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7030	Permit & Licensing Fees	\$ 1,326.21	\$ 2,150.00	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00
7040	State License Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7100	Professional Services	\$ 400.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7110	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7115	Typeset and Print Services	\$ 53,135.76	\$ 49,247.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
7120	Instructor Services	\$ 24.01	\$ -	\$ -	\$ -	\$ -	\$ -
7150	Security Services	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
7160	Entertainment Services	\$ 874.00	\$ 1,850.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7180	Business Services	\$ 5,624.05	\$ 500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7310	Rents & Leases Equip	\$ 5,565.26	\$ 5,610.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7320	Bldg/Field Leases & Rental	\$ 75.00	\$ 75.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7410	Event Supplies	\$ 13.95	\$ -	\$ -	\$ -	\$ -	\$ -
7420	Supplies	\$ 4,892.09	\$ 6,200.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7450	Arts and Craft Supplies	\$ 935.95	\$ 2,650.00	\$ -	\$ -	\$ -	\$ -
7460	Training Supplies	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ -	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7610	Uniform Allowance	\$ 2,021.82	\$ 1,848.00	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
7710	Conference & Seminar Staff	\$ 318.00	\$ 2,330.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
7720	Conference & Seminar Travel Exp	\$ 541.07	\$ 3,351.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7730	Private Vehicle Mileage	\$ 415.23	\$ 702.00	\$ 676.00	\$ 676.00	\$ 676.00	\$ 676.00
7740	Transportation Charges	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7910	Awards and Certificates	\$ 1,544.64	\$ 1,200.00	\$ 880.00	\$ 880.00	\$ 880.00	\$ 880.00
7920	Meals for Staff Training	\$ 254.97	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7930	Employee Morale	\$ -	\$ 6,784.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Services and Supplies	\$ 110,395.60	\$ 125,289.00	\$ 140,776.00	\$ 140,776.00	\$ 140,776.00	\$ 140,776.00
	Revenue Total	\$ 49,321.70	\$ 30,050.00	\$ 67,950.00	\$ 67,950.00	\$ 67,950.00	\$ 67,950.00
	Expense Total	\$ 311,820.81	\$ 345,079.00	\$ 362,051.00	\$ 362,051.00	\$ 365,190.00	\$ 365,190.00
	Rev over Exp	\$ (262,499.11)	\$ (315,029.00)	\$ (294,101.00)	\$ (294,101.00)	\$ (297,240.00)	\$ (297,240.00)

**General Ledger
505 Administration
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
	Revenue						
5530	Rental	\$ 480.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5565	Gain/(Loss) LAIF Invest	\$ 1,928.56	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discoun	\$ 43,102.50	\$ 42,000.00	\$ 43,020.00	\$ 43,020.00	\$ 43,020.00	\$ 43,020.00
5580	Cash Over/Under	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ -	\$ 1,740.00	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 41,728.94	\$ 53,740.00	\$ 48,020.00	\$ 48,020.00	\$ 48,020.00	\$ 48,020.00
	Expense						
6100	Full Time Salaries	\$ 552,166.42	\$ 559,628.00	\$ 570,717.00	\$ 570,717.00	\$ 578,810.00	\$ 578,810.00
6101	Overtime Salaries	\$ 971.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
6105	Car Allowance	\$ 6,025.57	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
6108	Cell Phone Allowance	\$ 2,344.90	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00
6110	PartTime Salaries	\$ 41,117.63	\$ 94,873.00	\$ 95,293.00	\$ 95,293.00	\$ 96,169.00	\$ 96,169.00
6120	Retirement	\$ 80,623.61	\$ 93,114.00	\$ 96,957.00	\$ 96,957.00	\$ 98,340.00	\$ 98,340.00
6130	Employee Insurance	\$ 50,038.63	\$ 75,863.00	\$ 74,274.00	\$ 74,274.00	\$ 74,274.00	\$ 74,274.00
6140	Workers Compensation	\$ 5,870.28	\$ 6,104.00	\$ 6,028.00	\$ 6,028.00	\$ 6,065.00	\$ 6,065.00
6150	Unemployment Insuranc	\$ 3,348.33	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -
6160	Loan Pension Obligatio	\$ 36,920.16	\$ 238,043.00	\$ 243,610.00	\$ 243,610.00	\$ 243,610.00	\$ 243,610.00
6161	OPEB Expense	\$ 24,567.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liabilit	\$ 201,847.92	\$ 245,195.00	\$ 318,714.00	\$ 318,714.00	\$ 318,714.00	\$ 318,714.00
	Personnel	\$ 1,005,841.45	\$ 1,335,910.00	\$ 1,414,683.00	\$ 1,414,683.00	\$ 1,425,072.00	\$ 1,425,072.00
6210	Telephone	\$ 6,102.13	\$ 9,936.00	\$ 9,936.00	\$ 9,936.00	\$ 9,936.00	\$ 9,936.00
6220	Internet Services	\$ 25,267.75	\$ 33,882.00	\$ 36,882.00	\$ 36,882.00	\$ 40,258.00	\$ 40,258.00
6350	Water Maint & Service	\$ 748.70	\$ 900.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
6410	Insurance Liability	\$ 87,921.00	\$ 100,434.00	\$ 111,732.00	\$ 111,732.00	\$ 111,732.00	\$ 111,732.00
6530	Office Equipment Maint	\$ 160.59	\$ -	\$ -	\$ -	\$ -	\$ -
6540	Computer Equip Mainte	\$ 2,244.85	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6725	Park Signage (Branding	\$ 28,082.57	\$ 24,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6810	Memberships	\$ 12,539.50	\$ 12,215.00	\$ 12,780.00	\$ 12,780.00	\$ 12,780.00	\$ 12,780.00
6910	Office Supplies	\$ 7,402.28	\$ 11,764.00	\$ 12,034.00	\$ 12,034.00	\$ 12,034.00	\$ 12,034.00
6920	Postage Expense	\$ 4,274.04	\$ 5,360.00	\$ 5,380.00	\$ 5,380.00	\$ 5,380.00	\$ 5,380.00
6930	Advertising Expense	\$ 1,214.64	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
6940	Printing Charges	\$ 12,399.47	\$ 17,683.00	\$ 11,348.00	\$ 11,348.00	\$ 11,348.00	\$ 11,348.00
6950	Bank & ActiveNet Char	\$ 54,589.05	\$ 45,990.00	\$ 55,758.00	\$ 55,758.00	\$ 55,758.00	\$ 55,758.00
6960	Approp Redev/Collectio	\$ 325,906.93	\$ 374,070.00	\$ 399,740.00	\$ 399,740.00	\$ 399,740.00	\$ 399,740.00
6970	COI COP's	\$ 281,273.19	\$ -	\$ -	\$ -	\$ -	\$ -
6980	Minor Furn Fixture & E	\$ 1,795.05	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00
6990	Comp Hardware/Softwa	\$ 8,253.20	\$ 13,364.00	\$ 13,264.00	\$ 13,264.00	\$ 13,264.00	\$ 13,264.00
7010	Fingerprint Fees (HR)	\$ 2,389.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
7110	Legal Services	\$ 39,770.53	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00	\$ 69,150.00
7120	Instructor Services	\$ 702.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7125	PERS Admin Fees	\$ 1,340.33	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
7130	Audit Services	\$ 16,240.00	\$ 22,260.00	\$ 17,260.00	\$ 17,260.00	\$ 17,260.00	\$ 17,260.00
7140	Medical & Health Svcs	\$ 3,965.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7150	Security Services	\$ 4,719.84	\$ 3,600.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
7160	Entertainment Services	\$ 1,087.09	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Business Services	\$ 37,084.58	\$ 52,790.00	\$ 70,550.00	\$ 70,550.00	\$ 70,550.00	\$ 70,550.00
7210	Subscriptions	\$ 2,019.14	\$ 3,138.00	\$ 3,138.00	\$ 3,138.00	\$ 3,138.00	\$ 3,138.00
7460	Training Supplies	\$ 199.00	\$ 1,295.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7510	Safety Supplies	\$ 125.00	\$ 1,200.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
7610	Uniform Allowance	\$ 591.15	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7710	Conference&Seminar St	\$ 2,807.68	\$ 11,310.00	\$ 11,305.00	\$ 11,305.00	\$ 11,305.00	\$ 11,305.00
7715	Conference&Seminar B	\$ 1,237.47	\$ 2,240.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00
7720	Conference&Seminar T	\$ 3,919.76	\$ 4,190.00	\$ 6,130.00	\$ 6,130.00	\$ 6,130.00	\$ 6,130.00
7725	Out of Town Travel Boa	\$ 2,857.10	\$ 6,615.00	\$ 7,085.00	\$ 7,085.00	\$ 7,085.00	\$ 7,085.00
7730	Private Vehicle Mileage	\$ 832.36	\$ 451.00	\$ 454.00	\$ 454.00	\$ 454.00	\$ 454.00
7740	Transportation Charges	\$ 29.05	\$ 750.00	\$ 810.00	\$ 810.00	\$ 810.00	\$ 810.00
7910	Awards and Certificates	\$ 567.24	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00
7920	Meals for Staff Training	\$ 1,557.10	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00
7930	Employee Morale	\$ 849.44	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7970	Reserve Vehicle Fleet	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7971	Reserve Computer Fleet	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Reserve Designated Pro	\$ 30,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ 91,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7975	Reserve Repair/Oper/Ac	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
	Services and Supplies	\$ 1,106,064.80	\$ 975,670.00	\$ 1,023,799.00	\$ 1,023,799.00	\$ 1,037,175.00	\$ 1,037,175.00
	Capital						
8400	Capital	\$ 5,999.50	\$ -	\$ -	\$ -	\$ -	\$ -

General Ledger
Fund 20 Assessment District
Fiscal Year 2018-2019

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
	Revenue					
5310	Interest Earnings	\$ 275.61	\$ 389.00	\$ 275.00	\$ 275.00	\$ 275.00
5500	Assessment Revenue	\$ 1,061,718.64	\$ 1,072,301.00	\$ 1,104,470.00	\$ 1,104,470.00	\$ 1,108,778.00
	Revenue	\$ 1,061,994.25	\$ 1,072,690.00	\$ 1,104,745.00	\$ 1,104,745.00	\$ 1,109,053.00
	Expense					
6100	Full Time Salaries	\$ 93,593.62	\$ 82,212.00	\$ 20,905.00	\$ 20,905.00	\$ 21,232.00
6105	Car Allowance	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 975.00	\$ -	\$ -	\$ -	\$ -
6120	Retirement	\$ 16,521.11	\$ 14,563.00	\$ 3,694.00	\$ 3,694.00	\$ 3,752.00
6130	Employee Insurance	\$ 13,302.76	\$ 14,910.00	\$ 3,707.00	\$ 3,707.00	\$ 3,707.00
6140	Workers Compensation	\$ 8,885.89	\$ 8,695.00	\$ 1,994.00	\$ 1,994.00	\$ 2,026.00
	Personnel	\$ 134,478.38	\$ 120,380.00	\$ 30,300.00	\$ 30,300.00	\$ 30,717.00
6709	Incidental Costs Asses	\$ 15,610.13	\$ 29,204.00	\$ 31,606.00	\$ 31,606.00	\$ 31,660.00
6719	Tree Care Assess	\$ -	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6720	Contracted LS Services	\$ 396,911.23	\$ 440,736.00	\$ 473,568.00	\$ 473,568.00	\$ 473,568.00
6722	Park Amenities Asses	\$ -	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
6950	Bank & ActiveNet Cha	\$ 104.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
6960	Approp Redev/Collecti	\$ 2,516.64	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7180	Business Services	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
7950	COP Debt PV Fields	\$ 400,212.12	\$ 392,859.00	\$ 511,409.00	\$ 511,409.00	\$ 511,409.00
	Expense	\$ 820,354.12	\$ 950,359.00	\$ 1,074,143.00	\$ 1,074,143.00	\$ 1,074,197.00
	Revenue Total	\$ 1,061,994.25	\$ 1,072,690.00	\$ 1,104,745.00	\$ 1,104,745.00	\$ 1,109,053.00
	Expense Total	\$ 954,832.50	\$ 1,070,739.00	\$ 1,104,443.00	\$ 1,104,443.00	\$ 1,104,914.00
	Rev over Exp	\$ 107,161.75	\$ 1,951.00	\$ 302.00	\$ 302.00	\$ 4,139.00

**General Ledger
Fund 30 Quimby Funds
Fiscal Year 2018-2019**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
	Revenue					
1500	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
5320	MBS Interest Ear	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park DedicationF	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense					
6950	Bank & ActiveNe	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital					
8400	Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00
	Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00
	Revenue Total	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
	Expense w/Capital	\$ -	\$ -	\$ 825,000.00	\$ 825,000.00	\$ 895,600.00

**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: July 5, 2018

**SUBJECT: CONSIDERATION AND APPROVAL OF PLANS FOR
THE SPRINGVILLE RETAINING WALL DESIGN
RENOVATION PROJECT**

RECOMMENDATION

It is recommended the Board consider and approve the plans for the Springville retaining wall renovation project.

BACKGROUND

On January 3, 2018 the Board of Directors retained Delane Engineering to design and submit construction plans for the Springville retaining wall renovation project. Staff initially met with the engineer to discuss options of a one and two-tiered retaining wall. The objective is to build a retaining wall which would keep the hillside from sliding and keep dogs off the hillside to prevent further deterioration.

This park was first developed in 1997 as a five-acre neighborhood park located on Camino Tierra Santa and bisected by Zamora Drive. The south section of the park contains three tennis courts, off street parking and a portable restroom. The north section of the park is approximately a three-acre parcel. Improvements on the north section of the park included the Vista Gardens picnic area, off street parking for 18 vehicles, and the removal of the softball field for a designated dog park.

In 2010, the secured off leash dog park was completed and included: approximately one and a half acres of useable turf area adjacent to the parking lot, an extended walkway to the entrance of the off-leash area, the installation of a 5-foot chain link fence to connect the existing fencing, the installation of a bull pen with three access gates and ADA parking and ramp installation. In 2015 the Camarillo Dog Parks Foundation (CDPF) donated \$5,000 for pavers to be installed and to increase the size of the small dog area.

The focus of the current renovation is to address the slope on the north side of the park. The hillside is approximately 25-30 feet tall from the base of the grass to the top of the fenced area and approximately 390 feet long from the eastern and western fence lines. The continued slope erosion is attributed to dogs running up and down the hillside.

ANALYSIS

In 2016 staff placed a temporary fence along the hillside to mitigate any further damage to the hillside while evaluating a long-term solution. Currently, there are a couple of long term solutions to permanently mitigate erosion: 1) plant a mix of ground cover, shrubs, perennials

with different root depths and leave the chain link fence, or 2) build a retaining wall that will minimize erosion and maintain the slope's integrity, as well as add an attractive feature to the park.

The retaining wall is a more aggressive and long-term approach. Retaining walls are typically made of concrete or block and potentially last for 30-50 years depending on nearby plants and their root systems. A retaining wall is a short wall that prevents soil from sliding down any further. Small slopes may need only one wall at the base, while more extensive grades require a system of terraces every few feet. The initial plan was for a two-tier retaining wall with either a fence or plants on the top of the upper wall to minimize the wear from patron's dogs, after further discussions with the Board it was determined that a single retaining wall with a fence on top of the wall would hold back the slope.

Staff has been working with Delane Engineering on the design of the retaining wall and a fence on the top of the wall to keep dogs from running up and down as well as mitigating further erosion.

FISCAL IMPACT

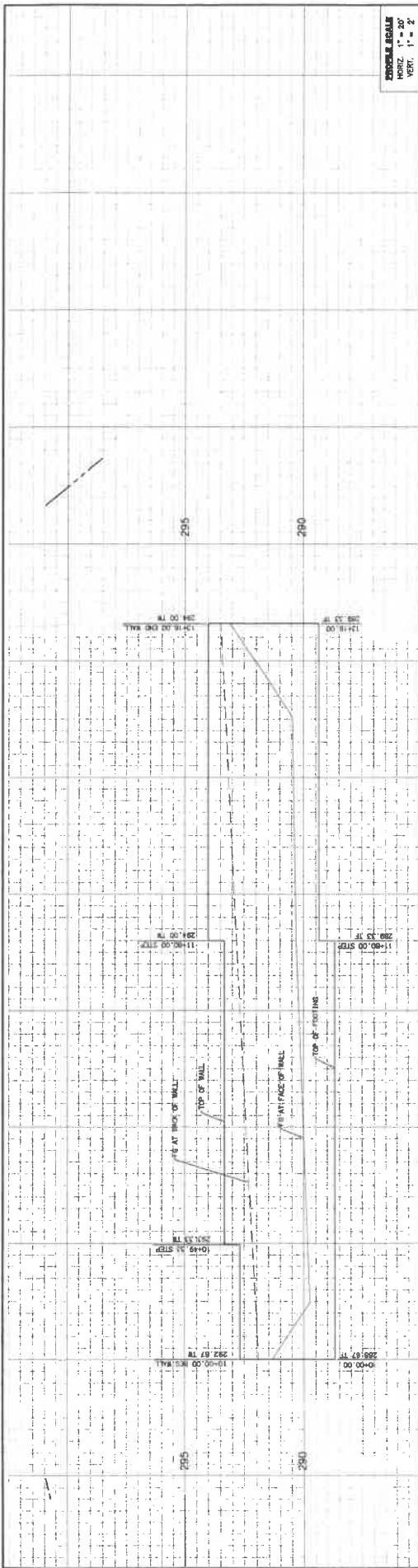
Funding for this project is currently budgeted in FY 2017-2018 Capital Projects at a total of \$81,000. There is no fiscal impact at this time.

RECOMMENDATION

It is recommended the Board consider and approve the plans for the Springville retaining wall renovation project.

ATTACHMENT

- 1) Construction Design and Plans (3 pages)



PROPOSED GRADE
 HORIZ. 1" = 50'
 VERT. 1" = 2'

REV.	DESCRIPTION	APP'D	DATE
1	PLEASANT VALLEY RECREATION AND PARKS DISTRICT		
2	SPRINGVILLE DOG PARK RETAINING WALL PLAN AND PROFILE		

DESIGNED BY:	DATE:
TRAFFIC ENGINEER:	DATE:
REVIEWED:	DATE:
PRINCIPAL ENGINEER:	DATE:
REVIEWED:	DATE:
N/A	DATE:
WATER SUPERINTENDENT:	DATE:
N/A	DATE:
WATER RECLAMATION SUPERINTENDENT:	DATE:
N/A	DATE:
PUBLIC WORKS MAINTENANCE SUPERINTENDENT:	DATE:
N/A	DATE:
STORMWATER COORDINATOR:	DATE:

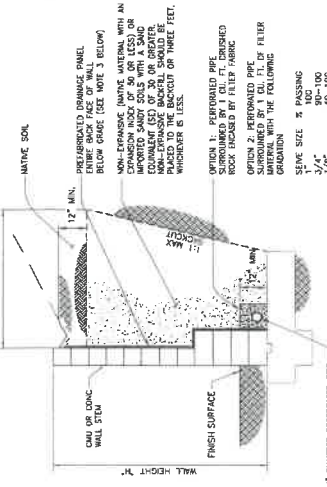
SEAL:

DESIGNED BY: **DELANE ENGINEERING**
 1000 W. 1000 S. SUITE 100
 SALT LAKE CITY, UT 84119
 PHONE: 313.444.4444 FAX: 313.444.4444

PROJECT NO: 72891 EOP 6/29/19



EXTENT OF FREE DRAINING SAND BACKFILL, MINIMUM
HEEL WIDTH OR 1/2", WHICHEVER IS GREATER



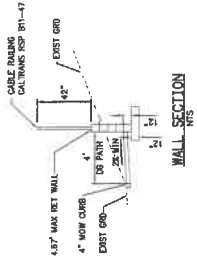
OPTION 1 - PERFORATED PIPE SURROUNDED BY 1\"/>

OPTION 2 - PERFORATED PIPE SURROUNDED BY 1\"/>

SEWE SIZE & FINISHING

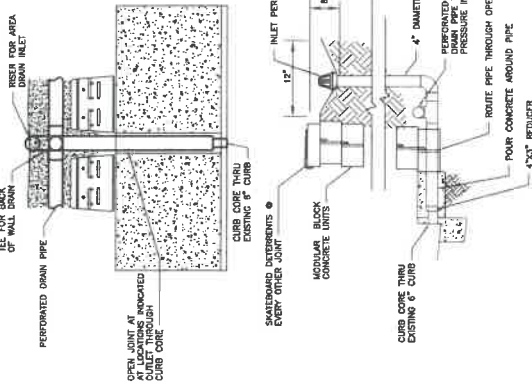
90-100	3/4"
40-100	7/8"
20-100	1"
18-35	1 1/2"
18-35	2"
0-7	2 1/2"
0-2	3"

TYPICAL WALL DRAINAGE DETAIL
NO SCALE

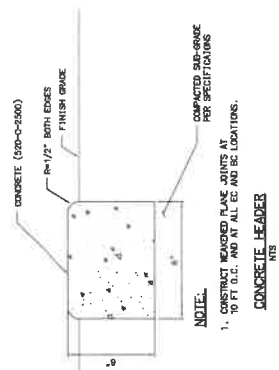


WALL SECTION
NTS

- NOTES:**
1. BLOCK FABRIC SHALL BE APPROVED BY THE ENGINEER BEFORE INSTALLATION.
 2. CONNECT DRAIN PIPE TO DRAINAGE SYSTEM PER CIVIL DRAWINGS 2, OR TO DRAINAGE SYSTEM PER CIVIL DRAWING 1. ALL DRAINAGE SYSTEMS SHALL NOT BE OPEN TO THE AIR AT ANY POINT.
 3. DRAINAGE BOARD SHALL BE INSTALLED BELOW FINISHED GRADE. DRAINAGE BOARD SHALL BE APPROVED BY THE ENGINEER BEFORE INSTALLATION.

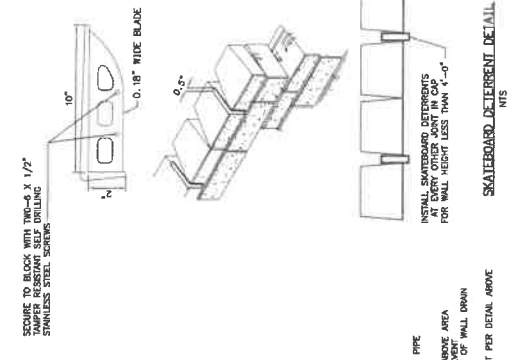


WALL DRAINAGE DETAIL
NTS

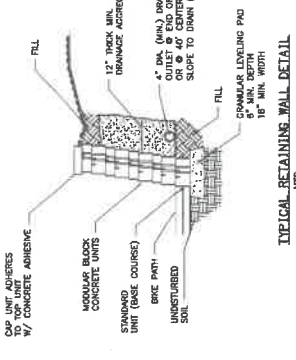


NOTE:

1. CONSTRUCT REINFORCED FLANGE JOINTS AT PER SPECIFICATIONS TO FT D.C. AND AT ALL EC AND BC LOCATIONS.



SKATEBOARD DETERRENT DETAIL
NTS



TYPICAL RETAINING WALL DETAIL
NTS

REV.	DESCRIPTION	APP'D	DATE

REVIEWER: N/A
 TRAFFIC ENGINEER: N/A
 REFERRED: N/A
 PRINCIPAL ENGINEER: N/A
 REFERRED: N/A
 WATER SUPERINTENDENT: N/A
 REFERRED: N/A
 WATER RECLAMATION SUPERINTENDENT: N/A
 REFERRED: N/A
 PUBLIC WORKS MAINTENANCE SUPERINTENDENT: N/A
 REFERRED: N/A

PROJECT: PLEASANT VALLEY RECREATION AND PARKS DISTRICT
 DRAWING: SPRINGVILLE DOG PARK RETAINING WALL DETAILS AND SECTIONS
 DRAW BY: CS
 CHECK BY: BJS
 DATE: 05/11/18
 PROJECT NO: 18-001-010

RECOMMENDED BY: [Signature]
 SPEC. NUMBER: [Blank]
 SHEET 3 OF 3



PREPARED BY: **DELANE ENGINEERING**
 10000 DELANE DRIVE, SUITE 100
 DUBLIN, CA 94568
 (925) 835-1111
 WWW.DELANEENGINEERING.COM

SCOTT DELANE, ULS
 PCE NO 72391
 EXP 6/26/18

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

TO: BOARD OF DIRECTORS

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

DATE: July 5, 2018

**SUBJECT: ADOPTION OF ORDINANCE NO. 9, AN AMENDMENT
TO SECTION 234 OF ORDINANCE NO. 8, GOVERNING
THE USE OF PARKS, RECREATION AREAS AND
FACILITIES**

RECOMMENDATION

It is recommended that the Board review and adopt Ordinance No. 9, amending Section 234 of Ordinance No. 8 by:

1. The Board Chair requests a MOTION to direct the Secretary to read the complete Ordinance No. 9 title and to waive further reading;
2. After the reading, the Board Chair requests a MOTION to Approve the second reading of and Adopt the District's proposed *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park.*

BACKGROUND

As the District evolved, ordinances were developed to control the use of District facilities. The ordinances provided language for all aspects of the use of parks and facilities. Initially, ordinance numbers one through six, were each maintained as separate documents. As of October 2008, Ordinances No. 1, 2, 5, 6A, and 7 were consolidated by staff and legal counsel to create Ordinance No. 8.

As the District's needs have evolved, Ordinance No. 8 has been amended several times over the past ten years. Initially amended in May 2010, the ordinance was further updated in April 2011, June 2015, and again in January of 2018 to the version currently in use today. The proposed Ordinance No. 9 was introduced at the June 6, 2018 Board Meeting and is under consideration for adoption today.

ANALYSIS

At the May 2, 2018 board meeting, the Board of Directors approved an operational change to the skate park. The District is in the process of removing daily staffing requirements, approving new hours of operation, and discontinuing the sale of skate park passes.

Due to these changes the District needs to amend Section 234 – Skate Park Regulations to include:

1. Add verbiage to include other wheeled recreational devices which means non-motorized bicycles, scooters, or wheelchairs.

2. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
3. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).

FISCAL IMPACT

There is no fiscal impact associated with this action at this time, however the District could see an approximate net cost-savings of \$15,000 per year by discontinuing daily staffing of the skate park.

RECOMMENDATION

It is recommended that the Board review and adopt Ordinance No. 9, amending Section 234 of Ordinance No. 8 by:

1. The Board Chair requests a MOTION to direct the Secretary to read the complete Ordinance No. 9 title and to waive further reading;
2. After the reading, the Board Chair requests a MOTION to Approve the second reading of and Adopt the District’s proposed *Ordinance No. 9, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Amending Article 2 Section 234 of Ordinance No. 8 (as Amended January 2018) Regulating the Use of the District Skate Park.*

ATTACHMENTS

- 1) Amended Section 234 of Ordinance No. 8 (1 page)
- 2) Ordinance No. 9 (2 pages)

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, portable restroom, or other structure screened from public view.

SECTION 234- SKATEBOARD, ~~IN-LINE SKATING AND ROLLER SKATING~~ PARK REGULATIONS

With respect to ~~any the Skate Park facility provided owned and operated~~ by the District for ~~skateboarding or "other wheeled recreational devices" which means non-motorized bicycles, scooters, skateboarding, in-line skating, or roller skates, or wheelchairsing:~~

- a. ~~Riding of the skateboard or other wheeled recreational device for stunt, triuck, or luge riding constitutes a "hazardous recreational activity," as defined by Section 831.7 of the Government Code.~~
- a.b. ~~No person user shall use skateboard, in-line skate, or roller skate on or within District skate parking facilityies without wearing a helmet, elbow pads, and knee pads. Any person notuser not wearing a helmet, elbow pads, and knce pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1).~~
- b.c. ~~Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.~~
- e.d. ~~No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devicesskateboarding, in-line skating, or roller skating.~~
- e. ~~No glass beverage containers or food are allowed within the skating facility.~~
- e.f. ~~Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A).~~

~~Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.~~

SECTION 235- DOG PARK RULES AND REGULATIONS

Properly licensed and tagged (i.e. ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated areas and at the designated times established by the District and subject to the following rules and regulations:

ORDINANCE NO. 9

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT AMENDING ARTICLE 2 SECTION 234 OF ORDINANCE NO. 8 (AS AMENDED JANUARY 2018) REGULATING THE USE OF THE DISTRICT SKATE PARK

THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION
AND PARK DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. - SECTION 234 OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDINANCE NO. 8, IS AMENDED TO READ IN ITS ENTIRETY, AS FOLLOWS:

“With respect to the Skate Park facility owned and operated by the District for skateboarding or “other wheeled recreational devices” which means non-motorized bicycles, scooters, in-line skates, roller skates, or wheelchairs:

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).
- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.

SECTION 2. - EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 3. - PUBLICATION AND POSTING

The Clerk of the Board of Directors shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED AND ADOPTED this ____ day of _____, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Mark Malloy, Chairman, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Anthony Miller, Clerk of the Board
Pleasant Valley Recreation and Park District

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

TO: BOARD OF DIRECTORS

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

DATE: July 5, 2018

**SUBJECT: CONSIDERATION AND APPROVAL OF BID AWARD
FOR DISTRICT MANAGED IT SERVICES**

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to enter into a twelve-month agreement with AllConnected Inc. to provide Managed Information Technology (IT) services for an amount not to exceed \$18,140.

BACKGROUND

In August of 2014 the District entered into a service agreement with ACT USA to provide Information Technology (IT) Services. This agreement was to provide PC management and repair services that consisted of both remote and on-site support as required to perform normal maintenance and troubleshooting. The agreement was limited to normal, standard management and maintenance services during normal business hours and does not include new system installation or hardware.

In 2017, the District embarked on a major upgrade of office infrastructure and IT equipment. However, while the IT hardware was upgraded, the District's contract agreement with ACT USA was not updated to meet the updated District requirements. In March of 2018, the Board approved the writing of a RFP (Request for Proposal) to solicit responses from which the District could either establish a contract with a new vendor or update its contract with the existing vendor. Additionally, the RFP sought to clarify District needs and potential future expenses through consultation with private sector professionals.

In March of 2018, staff published the RFP and four companies submitted proposals. AllConnected Inc. submitted the lowest twelve-month bid in the amount of \$18,140. Unfortunately, the District's current contractor opted to refrain from submitting a bid.

ANALYSIS

At 2:00 p.m., April 4, 2018 all proposals were due. Bids ranged from \$18,140 to \$91,987.50.

	AllConnected, Inc.	XACT Technology Solutions	County of Ventura Information Technology Services Department	Konica Minolta
Bid Amount	\$18,140	\$42,120	\$91,987.50	\$34,500

The District invited XACT Technology Solutions and AllConnected Inc. to interviews to discuss their proposals. The Konica-Minolta proposal was disqualified for refusing to complete the assessment portion of the RFP unless the District committed to signing an agreement with the company. The County of Ventura Information Technology Services Department proposal was disqualified for excessive cost. The District's combined budget for IT services and IT hardware, software, and infrastructure is approximately \$36,282. Eighteen thousand (\$18,000) of that is allocated for IT services which were included in the District's RFP. XACT Technology Service's proposal included items in excess of the requirements stated in the RFP and while during the interview process XACT expressed a willingness to negotiate, the proposal was too similar in nature to AllConnected Inc.'s to justify the additional cost.

AllConnected Inc. responded to the RFP with a low bid of \$18,140, \$140.00 more than the District's budgeted amount for IT services. The low bid received from AllConnected Inc. meets all the required specifications and provides the District with flexibility regarding the implementation of any assessment recommendations. Recommendation for the award is based on a combination of factors including positive company reviews, the base bid, willingness to engage with the District on optional sections of the RFP, and not requiring the District to change existing equipment (which in most cases is less than two years old). AllConnected will provide IT services in line with our current provided services while evaluating future hardware and software needs within the "consulting" time enumerated in the contract. AllConnected Inc. is a qualified Contractor, with all required insurance certificates and professional licenses and has provided services not limited to the following organizations: Oak Park Unified School District, Moorpark Unified School District, and the Ventura County Office of Education.

FISCAL IMPACT

The District has allocated \$18,000 from the FY 2018-2019 Administration Department budget for Managed IT services and additional amounts for further IT hardware and software needs in other budget sections which are expected to be sufficient for any assessment recommendations.

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to enter into a twelve-month agreement with AllConnected Inc. to provide Managed Information Technology (IT) services for an amount not to exceed \$18,140.

ATTACHMENTS

- 1) Contract Documents (26 pages)

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE PLEASANT VALLEY
RECREATION & PARK DISTRICT
AND
CONSULTANT, INC.**

This agreement is made and entered into, effective July 5, 2018 between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and AllConnected, Inc. a California Corporation. (“Consultant”).

RECITALS

WHEREAS, following District’s Request for Proposal process, the District desires to contract with Consultant for certain professional Information Technology services necessary to manage a comprehensive IT services contract.

WHEREAS, Consultant represents that it has the qualifications and technical skills, experience and expertise to perform these services for the District.

NOW THEREFORE, based on the terms and conditions herein, the parties agree as follows:

1. Scope of Services

- a. Consultant shall perform the professional services under this Agreement shall include those services as described in the Scope of Work attached as Exhibit “B” and incorporated by reference herein.

All work and services by Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a professional and dignified manner, and shall not permit any person participating therein to violate any rule or regulation of the District, state or federal law. Consultant agrees and represents that it is qualified to properly provide the services set forth in Exhibit B in a manner which is consistent with the generally accepted standards of Consultants profession. No other warranty or representation, express or implied, is included or intended by Consultant’s Proposal, this Agreement, or any reports or documents prepared herewithin.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager.

As further described on Exhibit "B", Consultant's Services include:

1. Customer Service
2. Server/System Network Support & Maintenance
3. Network Security
4. Software Evaluation and Training Services

- b. Special Requirements. Additional terms and conditions of this Agreement, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit D and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit D and any other provisions of this Agreement, the provisions of this Agreement shall govern.

2. Term of Contract

Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than twelve months Consultant shall complete all work in accordance with the timelines set forth in the Proposal. – Please see additional terms within Exhibit A to protect District for any loss in IT services.

3. Force Majeure

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement will be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the District, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Project Manager in writing of the causes of the delay. The Project Manager shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Project Manager, such delay is justified. The Project Manager's determination is final. In no event will Consultant be entitled to recover damages against the District for any delay in the performance

of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

4. Independent Contractor Relationship

- a. It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant.
- b. Consultant is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement.
- c. Pursuant to this Agreement, Consultant is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

5. Compliance with Laws

Consultant will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations and lawful orders of any public authority relating to Consultant's work, including but not limited to those relating to copyright, trademark or other intellectual property matters.

6. Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless District against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

7. Environmental Laws.

Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments.

Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

8. Acknowledgment of Relationship

Consultant agrees that all dealings of the parties under this Agreement shall be confidential, and writings, reports, data, information or communication developed, prepared or assembled by Consultant under this Agreement, or any information made available to Consultant by District, shall not be revealed, disseminated or made available by Consultant to any person or entity other than District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

9. Payment to Consultant

- a. District shall pay Consultant monthly in proportion to the services performed plus reimbursable expenses and charges for additional services within thirty (30) days after receipt of Consultant's invoices in a form approved by District's, with the exception of any disputed amounts which shall be withheld until resolution of the dispute. Payment terms are further described on Exhibit "C".

Total Project Cost not to Exceed: \$18,000 (Budgeted) \$3,000 Assessment plus monthly services to be listed in Exhibit B

- b. No payment made under this Agreement shall be conclusive evidence of Consultant's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Consultant's work.

10. Assistance by District

District agrees to provide to Consultant available information of relevance to Consultant's work, including all data and documents pertaining to the Project. District pledges to work cooperatively with Consultant and render all reasonable assistance toward completion of Consultant's work.

The District's Project Manager shall be Leonore Young, Administrative Services Manager.

11. Documentation:

Due to the time constraints that affect contract performance, all required documents, certificates of insurance, and bonds shall be provided to the District within ten (10) calendar days following award or date of request by District,

whichever is later. Any failure to comply may result, at District's option, in the District's cancellation of this Agreement. Should the District elect to exercise this option the District's General Manager shall give written notice of termination to the Consultant.

12. Ownership of Documentation

All maps, data, reports and other documentation (other than Consultant's drafts, notes and internal memoranda), including duplication of same prepared by Consultant in the performance of these services, shall become the property of the District and shall be retained by the Consultant for a period of three years after completion of the Project. If requested by the District, all, or the designated portions of such documentation, shall be delivered to the District.

13. Termination of Contract

~~Consultant specifically acknowledges and agrees that the District may at any time during the term of this Agreement terminate Consultant's services with or without cause, and without penalty, at the completion of any phase of Consultant's services as set forth in Exhibit "B." Any termination or any special instructions hereunder from District shall be made in writing. In the event this Agreement is terminated, all data, specifications, documents and other related information generated by Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Consultant.~~

~~Should the Contractor fail with three (3) working days from receipt of DISTRICT's written notice to correct any deficiencies related to failure to perform the Work in accordance with this Agreement including its Exhibits; failure to comply with the directions of District may terminate this Agreement. Following a termination for default, District shall have the right to take whatever steps it deems necessary to correct and complete the work and charge the cost thereof to Contractor, who shall be liable for the full cost of District's corrective action, including reasonable overhead, and attorneys' fees.—Please see Exhibit D.~~

14. Indemnification and Hold Harmless; Insurance Requirements

a. ~~Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless District and its officers, employees, agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which~~

~~Consultant shall bear legal liability) in the performance of professional services under this Agreement.~~

b. ~~Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.~~

c. Submission of insurance certificates or other proof of coverage shall not relieve Consultant from liability under this indemnification and hold harmless provisions. These provisions shall survive the termination of this Agreement and shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

d. Prior to the commencement of the Project, Consultant shall provide District with proof of the types and amounts of insurance described on Exhibit "A".

15. No Assignment

This Agreement is a personal services contract and work hereunder shall not be delegated or assigned by Consultant to any person or entity without the advance written consent of District. Consultant shall not employ any subcontractors for its work.

16. Examination of Records

Consultant agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Consultant's documents, papers, reports and records, normally furnished to the District in the course of executing this Agreement.

17. Notice

All notices or other official correspondence relating to contractual matters between the parties shall be made by depositing the same as first-class, postage paid mail addressed as follows:

To Consultant: AllConnected, Inc.
4514 Ish Dr
Simi Valley, CA 93063

To District: PLEASANT VALLEY RECREATION & PARK
DISTRICT
Attn: Mary Otten, General Manager
1605 E. Burnley St.
Camarillo, CA 93010

or such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be agreed to have been received three (3) days after mailing.

18. No Waiver

~~No failure or delay by District in asserting any of District's rights and remedies as to any default of Consultant shall operate as a waiver of the default, of any subsequent or other default by Consultant, or of any of District's rights or remedies. No such delay shall deprive District of its right to institute and maintain any actions or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement. Please see Exhibit D.~~

19. Partial Invalidity

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

20. Terms

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on any of the parties.

21. Incorporation of Recitals

The foregoing recitals are incorporated herein as though fully set forth.

22. California Law

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. Any dispute between the parties shall be filed and heard in a court of competent jurisdiction in the County of Ventura, State of California.

23. Additional Provisions

Consultant agrees that no full time employee of District shall be employed by its firm during the period that this Agreement is in effect.

24. Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

25. Conflict of Interest.

Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations.

26. Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

27. Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

DISTRICT:
PLEASANT VALLEY RECREATION &
PARK DISTRICT

By: _____
Mary Otten, General Manager

ATTEST:

INSERT

CONSULTANT:
AllConnected, a California corporation

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

EXHIBIT "A"

PLEASANT VALLEY RECREATION & PARK DISTRICT INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the Agreement (and thereafter as specified herein) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Technology E&O/Technology Professional Liability
5. Cyber Liability with Network Security/Data Privacy Coverage

MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than:

1. General Liability (Including operations, products and completed operations, as applicable): \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

4. Technology E&O/Technology Professional Liability: A policy of technology E&O/technology professional liability insurance in an amount not less than \$1,000,000 per occurrence.
5. Cyber Liability with Network Security/Data Privacy Coverage: A policy of cyber liability insurance including Network Security/Data Privacy Coverage in an amount not less than \$1,000,000 per occurrence.

DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District and its directors, officers, employees, agents and volunteers (collectively "District Parties"), or (2) Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS`

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District and District Parties are to be covered as insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by Consultant.
2. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the District and District Parties. Any insurance or self-insurance maintained by the District and District Parties shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the District.

If General Liability, and/or Errors & Omissions coverage's are written on a claims-made form:

1. The retroactive date must be shown, and must be before the date of this Agreement or the beginning of work on the Project.

2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of the Project.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Agreement effective date, Consultant must purchase an extended period coverage for a minimum of five (5) years after completion of the Project.
4. A copy of the claims reporting requirements must be submitted to the District for review and approval.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

VERIFICATION OF COVERAGE

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the District, or on other than the District's forms provided those endorsements conform to District requirements and are acceptable to the District. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SUB-CONTRACTORS

Consultant shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractor shall be subject to all of the requirements stated herein.

END OF PAGE

EXHIBIT “B”
SUPPORTCONNECT SERVICE ADDENDUM, JUNE 1, 2018
STATEMENT OF WORK

Service Overview

Consultant agrees to provide District with the services described in this Scope of Work. Consultant’s SupportConnect service is designed to support District’s in house IT team, ensuring that key critical components of District’s network infrastructure are monitored, critical issues are escalated, and critical patches for supported Windows-based operating systems, network equipment, hypervisors, storage arrays, and UPS gear are kept current.

Scope of Work

Monitoring, Alerting and Remediation

Consultant will perform 24 hour, 7 day/week (24x7) monitoring on each device protected. During their shift the Network Operations Center (NOC) team will be alerted of trends affecting District’s network and assist with troubleshooting connectivity problems. Critical issues are escalated to Consultant’s Network Operations team 24x7.

Electronic alerts are also sent to the designated IT contact for District. Alerts can be sent to an email address or sent via text message. An alert Flowchart will be designed and approved by District’s IT contact.

Routine Maintenance and Support Contract Management

In addition to proactive maintenance, District’s monitoring and maintenance solution must be configured by Consultant according to best practices. Consultant has developed a comprehensive set of policies covering proper support and maintenance issues such as setting proper thresholds for monitoring CPU, disk space, RAID arrays, bandwidth, critical errors, temperature and more. Consultant continually updates its policies and processes to make District’s networks more stable and easier to manage. On a regular basis, Consultant’s staff will review District’s network and make recommendations that help keep District’s network more stable.

Consultant’s goal is to provide District with very stable networks with the highest possible uptime within an affordable budget. At times, doing so requires that additional expenditures be made. Consultant may recommend that a critical item be replaced to mitigate a potentially high-risk vulnerability or unstable device in District’s network. In the event that such device is not replaced in a timely manner, Consultant may opt to stop escalating alerts on such a device directly to Consultant’s NOC team. Instead, Consultant may inform District of the need to convert the notification profile to alert you via email, without alerting Consultant’s NOC team directly. New upgrades, new hardware installations, or other changes to District’s network environment need to be coordinated with Consultant’s service desk to ensure that Consultant’s team is aware of changes to District’s environment.

Technical Review, Reporting and Planning

This service provides District's IT team with the data and analysis necessary to proactively operate the environment. Consultant provides this information during Technical Review Meetings. Consultant uses the data gathered through Consultant's monitoring tools, manufacturer alerts and reports, and Consultant's knowledge of the industry. The service helps IT teams to be aware of the state of their environment and make solid data-based operational decisions.

Recurring Maintenance Schedule

SupportConnect	Service by Consultant	Frequency
Systems (Servers/Workstations)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Antivirus licensing, monitoring, management	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
Microsoft Critical and Security Patching*	X	Weekly
Third Party Patching*	X	Weekly
Update Existing Systems Documentation	X	Quarterly
Network (Routers/Switches/Firewalls)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
ISP Monitoring	X	24x7
Firmware Vulnerability Reporting	X	Quarterly
Capacity/Performance Reporting	X	Quarterly
Quarterly IDS/IPS Reporting/Recommendations**	X	Quarterly
Bandwidth Monitoring **	X	24x7
Firmware Update Management*	X	Quarterly
Firmware Update Management to Core Switch*	X	Quarterly
External Security Scan & Brief Analysis (up to 50 IPs)	X	Annual
Update Existing Network Documentation	X	Quarterly
Data Center (Hypervisor/Storage/Environment)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7

Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
SAN - Capacity Monitoring/Reporting	X	Quarterly
SAN - Performance Monitoring/Reporting	X	Quarterly
SAN Fabric - Performance Monitoring/Reporting	X	Quarterly
Perform Storage and VMWare Healthchecks	X	Quarterly
Environmental Monitoring	X	24x7
UPS Monitoring	X	24x7
Update VMWare VCenter and ESXi Servers (clustered)*	X	Reviewed quarterly
Non-Clustered environment add-on	n/a	
Update Storage Infrastructure to Recommended Firmware*	X	Reviewed quarterly
Firmware Update Management*	X	Reviewed quarterly
Power Testing	X	Annually
Update Existing Data Center Documentation	X	Quarterly

Other Maintenance Tasks		
End User Support / Helpdesk	billable***	As requested/needed
3rd party Application support	billable***	As requested/needed
L1/L2/L3 escalation (M-F, 6a-5p)	billable***	As requested/needed
Emergency L1/L2/L3 escalation (after hours, weekends)	billable*** on call	As required
*Manufacturer Support and/or Warranty contract required		
**Requires Meraki/Netflow as needed		
***Based on Consultant Labor Rates. Rate varies based on role, response time required, and remote vs onsite. To be billed against monthly Engineer Block. If Block is exhausted, Consultant will submit a purchase order for additional Engineering Blocks.		

Acknowledgement of Co-Managed Solution

Consultant and District have met to review the Systems, Network, and Datacenter needs of the District and have determined the assignments defined above for critical IT roles and responsibilities.

Co-Managed Backup and Recovery Option

On Premise and Off Premise Cloud Connect Backup and Recovery Services to be determined in a future amendment to this Agreement.

Onboarding Schedule

Consultant will deliver the SupportConnect service to District according to the following schedule, providing weekly status reports and project updates, as follows:

Week one

- Begin Assessment
- Internal kick-off meeting with the Service Manager and deployment team
- Run discovery
- Add additional services to the devices in NCentral (Consultant's centralized management system)
- Apply service templates for servers with specific roles and specific hardware
- Create alert flowchart with Priority 0 and have signed off on by District Representative

Week two

- Collect all third party vendor information and add Consultant as a contact where applicable
- Confirm asset information and start a complete inventory
- Discuss and set a tentative maintenance window for after hour upgrades
- Schedule any Firmware upgrades as needed

Week three

- Confirm that all devices are showing with no errors in NCentral
- Setup training for all Consultant engineers to become familiar with District's existing equipment and software

Week four

- Complete first draft of Network documentation and site topology
- Create and deliver the first quarterly "QBR" report
- Propose backup solution

Week five

- Implement Backups and Firewall selected solution

Key Assumptions

The purpose of this agreement is to co-manage critical IT infrastructure to improve security, performance, recoverability, and end user support. Consultant will be provided with the necessary administrative credentials from District to allow Consultant to undertake these tasks. In the event that other 3rd party contractors (District's software providers and resellers) require administrative access, admin accounts will be created specifically for 3rd party access. District will provide primary helpdesk and end user support services. To ensure documentation, stability, recoverability, and security of the network, if new equipment is proposed or installed on District' network, or configuration changes are necessary, District will notify Consultant of such changes in advance via help@allconnected.com.

EXHIBIT C

SCHEDULE OF COMPENSATION

Please Valley Park & Recreation District
RFP: Managed IT Services "Assessment"

Submitted By: AllConnected, Inc. of Simi Valley, CA
CMAS Agreement #

Project Scope		
A key objective in this project is to maintain the current level of IT services while examining areas for improvement and identifying opportunities for cost savings. Thus, this request will include many optional proposal opportunities. The following tasks provide a means for completing this objective.		
1. Perform an IT Environment Evaluation		
I.	District hardware asset inventory and analysis	\$ 255.00
II.	District software asset inventory and analysis	\$ 255.00
Task Deliverables: A complete inventory and level of service analysis of current IT environment.		\$ 510.00
2. Determine Current and Future District IT Infrastructure and Service Needs:		
I.	Perform an IT environment evaluation	\$ 255.00
II.	Review and evaluate industry standards and trends	\$ 125.00
Task Deliverables: The consultant shall prepare summary reports and supporting data for all activities.		510
3. Identify Appropriate Cloud Backup Services for District Data		
I.	Review comparable government agency solutions	\$ 150.00
II.	Verify data center geographic location	\$ 150.00
Task Deliverables: Develop a list, including prices, comparing services offered by at least three different cloud backup service providers.		\$ 275.00
4. Evaluate Minimum District IT Service Requirements		
I.	Phone coverage for the District's phone support needs from the hours of 8 am to 5 pm PST, Monday to Friday	\$ 125.00
II.	PC or other computing device deployment, administration and support; technical support of moves, adds and changes; application troubleshooting and support of office productivity tools such as Microsoft Word, PowerPoint, Excel, Adobe Acrobat and other common District-wide applications	\$ 125.00
III.	VPN Configuration between all locations and Road Warrior configuration	\$ 255.00
IV.	Firewall and router maintenance at three office locations	\$ 255.00
V.	Main file server, remote file server, accounting server, and legacy server maintenance and support	\$ 510.00
VI.	Public wireless access maintenance	\$ 255.00
VII.	Layer two switching equipment maintenance and support	\$ 510.00
VIII.	Annual software account maintenance	\$ 180.00
Task Deliverables: Develop a summary report that breaks down the staffing needs and costs required to perform these basic services.		\$ 765.00
5. (OPTIONAL) Identify User Training Opportunities		
I.	Provide a list of group training programs suitable for the District's size and employee skill-level with a focus on common District tools, particularly Office 365 apps the District currently may be underutilizing	\$ 150.00
Task Deliverables: Develop an electronic class list of available training opportunities with the ability to be sorted by skill level, time offered, and relevant application. Additionally, provide a calendarized copy of the list.		\$ 255.00
6. (OPTIONAL) Provide Software Recommendations for Increasing Staff Productivity and Security		
I.	Computerized maintenance management system (CMMS) customizable to District requirements	510
II.	Online job applications	255
III.	Record management	150
IV.	License and agreement tracking	150
V.	IT documentation/inventory management	150
Task Deliverables: Develop a comprehensive report including a la carte cost estimates, examples of systems in use by other recreation agencies/districts and include justifications for software recommendations.		255
Items 1-4 Assessment Cost*		\$ 5,465.00
Less Credit with SupportConnect managed services		\$ (2,465.00)
Total Assessment Cost		\$ 3,000.00
Total Assessment Cost for Optional Items		\$ 1,875.00

SupportConnect Managed Service Rates		
Qty	Device	Monthly Cost per
1	Workstaion	\$ 15.00
1	Physical Server	\$ 46.00
1	Virtual Server	\$ 15.00
1	ESXi Server	\$ 72.00
1	Firewall (Meraki)	\$ 10.00
1	Switch/Router (Meraki)	\$ 25.00
1	APs	\$ 10.00
1	SAN	\$ 133.00
1	UPS	\$ 10.00
4	QBR	\$ 370.00

SupportConnect Example		
Qty.	Device	Monthly Cost
29	Workstions	\$ 435.00
1	Server	\$ 46.00
3	WiFi Aps	\$ 30.00
4	Quarterly Business Reviews	\$ 370.00
		Monthly Total \$ 881.00
5	<i>Optional Block Hours to address Phone Help Desk remote support</i>	\$ 900.00

Professional Services Rates (SLED Customers Only)

CMAS Contract #3-13-70-1346F

September 22, 2017 through January 31, 2021

Consultant's standard on-site response time for network consulting is 48 hours, excluding evenings, weekends, and holidays. ¹ A two hour minimum is required for on-site consulting services. Phone support is billed in 15 minute increments, with a 15-minute minimum. Please refer to the table below for billing types and rates.

<i>Technician/Engineering Role</i>	<i>Standard Rate</i>	<i>CMAS Rate</i>
Field Technician (Senior IT Analyst)	\$95	\$82
L1 Network/Systems Engineer (FEC-Level 1 / 3yr) ¹	\$150	\$141
L2 Senior Network/Systems Engineer (FEC-Level 4 / 5-7yr) ¹	\$185	\$174
L3 Expert Network/Systems Engineer (FEC-Level 5 / 10yr) ¹	\$225	\$215
Expert Architect (Strategic Implementation Consultant III / 10yr) ¹	\$255	\$245
Documentation Specialist/Technical Writer (QA/QC Specialist III / 10yr)	\$145	\$136
Senior Project Management (Director I / 5-7yr) ¹	\$180	\$162
Travel Hourly Rate ³	½ of Base Rate	
Weekend/Evening or Emergency Rates	150% of base rate	
Holiday Emergency Rate ⁴	175% of base rate	
Out of Region Service requests via the TrustXAlliance/IM-Link Network ⁵	(varies based on work role, region)	

¹ L1 (Level 1) systems engineers hold a Microsoft MCTS or Cisco CCNA certification with 3+ years of experience in the IT industry.

L2 (Level 2) systems and network engineers have 5+ years of experience in the IT industry and hold the same certifications as L1 engineers plus one or more of the following certifications: Microsoft MCITP; Cisco CCNP/CCSP/DCUCD/DCUCI; Citrix CCA/CCEE; Network +, or a Microsoft specialization in key Applications or Security.

L3 (Level 3) expert specialist engineers have 10+ years of experience in the IT industry and focus on the architect and expert engineering role. L3's may also hold specific certifications with either VMware, Microsoft, Enterprise SAN, Cisco CCIE, Citrix CCIA, Security, or other high-end storage solutions.

² Service block agreements are to be paid in advance and are posted to District's account as a block of dollars. Monthly statements will be provided that outline the status of District's Service block agreement. Consultant's agreement reconciliations include the date of service, the engineer servicing District's account, and a description of the work performed on each visit. Block time does not apply to web development/updates/projects.

³ Travel is calculated one-way and is billed by calculating the time it takes for Consultant's engineers to travel from his/her prior location to District's office.

⁴ Holiday emergency support available only for xConnect customers.

⁵ Service tickets are coordinated through Consultant's Service Coordinator and dispatched to Consultant's North American service network. Rates may vary by region and work role.

Last Updated: April 2017

EXHIBIT "D"

SPECIAL REQUIREMENTS

1. Section 13 of the Agreement, Termination of Contract, is replaced to read as follows:

"Term And Termination.

This Agreement will begin on the Effective Date and will continue until each Order and/or SOW expires, is completed, or is terminated. Consultant may: (a) terminate a specific Order if District fails to pay any applicable fees due for that Order within 30 days after receipt of written notice from Consultant of non-payment; and/or (b) terminate this Agreement or an Order if District commits any other material breach of this Agreement and fails to cure such breach within fifteen (15) days after receipt of written notice from Consultant. If an Order for Services is terminated, District will promptly pay Consultant for Services rendered, and expenses incurred through the termination date.

District may (a) terminate this Agreement or an Order if Consultant commits any other material breach of this Agreement and fails to cure such breach within fifteen (15) days after receipt of written notice from District; and/or (b) terminate for any reason with ninety (90) days written notice to Consultant."

2. Section 18 of the Agreement, **No Waiver**, is replaced to read as follows:

"Failure by either Party to insist upon strict performance of any provision herein shall not be deemed a waiver by such Party of its rights or remedies, or a waiver by it of any subsequent default by the other Party."

3. A new Section 28, **Non-Solicitation**, is added to read as follows:

"During the Term and for a period of twelve (12) months thereafter, the parties agree not to, directly or indirectly, solicit, recruit or employ any employee of other without the employing party's prior written consent."

4. A new Section 29, **Provision Of Materials And Services To Consultant**, is added to read as follows:

"District agrees to timely furnish, at its own expense, all personnel, all necessary computer hardware, software and related materials and appropriate and safe work spaces for purposes of Consultant performing the services. District will also provide Consultant with access to all information, passwords and facilities requested by Consultant that is necessary for Consultant to perform the services. Access may be denied for any reason at any time, however if access to information, passwords or facilities is denied, District understands that the Consultant may be unable to

perform their duties adequately and if such a situation should exist, the Consultant will be held harmless.”

5. A new Section 30, **Working Environment**, is added to read as follows:

”District shall provide a suitable working environment for any Equipment located at District’s facility. Such environment includes, but is not limited to the appropriate temperature, static electricity and humidity controls and properly conditioned electrical supply for each piece of Equipment. District shall bear the risk of loss of any Equipment located at District’s facility.”

6. A new Section 31, **Intellectual Property**, is added to read as follows:

“Consultant retains all intellectual property rights in any property invented or composed in the course of or incident to the performance of this Agreement, as well as any software, materials, or methods created prior to or after conclusion of any work. District acquires no right or interest in any such intellectual property, by virtue of this Agreement or the work performed under this Agreement. District may retain software, materials, or methods created for continued use after the conclusion of this agreement.

(a) District may only use and disclose Product in accordance with the terms of this Agreement and applicable Order. Consultant reserves all rights in and to the Product not expressly granted in this Agreement. District may not disassemble or reverse engineer any software Product, or decompile or otherwise attempt to derive any software Product's source code from executable code, except to the extent expressly permitted by applicable law despite this limitation, or provide a third party with the results of any functional evaluation, or benchmarking or performance tests on the Products, without Consultant’s prior written approval. Except as expressly authorized in this Agreement or an Order, District may not (a) distribute the Product to any third party (whether by rental, lease, sublicense or other transfer), or (b) operate the Product in an outsourcing or Consultant business to process the data of third parties. Additional usage restrictions may apply to certain third-party files or programs embedded in the Product - applicable installation instructions or release notes will contain the relevant details.

(b) **License Agreements**

(i) License.

Subject to the terms of this Agreement, Consultant grants District a perpetual, non-exclusive, non-transferable license to use and modify all programming, documentation, reports, and any other product provided as part of the Services solely for its own internal use.

(ii) Pre-Existing License Agreements.

Any software product provided to District by Consultant as a reseller for a third party, which is licensed to District under a separate software license agreement with such third party, will continue to be governed by the third party license agreement.

(iii) End User License Agreements.

District hereby consents permission to Consultant to sign all EULA's necessary for any software product installed on District's computer system.

(c) Third-Party Products.

Product warranties for third party products, if any, are provided by the manufacturers thereof and not by Consultant. Consultant's sole obligation is to act on behalf of District to assist in the satisfaction of any such warranty."

7. A new Section 32, Warranty, is added to read as follows:

"Consultant warrants that it will perform the Services substantially in accordance with the specifications set forth whether under this Agreement, a purchase order, other work order, SOW or otherwise in connection with any of them. For any breach of the foregoing warranty, Consultant will exercise commercially reasonable efforts to re-perform any non-conforming services that were performed within the ten (10) business day period immediately preceding the date of District's written notice to Consultant specifying in reasonable detail such non-conformance. If Consultant concludes that conformance is impracticable, then Consultant will refund all fees paid by District to Consultant hereunder, if any, allocable to such nonconforming Services.

Notwithstanding the above, Consultant does not warrant its products or services beyond a reasonable standard or skill consistent with industry standards. Consultant does not guarantee or promise any cost savings, profits, or returns on investment."

8. A new Section 33, **Software, Hardware & Security**, is added to read as follows:

"District understands and agrees that data loss, security breaches, or network failures may occur, whether or not foreseeable, if the District fails to maintain proper security for its computer and information system including software and hardware updates. District therefore warrants that it will follow software and hardware updates and maintain specific security standards, policies, procedures set forth in Section 36 ("Network Security & Data Protection Policy") attached hereto and incorporated herein by reference."

9. A new Section 34, **Extraordinary Events**, is added to read as follows:

"In no event, shall Consultant, whether under this Agreement, a purchase order, other work order or otherwise in connection with any of them, be liable in contract, tort, third-party liability, breach of statutory duty or otherwise, in respect of any direct, indirect or consequential losses or expenses, including without limitation loss of anticipated profits, company shut-down, third-party loss or injury, any loss because of data breach, any loss of personally identifiable or protected information, goodwill, use, market reputation, business receipts or contracts or commercial opportunities, whether or not foreseeable, if such loss was the result of or arose from any failure or malfunction of electrical or telecommunications infrastructure or services not under Consultant's control, any satellite failure, or from any fire, flood, earthquake, volcanic eruption, explosion, lighting, wind, hail, tidal wave, landslide, act of God or other physical event."

10. A new Section 35, **Waiver**, is added to read as follows:

"Failure by either Party to insist upon strict performance of any provision herein shall not be deemed a waiver by such Party of its rights or remedies, or a waiver by it of any subsequent default by the other Party."

11. Subsections a and b of Section 14, **Indemnification and Hold Harmless**, are replaced to read as follows:

"Each party shall be solely responsible for the performances of its acts, duties and responsibilities under this Agreement and for the acts, duties and responsibilities of its officers, employees and agents; and each party agrees to indemnify the other, its officers, employees and agents, and to hold harmless the other, its officers, employees and agents, and, at the indemnifying party's sole expense, to defend the indemnified party, its officers, employees and agents, from and against any claims, demands, causes of action, loss, cost and expense, arising from, in connection with or based upon the actions or omissions of the indemnifying party, its officers, employees or agents pursuant

to or in contravention of the provisions of this Agreement, except to the extent caused by the gross negligence of the indemnified party, its officers, employees or agents.”

12. A new Section 36, **Network Security & Data Protection Policy**, is added to read as follows:

”District understands and agrees that data loss, security breaches, or network failures may occur, whether or not foreseeable, if the District fails to maintain proper security for its computer and information system including software and hardware updates. District therefore warrants that, unless otherwise set forth in a separate SOW and/or SLA, it will follow software and hardware updates and maintain specific security standards, policies, procedures meeting or exceeding those set forth below:

- Business Grade Anti-Virus Software will be Installed on all desktops, laptops and servers.
- Ensure that all Critical or Security Related Operating System & 3rd Party Software Patches are Installed on desktops within 2 to 7 Days and are installed on Servers within 30 days of their release. This Includes, but is not limited to Anti-Virus Software, Operating System Updates and 3rd Party Application Patches such as Adobe, Java, Flash etc.
- All External Network Gateways (including the Cloud) are Protected by a Business Grade Firewall with a Comprehensive Security Subscription including Intrusion Detection, and that such subscription is licensed at all times and is downloading and applying new signatures as they are made available.

All Critical Data is Backed Up on at least a Daily Basis & Test Restores of all Back-Ups are Verified on a Quarterly Basis. All Back-Ups are Stored in a Secure Location Offsite or in a Fireproof Safe (Minimum 2 Hour).”

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: July 5, 2018

SUBJECT: REVIEW AND APPROVE THE RIGHT OF ENTRY AGREEMENT BETWEEN THE CITY OF CAMARILLO AND PLEASANT VALLEY RECREATION AND PARK DISTRICT FOR ADOLFO PARK

RECOMMENDATION

It is recommended the Board review and approve the Right of Entry agreement with the City of Camarillo for Adolfo Park.

BACKGROUND

The City of Camarillo intends to construct a new subsurface monitoring well within the City-owned right of way, outside and adjacent to Adolfo Park in a general location as shown on attached Exhibit A. To facilitate Camarillo's Project construction, the City of Camarillo requires a temporary staging and work area of approximately 100-foot by 150-foot in Adolfo Park as shown in purple highlight on attached Exhibit A (Work Area). The District would need to grant the City permission to use this Work Area to assist with Camarillo's Project construction.

The well is needed as part of the City's Desalter project, as the City would collect groundwater samples on a periodic basis. The monitoring well located near Adolfo Park site is one of three wells the City is drilling as part of a monitoring network needed for the operation of the North Pleasant Valley Desalter Project. During the planning phase for the desalter project it was discovered that up to date groundwater information is needed in order to track the salt plume in the north Pleasant Valley Groundwater Basin.

ANALYSIS

The District would need to grant the City of Camarillo, its employees, and authorized agents to the right to enter Work Area at such reasonable times as required for establishment of a temporary construction staging, storage and work area as necessary for this project.

Key Terms and Conditions of the Agreement:

1. Generally, work will be in compliance with Camarillo's noise ordinance between the hours of 7:00 am and 3:00 pm.

2. During certain activities, a 24-hour construction is required in order to properly construct the monitoring well. Prior to any activity that requires 24-hour construction, the City of Camarillo will provide 72-hour notice.
3. Camarillo will install and maintain a 6-foot fence around the Work Area for improved safety and security.
4. Prior to entry and use of Work Area, the District will modify existing irrigation systems in order to prevent watering of the Work Area during this period. At the conclusion of the use, the Work Area will be restored to its original state with the City of Camarillo paying for actual costs associated with the modifications and restoration.
5. The City of Camarillo shall, at its expense, replace all turf and irrigation within Adolfo Park which is damaged in connection with this Project and shall reimburse the District the cost of extra water charges incurred as a result of such damages.
6. The term of this Agreement is 180 days or completion of the Project, whichever is shorter.
7. During the term of this Agreement, the City of Camarillo shall pay the District the sum of \$20.00 per hour for 5 hours each day that the Work Area is unavailable to be used by the community.

Once the well is drilled, the area would be restored to existing conditions.

FISCAL IMPACT

Currently, there is no fiscal impact to this report.

RECOMMENDATION

It is recommended the Board review and approve the Right of Entry agreement with the City of Camarillo for Adolfo Park.

ATTACHMENTS

- 1) Right of Entry Agreement (4 pages)
- 2) Map of Monitoring (1 page)

Project: City of Camarillo—NPV Desalter Project/Monitoring Wells
APN: 167-0-243-165
Location: 3601 N. Adolfo Road ((Adolfo Park)
Owner: P.V. Recreation & Park District

RIGHT OF ENTRY AGREEMENT
(For Use of a Temporary Construction Work Area)

This Right of Entry Agreement (“Agreement”) is between the **CITY OF CAMARILLO**, a California municipal corporation and general law city (“**Camarillo**”), and **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency (“**Grantor**”), and is effective as of _____, 2018 (“Effective Date”).

Camarillo and Grantor agree as follows:

Recitals

- A. Grantor is the owner of land in the City of Camarillo identified as Assessor’s Parcel Number 167-0-243-165, which is used as a public park (“**Adolfo Park**”). Adolfo Park is shown on Exhibit A which is attached hereto and incorporated herein.
- B. Camarillo intends to construct a new subsurface monitoring well within City-owned right of way, outside and adjacent to Adolfo Park in the general location as shown on attached Exhibit A and identified as MW-1 (“**Camarillo’s Project**”). To facilitate Camarillo’s Project construction, Camarillo requires a temporary staging and work area of approximately 100-foot by 150-foot in Adolfo Park as shown in purple highlight on attached Exhibit A (“**Work Area**”).
- C. Grantor is willing to give Camarillo permission to use this Work Area to assist with Camarillo’s Project construction subject to the following terms and conditions.

Terms and Conditions

IN CONSIDERATION OF the mutual promises herein contained, the parties agree as follows:

Section 1. Work Area.

Grantor hereby grants Camarillo (including its employees and authorized agents and contractors) the right to enter the Work Area at such reasonable times as required for the establishment of a temporary construction staging, storage and work area as necessary for Camarillo’s Project in the location as shown in Exhibit A. All work must be generally undertaken in compliance with Camarillo’s noise ordinance and between the hours of 7:00 am and 3:00 pm on weekdays excluding District holidays. However, Camarillo and the Grantor agree that during certain activities, a 24-hour construction is required in order to

properly construct the monitoring well. Those activities include but are not limited to well drilling and well development. Prior to any activity that requires 24-hour construction (when activities will occur outside of the 7:00 to 3:00 normal working period) Camarillo will provide 72-hour notice to Grantor. During the Term or its use of the Work Area, whichever is shorter, Camarillo will install and maintain a 6-foot fence around the Work Area for improved safety and security. The fence must be locked when personnel for Camarillo's Project are not present. Signs shall be posted and maintained on each side of the perimeter of the fencing to warn the public of safety risks and prohibiting trespassing.

Camarillo and its authorized agents and employees shall exercise reasonable precautions necessary to prevent damage to and protect Grantor's property (Adolfo Park and the Work Area) during Camarillo's presence thereon. Camarillo shall replace and/or repair any improvements destroyed or damaged as a result of the rights granted under this Agreement. Upon completion of use of the Work Area, Camarillo will restore the Work Area to the same or similar condition that existed prior to Camarillo's use, to the satisfaction of the Grantor's General Manager, except as referenced in below Section 2.

Section 2. Irrigation Lines & Systems.

Prior to Camarillo's entry and use of the Work Area, Grantor will modify existing irrigation lines and systems in Adolfo Park in order to prevent watering of the Work Area during the period it is in use by Camarillo. At the conclusion of the use of the Work Area by Camarillo, Grantor will restore the irrigation lines and systems in the Work Area and Adolfo Park. Camarillo will reimburse Grantor for Grantor's actual costs associated with the modification and restoration of the irrigation lines and systems required for Camarillo's Project. Additionally, Camarillo shall, at its expense, replace all turf and irrigation within Adolfo Park which is damaged in connection with Camarillo's Project and shall reimburse Grantor the cost of extra water charges incurred as a result of such damages, if any.

Section 3. Notice Prior to Entry.

As Grantor will need to post information advising that the Work Area will be offline, Camarillo will provide a minimum of 7 days prior notice to Grantor before Camarillo enters and begins its use of the Work Area.

Section 4. Term.

The term of this Agreement is 180 days or completion of Camarillo's Project, whichever is shorter, commencing on the Effective Date of this Agreement. Camarillo will notify Grantor upon completion of Camarillo's use of the Work Area and this Agreement shall be deemed expired.

Section 5. Use Payment.

During the term of this Agreement, Camarillo shall pay Grantor the sum of \$20.00 per hour for 5 hours each day that the Work Area is unavailable to be used by the community ("Use Fee"). Camarillo shall pay this Use Fee on the first of the month for Camarillo's use the prior month. The Use Fee shall be delivered to the Grantor's Administrative Services Manager. Failure to timely pay the Use Fee will result in the addition of late fees and

interest and may result in the Grantor's termination of Camarillo's ability to use the Work Area.

Section 6. Indemnification.

Camarillo agrees to indemnify and hold the Grantor and its governing board, employees, agents, and contractors harmless from all claims, demands, or judgments by any person or entity arising from Camarillo's entry upon Adolfo Park during the term of this Agreement.

Agreed to by:

PLEASANT VALLEY RECREATION AND PARK DISTRICT

By: _____

Name & Title: _____

Date: _____

ATTEST:

CITY of CAMARILLO

By: _____

Name & Title: _____

Date: _____

ATTEST:

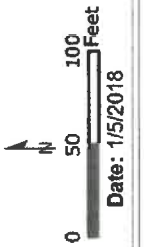
Exhibit A





Proposed Monitoring Well
MW-1 Site Map

Figure 1



Proposed Monitoring Well
Construction Easement



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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: July 5, 2018

SUBJECT: 2019 MINIMUM WAGE INCREASE AND UPDATED JOB DESCRIPTIONS

RECOMMENDATION

It is recommended the Board review and approve the updated job descriptions and accompanying salary schedule.

BACKGROUND

The Pleasant Valley Recreation and Park District performs a yearly review of the current Job Descriptions and the associated salary range; the Personnel Committee reviewed this information in April 2018. With the continuous rise of minimum wage, the District is proposing condensing three classifications with only minor changes regarding language to reflect: qualifications, work experience, and/or responsibilities. The District is also proposing an increase to our Full Time Human Resources Specialist salary and the addition of a new classification, Marketing Specialist.

In January of 2018, the Board of Directors met with senior management to review the goals of the upcoming year and beyond. In that meeting it was requested of staff to assess the needs of a new position to address our branding, marketing and social media presence. The District has been in the process of branding with signage, logos, as well as messaging. The objective was to create and deliver one message throughout the community.

ANALYSIS

Upon review of the State of California scheduled minimum wage increases, the District and the Personnel Committee determined in 2017 that the District would begin combining classifications in the 2018/2019 Fiscal Year. The combination of classifications will reduce the compaction that will begin to arise with the upcoming minimum wage increase. After careful consideration, staff suggests condensing the following classifications effective January 2019: Recreation Leader I and II; Senior Recreation Leader I and II; Lifeguard I and II with the addition of Water Safety Instructor; and Recreation Specialist and Program Specialist.

With the combination of these classifications, staff is also recommending that the salary ranges be combined to reflect a broader range. This will allow the District to hire candidates with more qualifications at a higher rate than the candidates coming in with minimum qualifications.

In 2017 District staff performed a salary study for the full-time positions and how they correlate to minimum wage. At that time, it was discovered that several positions within the District fell below median pay as compared to like Districts and Cities throughout the state. The role of a Human Resources professional, with same to similar assignments paid an average of 33% more than PVRPD. In order to decrease the difference, we are proposing to increase the hourly rate of our Human Resources Specialist by 20%.

Recreation Leader I/II to Recreation Leader:

- Recreation Leader – Minimum qualifications for Recreation Leader will remain the same as Recreation Leader I: must possess a valid work permit and have completed two years of High School. Volunteer or paid work experience with youth/teens/seniors is desirable.

Senior Recreation Leader I/II to Senior Recreation Leader:

- Senior Recreation Leader – Minimum qualifications for Senior Recreation Leader will remain the same as the current Senior Recreation Leader I: thirty (30) units of applicable college course work; two (2) years recreation or volunteer related experience.

Lifeguard I/II and Water Safety Instructor to Lifeguard:

- Lifeguard: must be at least 16 years old with valid American Red Cross certifications as listed below.
- Water Safety Instructor (WSI): must be at least 16 years old with both Lifeguard and Water Safety Instructor certifications; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 5% differential above their regular rate of lifeguard pay. WSI’s hired prior to January 1, 2019, will remain at their current rate of pay and not be eligible for this differential.

Recreation Specialist and Program Specialist to Recreation Specialist:

- Recreation Specialist – Minimum qualifications for Recreation Specialist will remain the same as the current Program Specialist: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor’s Degree is preferred. Previous experience working within the field of recreation or program development is desirable.

2018 Current Salary Schedule		
Position	Bottom of Range	Top of Range
Administrative Service Worker	\$11.00	\$50.00
Office Assistant	\$11.17	\$14.64
Lifeguard I	\$11.19	\$13.60
Lifeguard II	\$11.63	\$15.10
Water Safety Instructor	\$12.21	\$15.26
Aquatic Center Assistant Manager	\$13.81	\$18.27
Recreation Leader I	\$11.00	\$13.37
Recreation Leader II	\$11.44	\$14.03
Senior Recreation Leader I	\$11.95	\$15.82
Senior Recreation Leader II	\$13.82	\$18.30
FULL TIME SALARY SCHEDULE		
Program Specialist	\$14.83	\$18.84
Recreation Specialist	\$19.57	\$24.86
Human Resources Specialist	\$19.99	\$25.40

2019 Proposed Salary Schedule		
Position	Bottom of Range	Top of Range
Administrative Service Worker	\$12.00	\$50.00
Office Assistant	\$12.00	\$14.64
Lifeguard	\$12.60	\$15.26
Aquatic Center Assistant Manager	\$13.89	\$16.54
Recreation Leader	\$12.00	\$14.03
Senior Recreation Leader	\$12.60	\$18.30
FULL TIME SALARY SCHEDULE		
Recreation Specialist	\$17.65	\$24.86
Human Resources Specialist	\$23.99	\$30.48
Marketing Specialist	\$19.57	\$24.86

FISCAL IMPACT

There are currently forty-three Recreation Leaders and Recreation Leader II’s employed by the District; in the 2016/2017 Fiscal Year they worked a combined total of 12,000 hours. The January 2019 increase in minimum wage increase will have a fiscal impact of \$10,600. The increase to the Senior Leader, Administrative Service Worker, Aquatic Center Assistant Manager, and Office Assistant classifications have no fiscal impact at this time.

Pleasant Valley Aquatic Center currently employs over twenty Water Safety Instructors. In the past nine months those employees classified as a WSI have worked close to 5,000 hours with only 1,400 of those hours instructing classes. The District expects to see a savings of close to \$3,000 on a yearly basis by allowing us to hire pool employees at the entry level Lifeguard position and allowing for a 5% differential for all WSI work conducted.

The District currently employs two Program Specialists; with the increase in the salary schedule and the change in title to reflect Recreation Specialists, the fiscal impact will be approximately \$5,148.91.

There is no fiscal impact to the creation of Marketing Specialist as it will replace the current Recreation Specialist allocation at the same rate of pay.

The fiscal impact of the Human Resources salary increase is \$12,590.35, this increase will be seen in the budget over the next five fiscal years.

RECOMMENDATION

It is recommended the Board review and approve the updated job descriptions and accompanying salary schedule.

ATTACHMENTS

- 1) Recreation Leader/Senior Recreation Leader Job Description (2 pages)
- 2) Recreation Specialist Job Description (2 pages)
- 3) Lifeguard Job Description (1 page)
- 4) Marketing Specialist Job Description (2 pages)
- 5) 2019 PT Salary Schedule (1 page)
- 6) 2018 FT Salary Schedule (1 page)



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Leader & Senior Leader
Department: Recreation
Reports To: Recreation Supervisor or as assigned

FLSA Status: Non-Exempt
Prepared Date: January 2019
Approved By:
Approved Date:

SUMMARY: Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. May work with any aspect of recreation programs and/or work in any assigned division or department: Administration, Parks, Recreation – aquatics, classes, senior services and youth and adult sports and special events. Conducts, instructs and monitors recreational program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader Series and Senior Recreation Series require the following:

- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.
- Administers First Aid and CPR as needed.
- Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Ensure that appropriate image and approach and respect are being consistently exercised.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.
- Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.
- Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.
- Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).
- Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).
- Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.
- Prepare score sheets, statistics, and written reports; maintain records and reports for accidents, incidents, emergency, attendance, activity, registration, web site updates and reservations; perform program surveys and evaluations.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.
- Assist with surveying and educating the community on recreation programs.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities, set up and clean up.
- May require some Holiday, evening, and/or weekend work assignments.



Pleasant Valley Recreation and Park District Job Description

SENIOR LEADER:

- May act as the Camp or Assistant Camp Director for the District's summer camp program or may act as Lead for Excursion Program.
- Will be able to fill in for the Senior Leader II as needed.
- Assist Recreation Coordinator with staff schedules.
- Provide input on yearly performance reviews.
- Will serve in a lead capacity for other Recreation Leaders.
- May help with specific programs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

EDUCATION and/or EXPERIENCE:

- Recreation Leader: Must possess a valid work permit and have completed two years of High School. Volunteer or paid work experience with youth/teens/seniors is desirable.
- Senior Leader: thirty (30) units of applicable college course work; two (2) years recreation or volunteer related experience.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Specialist
Department: Based on Assignment
Reports To: Recreation Supervisor/Coordinator
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: July 2018
Approved by:
Approved Date:

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.
- Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.
- Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.
- Communicate official plans; policies and procedures to part-time staff and the general public.
- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.
- Adapt recreation programs to meet needs of the public.
- Introduce new program activities, equipment, and materials to customers.
- Interpret recreation service to public and participates in community meetings and organizational planning.
- Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.
- As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepare a variety of studies; reports and related information for decision-making purposes
- Prepares attendance, accident and routine accounting reports.
- Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.
- Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.
- Oversee the custodial maintenance of assigned park or facility.
- May serve as a member of various employee committees, as assigned.



Pleasant Valley Recreation and Park District Job Description

- Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Assist with surveying and educating the community on recreation programs.
- Assist other staff in a variety of special events or special projects.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation or program development is desirable, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Lifeguard
Department: Recreation
Reports to: Recreation/Aquatic Staff
FLSA Status: Non-exempt

Location: Aquatic Center
Prepared Date: April 2018
Approved by:
Approved Date:

Summary: Under direct supervision, provides swimming instruction for various levels of classes. Performs life guarding duties for public swimming and instruction.

- Perform water rescues and provide CPR, first aid and rescue breathing as needed
- Instruct and/or assist with instruction of swimming lessons of all ages and abilities by following a structured lesson plan
- Perform accurate cash register operations and ability to count money using addition and subtraction
- Ability to communicate effectively with co-workers and customers in person and over the phone
- Perform set up and breakdown of facility equipment as needed
- Assume a professional attitude and appearance at all times while on duty
- Considerately and patiently enforce facility rules to provide a safe environment and maintain order in swimming areas
- Perform daily cleaning of pool, deck, locker rooms, restrooms, lobby and other areas as assigned
- Perform other duties as assigned

Education/Experience: A valid work permit is required if you have not graduated high school or received a GED at time of hire.

- Lifeguard: must be at least 16 years old with valid American Red Cross certifications as listed below.
- Water Safety Instructor (WSI): must be at least 16 years old with both Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 5% differential above their regular rate of lifeguard pay. WSI's hired prior to January 1, 2019, will remain at their current rate of pay and not be eligible for this differential.

Certifications, Licenses, Registrations: Required American Red Cross certifications (before start of employment): Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED. In addition to the required certifications, the American Red Cross WSI (Water Safety Instructor Certification) is preferred for Lifeguards and **required** for Water Safety Instructors. This position requires less than average amount of driving for those over 18 years of age and therefore must have daily access to a vehicle and possess a valid California Driver's License and maintain appropriate insurance on vehicles used in the course of business duties. Position may involve driving to events as a representative of the District. The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background/Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Marketing Specialist	Category:	Staff
Department:	Recreation	Prepared Date:	July 2018
Reports To:	Senior Management	Approved by:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: Under general supervision, plans, organizes and provides highly responsible and technical professional staff assistance in a variety of marketing, and publicity tasks and assists in community outreach for District marketing efforts, in accordance with the District's policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Coordinates, prepares and distributes the production of the seasonal Activity Guide, including web and social media sites, prepares related promotional material.
- Develop, write, edit, design and produce various communication materials including brochures, fact sheets, press releases, articles, multi-media presentation, correspondence, and special publications.
- Responsible for independently performing a wide range of administrative and/or analytical tasks relating to the planning and processing of web and social media information, administration and maintenance of content updates, changes and security of the District's website.
- Maintain the District's website.
- Work closely with vendors and printers to ensure that print and promotional items are correct and delivered in a timely manner.
- Assist with the informational distribution of District activities to the public.
- Maintain the District's social media presence.
- Create monthly Power Point presentations highlighting District events for board meetings.
- Remain available for District events, includes some nights and weekends.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: current marketing trends and strategies; social media platforms; principles and practices of public relations, media, marketing and advertising; public information and community relations program development and implementation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Bachelor's degree with an emphasis in Communication, Marketing, Public Relations or related field. Minimum of one (1) year experience in marketing, or public relations and experience with Microsoft Office, desktop publishing, HTML experience preferred; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may



Pleasant Valley Recreation and Park District Job Description

be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not generally exposed to hazardous conditions. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.



PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

OFFICE ASSISTANT	\$12.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$12.00	\$50.00
RECREATION LEADER	\$12.00	\$14.03
SENIOR LEADER	\$12.60	\$18.30
LIFEGUARD	\$12.60	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$13.89	\$18.27
PARK RANGER	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$12.00	\$13.37
LANDSCAPE/CUSTODIAN II	\$12.00	\$15.82



FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	Bi-Weekly Hourly	Bi-Weekly Hourly
GENERAL MANAGER (Contract Employee)	\$4,497.60 \$56.22	\$5,576.00 \$69.70
ADMINISTRATIVE SERVICES MANAGER	\$3,030.00 \$37.88	\$3,849.59 \$48.12
ADMINISTRATIVE ANALYST	\$2,247.09 \$28.09	\$2,854.46 \$35.68
HUMAN RESOURCES SPECIALIST	\$1,919.20 \$23.99	\$2,438.40 \$30.48
ACCOUNTING SPECIALIST	\$1,599.42 \$19.99	\$2,031.66 \$25.40
CUSTOMER SERVICE REP LEAD WORKER	\$1,708.03 \$21.35	\$2,169.35 \$27.12
CUSTOMER SERVICE REPRESENTATIVE I	\$1,412.38 \$17.65	\$1,794.28 \$22.43
CUSTOMER SERVICE REPRESENTATIVE II	\$1,552.75 \$19.41	\$1,973.37 \$24.67
RECREATION SERVICES MANAGER	\$3,030.00 \$37.88	\$3,849.59 \$48.12
RECREATION SUPERVISOR	\$2,500.42 \$31.26	\$3,178.00 \$39.77
RECREATION COORDINATOR	\$2,088.36 \$26.10	\$2,652.56 \$33.16
MARKETING SPECIALIST	\$1,565.48 \$19.57	\$1,988.57 \$24.86
RECREATION SPECIALIST	\$1,412.38 \$17.65	\$1,988.57 \$24.86
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,565.48 \$19.57	\$1,988.57 \$24.86
PROGRAM SPECIALIST	\$1,186.14 \$14.83	\$1,507.06 \$18.84
PARK SERVICES MANAGER	\$3,030.00 \$37.88	\$3,849.59 \$48.12
PARK SUPERVISOR	\$2,503.07 \$31.29	\$3,181.38 \$39.77
PARK MAINTENANCE LEAD WORKER	\$2,126.02 \$26.58	\$2,701.56 \$33.77
LEAD PARK RANGER	\$2,126.02 \$26.58	\$2,701.56 \$33.77
MECHANIC	\$2,126.02 \$26.58	\$2,701.56 \$33.77
IRRIGATION SPECIALIST	\$2,126.02 \$26.58	\$2,701.56 \$33.77
GROUNDS/FACILITIES I	\$1,599.42 \$19.99	\$2,032.50 \$25.41
GROUNDS/FACILITIES II	\$1,838.06 \$22.98	\$2,336.62 \$29.21

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: July 5, 2018

**SUBJECT: CONSIDERATION AND APPROVAL OF THE POSITION
ALLOCATION FOR FY 2018-2019**

RECOMMENDATION

It is recommended the Board review and approve the updated Position Allocation Report.

BACKGROUND

Beginning July 2015, the Board began approving Position Allocation reports, and staff has subsequently been bringing these reports to the Board each fiscal year. The Position Allocation spreadsheet is to verify which positions have been funded for a specific fiscal year. The Board approved the following allocations for the 2016/2017 Fiscal Year:

- 1) Administration
 - a. 8 – Full Time
 - b. 0 – Year-Round Part-Time
- 2) Parks
 - a. 21 – Full Time
 - b. 2 – Year-Round Part-Time
- 3) Recreation
 - a. 7 – Full Time
 - b. 0 – Year-Round Part-Time

The Board approved the following allocations for the 2017/2018 Fiscal Year:

- 1) Administration
 - a. 8 – Full Time
 - b. 1 – Year-Round Part-Time
- 2) Parks
 - a. 22 – Full Time
 - b. 2 – Year-Round Part-Time
- 3) Recreation
 - a. 7 – Full Time
 - b. 1 – Year-Round Part-Time

During the 2018/2019 budget review the Board reviewed and considered the reclassifications of two full time classifications, one part time year-round classification and the addition of two part time year-round classifications in the recreation department.

ANALYSIS

In early 2015 staff began looking at the District's job descriptions and at that time staff noticed there may be room for additional classifications and a potential need for reclassifications. In 2016 the Human Resources Specialist along with the General Manager began analyzing current positions with the duties assigned to those employees in various classifications to ensure employees were classified correctly.

This year District management has identified the need for the following:

- Reclassification of one Full Time Program Specialist to Recreation Specialist.
- Reclassification of one Full Time Recreation Specialist to Marketing Specialist.
- Reclassification of one Part Time Year-Round Program Specialist to Recreation Specialist.
- Addition of two Part Time Year-Round Recreation Specialists
 - Working in Camps and Classes
 - Working in the Sports Division

FISCAL IMPACT

The fiscal impact for the reclassification of one Part Time Year-Round Program Specialist to Recreation Specialist is \$5,148.91. For the addition of two PTYR Recreation Specialists District staff will reallocate funds that are currently being used for part time staffing in the Sports Division and with our Camps and Classes. The District currently budgets approximately 2,550 hours of part time help in those divisions, this has a cost of approximately \$25,300. The addition of two PTYR Recreation Specialist will result in an increase of \$50,655, with the savings from the part time staffing hours the final cost will be approximately \$25,355. Additionally, during the budget process, the Recreation Department will show a revenue increase of \$83,000 to help offset the cost of these two positions. These numbers have been identified in the 2018/2019 Fiscal Year Budget.

RECOMMENDATION

It is recommended the Board review and approve the updated Position Allocation Report.

ATTACHMENTS

- 1) 2018/2019 Position Allocation Report (1 page)

PVRPD Position Allocations

<u>No. of Positions</u>	<u>FY 2018-19</u>	<u>No. of Part Time Year Round</u>
8	ADMINISTRATION	1
22	PARKS	2
7	RECREATION	3
37	TOTAL POSITIONS	6

	<u>Description</u>	
22	SEIU	2
15	OTHER	4

<u>No. of Positions</u>	<u>Vacant</u>	<u>ADMINISTRATION (500)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		General Manager		
1		Administrative Services Manager		
1		Accounting Specialist		
1		Human Resources Specialist		
1		Administrative Analyst	1	
1		Customer Service Representative Lead		
1		Customer Service Representative II		
1		Customer Service Representative I		
8	0	TOTAL ADMINISTRATION	1	0

<u>No. of Positions</u>	<u>Vacant</u>	<u>PARKS (400)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		Park Services Manager		
2		Park Supervisor		
3	2	Park Maintenance Lead Worker		
1		Mechanic		
1		Irrigation Specialist		
4	2	Grounds/Facilities II		
10	-1	Grounds/Facilities I		
0		Customer Service Rep I	1	
0		Lead Park Ranger	1	
22	3	TOTAL PARKS	2	0

<u>No. of Positions</u>	<u>Vacant</u>	<u>RECREATION (300)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		Recreation Services Manager		
3		Recreation Supervisor		
1		Recreation Coordinator		
1	-1	Recreation Specialist	3	2
1	1	Graphic/Marketing Specialist		
7	0	TOTAL RECREATION	3	2

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: July 5, 2018

SUBJECT: CONSIDERATION AND APPROVAL OF 2% COST OF LIVING ADJUSTMENT (COLA) FOR FULL-TIME AND PART-TIME YEAR-ROUND NON-REPRESENTED EMPLOYEES AND THE UPDATED SALARY SCHEDULES

RECOMMENDATION

It is recommended the Board consider and approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

BACKGROUND

The Salary Schedule is utilized by staff when hiring as well as using it as a guide when awarding merit increases to staff. The schedule is typically updated when job classifications are added or changed, there is an adjustment made in minimum wage, or when the Board awards a COLA.

ANALYSIS

At the May 17, 2018 Special Board Meeting, the Board requested that staff bring to the Board a 2% cost of living adjustment for the non-represented District employees.

FISCAL IMPACT

If the proposed FY 2018-2019 Budget is adopted on July 5, 2018 by the Board of Directors, the fiscal impact to the FY 2018-2019 Budget for the salary schedule adjustments would be \$43,821.

RECOMMENDATION

It is recommended the Board consider and approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

ATTACHMENTS

- 1) FY 2018-2019 Salary Schedule (1 page)



FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	Bi-Weekly Hourly	2% COLA	Bi-Weekly Hourly	2% COLA
GENERAL MANAGER (Contract Employee)	\$5,743.29 \$71.79		\$6,464.12 \$80.80	
ADMINISTRATIVE SERVICES MANAGER	\$3,030.00 \$37.88	\$3,090.60 \$38.63	\$3,849.59 \$48.12	\$3,926.58 \$49.08
ADMINISTRATIVE ANALYST	\$2,247.09 \$28.09	\$2,292.03 \$28.65	\$2,854.46 \$35.68	\$2,911.55 \$36.39
HUMAN RESOURCES SPECIALIST	\$1,919.20 \$23.99	\$1,957.58 \$24.47	\$2,438.40 \$30.48	\$2,487.17 \$31.09
ACCOUNTING SPECIALIST	\$1,599.42 \$19.99	\$1,631.41 \$20.39	\$2,031.66 \$25.40	\$2,072.29 \$25.90
RECREATION SERVICES MANAGER	\$3,030.00 \$37.88	\$3,090.60 \$38.63	\$3,849.59 \$48.12	\$3,926.58 \$49.08
RECREATION SUPERVISOR	\$2,500.42 \$31.26	\$2,550.43 \$31.88	\$3,178.00 \$39.77	\$3,245.23 \$40.57
RECREATION COORDINATOR	\$2,088.36 \$26.10	\$2,130.13 \$26.63	\$2,652.56 \$33.16	\$2,705.61 \$33.82
MARKETING SPECIALIST	\$1,565.48 \$19.57	\$1,596.79 \$19.96	\$1,988.57 \$24.86	\$2,028.35 \$25.35
RECREATION SPECIALIST	\$1,412.00 \$17.65	\$1,440.24 \$18.00	\$1,988.57 \$24.86	\$2,028.35 \$25.35
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,565.48 \$19.57	\$1,596.79 \$19.96	\$1,988.57 \$24.86	\$2,028.35 \$25.35
PARK SERVICES MANAGER	\$3,030.00 \$37.88	\$3,090.60 \$38.63	\$3,849.59 \$48.12	\$3,926.58 \$49.08
PARK SUPERVISOR	\$2,503.07 \$31.29	\$2,553.13 \$31.91	\$3,181.38 \$39.77	\$3,245.01 \$40.56

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

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