

PLEASANT VALLEY RECREATION & PARK DISTRICT
SENIOR CENTER at COMMUNITY CENTER PARK
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA

BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 3, 2024

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #760

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 any agenda item(s), or add any emergency agenda item(s).
5. PRESENTATIONS
 - A. Volunteers of the Year
6. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.
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 March 6, 2024**
Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before February 29, 2024.
 - C. **Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 2024.
 - D. **Consideration and Adoption of Resolution No. 759 Proclaiming April 2024 as Arbor Month**
This proclamation acknowledges the District's continued efforts in educating the public on the value of trees in the urban environment.
 - E. **Consideration and Approval of Rejection of Bid Award and Re-advertisement of Request for Proposals for Consulting Services for the Comprehensive Parks and Recreation Master Plan**
Staff is recommending the rejection of the sole bid received for the Comprehensive Parks and Recreation Master Plan due to the submitted bid cost and low bid amount. Approval for the readvertisement of a revised Request for Proposals.

F. Consideration and Approval of the Renewal of Agreement with Amilia Technologies USA, Inc. for SmartRec Online Registration Software

The current agreement with Amilia Technologies USA, Inc.'s SmartRec software is set to expire on June 30, 2024. Staff is recommending a three-year renewal of the current contract with a monthly cost increase of \$833.

Suggested Action: A MOTION to Approve and Authorize the General Manager to enter into a professional services agreement between the District and Amilia Technologies USA, Inc. for a three-year contract renewal beginning July 1, 2024.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Updated Turf Policy Revisions

The Turf Policy was first approved in November 2022. After a full year of implementation, Staff is recommending revisions to six different areas of the policy.

Suggested Action: A MOTION to Consider and Approve the updated Sports Turf Policy revisions.

B. Consideration and Approval of Design Option for the Community Center Auditorium Stage ADA Improvements

Quimby Fee funding has been approved for multiple site improvements at the Community Center campus for increasing compliance with ADA accessibility standards. As requested, Staff is bringing pricing options for the ADA wheelchair lift in the Auditorium Stage.

Suggested Action: A MOTION to Consider and Recommend a design option for Staff to provide direction to the Lauterbach & Associates, Inc. team.

C. Consideration and Approval of Bid Award for the Pool Deck Resurfacing at the Pleasant Valley Aquatic Center

The 2023-2024 Capital Budget designates \$100,000 for the resurfacing of the pool deck at the Pleasant Valley Aquatic Center. To stay within this budget, Staff is recommending the use of a Sourcewell Cooperative Purchasing Agreement vendor, MDJ Management, LLC for the project.

Suggested Action: A MOTION to Consider and Approve the General Manager to enter into a cooperative purchasing agreement with MDJ Management, LLC., a Sourcewell contractor for the resurfacing of the pool deck for an amount not to exceed \$54,437.

9. ORAL COMMUNICATION – INFORMATIONAL ITEMS, which do not require action but relate to District Business, will be reported by members of the Board and staff as follows:

A. Chair Malloy

B. Ventura County/California Special District Association

C. Santa Monica Mountains Conservancy

D. Standing Committees – Finance, Personnel

E. Foundation for Pleasant Valley Recreation and Parks

F. General Manager's Report

G. Board Members

10. 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
Administration Office – Senior Center
Minutes of Regular Meeting
March 6, 2024**

6:00 P.M.

REGULAR MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

4. AMENDMENTS TO THE AGENDA

Chair Malloy called for a motion. A motion was made by Director Magner seconded by Director Roberts to accept the agenda as presented.

**Motion to
Approve as
Presented**

Voting was as follows:

Ayes: Magner, Roberts, Dransfeldt, Chair Malloy

Noes:

Absent: Kelley

Carried

Motion: Carried

5. PUBLIC COMMENT

No comments.

6. CONSENT AGENDA

A. Minutes for Special Board Meeting of January 27, 2024 and Regular Board Meeting of February 7, 2024

B. Warrants, Accounts Payable & Payroll

C. Financial Reports

D. Consideration and Approval of Bid Award to Pacific Tennis Courts, Inc. for the Resurfacing of the Tennis Courts at Valle Lindo Park

E. Consideration and Approval to Nominate a Candidate for the CSDA Board of Directors, Coastal Network Seat A

F. Consideration and Approval of a Second Amendment for Contract Services Agreement for General Legal Services with the Law Firm of Aleshire & Wynder, LLP

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

**Motion to
Approve
Consent
Agenda**

Voting was as follows:

Ayes: Roberts, Magner, Dransfeldt, Chair Malloy

Noes:
Absent: Kelley

Motion: Carried

Carried

7. PUBLIC HEARING

A. Consideration and Adoption of Resolution No. 758 Finding that it is Reasonably Foreseeable that Inhabitants of the Habitat for Humanity Development of the Subdivision at 2521 Barry Street, RPD-203, in Camarillo, CA 93010 will be Served by the Improvements of the Pleasant Valley Community Center and Freedom Park Pickleball Complex

Administrative Services Manager Justin Kiraly presented Resolution No. 758 which allows for the expenditure of \$35,242 in unencumbered Quimby Funds to go towards improvements at the District’s Community Center Complex and the Freedom Park Pickleball Sports Complex. Chair Malloy opened the Public Hearing and invited members of the public to speak either for or against approving the resolution. Hearing none, Chair Malloy closed the Public Hearing.

Chair Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to adopt Resolution No. 758 finding that it is reasonably foreseeable that inhabitants of the Habitat for Humanity Home Development of the Subdivision on 2521 Barry Street, RPD-203 in Camarillo, CA 93010 will be served by the improvements of the Pleasant Valley Community Center Complex and the Pickleball Sports Complex.

Motion to Adopt Reso No. 758, Habitat for Humanity Quimby Fees

Voting was as follows:

Ayes: Magner, Dransfeldt, Roberts, Kelley, Chair Malloy

Noes:

Absent:

Motion: Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of the FY 2022-2023 Annual Financial Report as Prepared by Moss, Levy & Hartzheim LLP, CPAs

Administrative Services Manager Justin Kiraly presented a clean audit as of June 30, 2023 and as prepared by Moss, Levy & Hartzheim LLP, CPAs. Adam Guise, a partner with Moss, Levy & Hartzheim LLP, CPAs was on the line for any questions.

Chair Malloy called for a motion. A motion was made by Director Magner and seconded by Chair Malloy to approve the annual financial report for fiscal year 2022-2023 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

Motion to Approve FY 22-23 Audit

Voting was as follows:

Ayes: Magner, Chair Malloy, Dransfeldt, Roberts, Kelley

Noes:

Absent:

Carried

Motion: Carried

B. Consideration and Approval of Rejection of Bid Award for the Pool Deck Resurfacing at the Pleasant Valley Aquatic Center

Park Services Manager Matt Parker presented a consideration to reject the sole bidder for the pool deck resurfacing at the Pleasant Valley Aquatic Center due to no other bidders and a bid amount that was higher than budgeted. Staff is proposing to re-evaluate options and timelines and possibly go back out to bid. Discussion included the need for competitive bids, the high cost presented per square foot and the safety concerns for the resurfacing.

Chair Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to approve the rejection of the sole bid by National Pool, Inc. for the resurfacing of the pool deck at the Pleasant Valley Aquatic Center.

Motion to Approve the Rejection of Pool Deck Resurface Bid

Voting was as follows:

Ayes: Magner, Dransfeldt, Roberts, Kelley, Chair Malloy

Noes:

Absent:

Carried

Motion: Carried

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chair Malloy – Chair Malloy updated on the meetings and District events that he attended in February. He wished everyone a Happy St. Patrick’s Day.

B. Ventura County/California Special District Association – VCSDA – No report. CSDA - Director Magner stated that legislators submitted over 2000 bills which are tracked by CSDA with about 200 actively tracked on a daily basis.

C. Santa Monica Mountains Conservancy – Director Dransfeldt stated that the next meeting is March 18 for an in person meeting at King Gillette Ranch.

D. Standing Committees – Finance – Director Dransfeldt reported on revenues and expenses. There is no longer a Fund 60 as the Miracle League of the 805 field has been installed and play will begin this coming Saturday, March 9. Long Range Planning – Director Roberts stated that they will continue with the county regarding easements with the Las Posas Equestrian Trail and are waiting on the feasibility study for the bike trail. Policy – Director Kelley stated that they discussed the turf policy. Mr. Kelley also mentioned in dealing with potential partners that the District’s insurance requirements for vendors, etc. need to be clear and consistent regarding what needs to be provided.

E. Foundation for Pleasant Valley Recreation and Parks – Director Dransfeldt reported that the Panda Express fundraiser made over \$148. Foundation will be offering a Cornhole

Tournament during the District's Summer Palooza in June. They are looking for volunteers to assist with painting the Nature Center Building at Camarillo Grove Park.

F. General Manager's Report – General Manager Mary Otten reported on current projects and studies that staff are working on along with programs and special events.

G. Board Members – The Directors updated on the meetings and District events they attended for the month. Director Magner asked about Ventura County Board of Supervisors' involvement with special districts. Director Roberts and family recently assisted with the Food Distribution program held on Fridays at the Senior Center.

10. ADJOURNMENT

Chair Malloy adjourned the meeting at 7:16 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Mark Malloy
Chair

CASH REPORT

	2/29/2024 Balance	2/28/2023 Balance
Debt Service - Restricted	\$ 150,170.67	\$ 142,179.35
457 Pension Trust Restricted	\$ 73,010.78	\$ 69,178.39
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,441,488.88	\$ 1,098,133.57
VC Pool Quimby- Restricted	\$ 2,655,096.08	\$ 5,645,496.22
Park Impact Fees	\$ 2,056,276.31	\$ 182,350.00
Miracle League 805	\$ -	\$ 1,307,852.76
FCDP Checking	\$ 13,846.66	\$ 13,601.16
Total	\$ 9,389,889.38	\$ 8,458,791.45

Semi-Restricted Funds

Assessment	\$ 1,058,952.83	\$ 961,774.10
LAIF - Capital	\$ 1,454,708.41	\$ 1,350,318.77
PacWest/CalCLASS - Capital	\$ 1,954,755.39	\$ 1,847,858.65
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ 500,000.00
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 467,337.09	\$ 462,337.09
Contingency - Computer	\$ 33,000.00	\$ 25,000.00
Contingency - Repair/Oper/Admin	\$ 420,000.00	\$ 320,000.00
Contingency - Compensated Absences	\$ 125,000.00	\$ 100,000.00
Contingency - Vehicle Replacement	\$ 45,000.00	\$ 30,000.00
Total	\$ 6,339,081.52	\$ 5,877,616.41

Unrestricted Funds

Contingency	\$ 5,918,553.29	\$ 4,006,230.08
General Fund Checking	\$ 296,912.18	\$ 619,368.33
Total	\$ 6,215,465.47	\$ 4,625,598.41

Total of all Funds

\$ 21,944,436.37 \$ 18,962,006.27

	3/14/2024 Balance	3/31/2023 Balance
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Debt Service - Restricted	\$ 150,170.67	\$ 142,672.73
457 Pension Trust Restricted	\$ 73,010.78	\$ 69,415.96
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,433,234.53	\$ 1,354,268.00
VC Pool Quimby- Restricted	\$ 2,655,096.08	\$ 5,670,476.03
Park Impact Fees	\$ 2,055,954.89	\$ 190,700.83
Miracle League 805	\$ -	\$ 1,309,519.59
FCDP Checking	\$ 13,846.66	\$ 13,601.16
Total	\$ 9,381,313.61	\$ 8,750,654.30

Semi-Restricted Funds

Assessment	\$ 1,031,141.49	\$ 921,827.25
LAIF - Capital	\$ 1,454,708.41	\$ 1,363,646.39
PacWest/CalCLASS - Capital	\$ 1,954,755.39	\$ 1,854,458.17
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ 500,000.00
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 467,337.09	\$ 462,337.09
Contingency - Computer	\$ 33,000.00	\$ 25,000.00
Contingency - Repair/Oper/Admin	\$ 420,000.00	\$ 320,000.00
Contingency - Compensated Absences	\$ 125,000.00	\$ 100,000.00
Contingency - Vehicle Replacement	\$ 45,000.00	\$ 30,000.00
Total	\$ 6,311,270.18	\$ 5,857,596.70

Unrestricted Funds

Contingency	\$ 5,718,553.29	\$ 4,021,689.67
General Fund Checking	\$ 322,184.57	\$ 216,001.00
Total	\$ 6,040,737.86	\$ 4,237,690.67

Total of all Funds

\$ 21,733,321.65 \$ 18,845,941.67

Pleasant Valley Recreation and Park District
 Monthly AP, Payroll, Wire, Online Payment Report
 February 2024

	Date	Amount	
Accounts Payables:	2/29/2024	\$ 311,491.23	
	Total	\$ 311,491.23	
Payroll (Total Cost):	2/1/2024	\$ 151,282.42	
	2/15/2024	\$ 159,158.35	
	2/29/2024	\$ 142,036.68	
	Total	\$ 452,477.45	
Payroll AP Payments	2/1/2024	\$ 44,440.25	PERS Health Insurance Premium
	2/1/2024	\$ 3,257.66	Guardian
	2/1/2024	\$ 562.95	VSP
	2/1/2024	\$ 2,092.40	Hartford
	2/1/2024	\$ 16,733.11	CALPERS - Ret PR 2/1/2024
	2/15/2024	\$ 17,327.55	CALPERS- Ret-PR-2/15/2024
	2/29/2024	\$ 17,312.57	CALPERS- Ret-PR-2/29/2024
	Total	\$ 101,726.49	
	Grand Total	\$ 865,695.17	

Developer		Project				Quimby Funds			GL Code
No.	Location	Description	Budgeted	Expended	Awarded	Balance	Committed Date	Allocation Date	Assigned
*Amount allocated exceeds fee total due to Valle Lindo Restroom Project, excess expenses to be allocated from KB Homes									
FAIRFIELD LLC									
1	Freedom	Freedom Baseball Fields- Non- Contract Cost	\$ 504,121.78	\$ -	\$ 2,250,489.70	\$ 2,250,489.70	1/17/2018	1/31/2020	8459
2	Freedom	Freedom Baseball Fields- Contract Cost	\$ 411,628.87	\$ -	\$ 1,746,367.92	\$ 1,746,367.92	11/7/2018		
3	PVAC	PVAC Restrooms and Showers	\$ 647,336.74	\$ -	\$ 687,402.31	\$ 687,402.31			8469
4	PV Fields	Fertilizer Injector System	\$ 50,788.90	\$ -	\$ 636,613.41	\$ 636,613.41			8478
5		Senior and Community Rec Fac Project	\$ -	\$ -	\$ 636,613.41	\$ 636,613.41			
6		Senior and Community Rec Fac Exterior Proj	\$ -	\$ -	\$ 636,613.41	\$ 636,613.41			
7		Community Center Kitchen Expansion	\$ 280,649.20	\$ -	\$ 355,964.21	\$ 355,964.21			8480
8		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -	\$ -	\$ -			
9		Freedom Park Parking Lot Enhancement	\$ -	\$ -	\$ -	\$ -			
10		Freedom Park Landscape and Walking Path	\$ -	\$ -	\$ -	\$ -			
11		Camarillo Grove Nature Center	\$ -	\$ -	\$ -	\$ -			
TOTALS			\$ 1,910,000.00	\$ 1,894,525.49	\$ 2,649,209.00	\$ 2,649,209.00		8/8/2021	
ELACORA MISSION OAKS									
1	Encanto	PG Equipment Installation	\$ 189,887.74	\$ -	\$ 2,459,321.26	\$ 2,459,321.26	11/3/2016		
2	Arnell Reh Pk	Arnell Ranch Park Renovation	\$ 1,500,000.00	\$ 1,496,641.96	\$ 962,679.30	\$ 962,679.30	11/5/2020		8464
3		Pickleball	\$ 1,400,000.00	\$ 289,591.99	\$ 673,087.31	\$ 673,087.31			8493
4		Camarillo Nature Center	\$ 300,000.00	\$ -	\$ 673,087.31	\$ 673,087.31			
5		Freedom Park Landscape and Walking Path	\$ -	\$ -	\$ 673,087.31	\$ 673,087.31			
		Freedom Baseball Fields	\$ 3,200,000.00	\$ 1,976,121.69	\$ 673,087.31	\$ 673,087.31			
TOTALS			\$ 6,295,000.00	\$ 2,301,598.82	\$ 4,743,533.00	\$ 4,743,533.00		8/10/2021	
KB HOMES									
1	Valle Lindo	Valle Lindo RR/Pavillion*	\$ 32,368.50	\$ -	\$ 441,984.70	\$ 441,984.70			8444
2	Met Vincent	Met Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78	\$ 275,730.92	\$ 275,730.92			8460
3	Nancy Bush	Nancy Bush Pavillion	\$ 31,537.74	\$ -	\$ 244,193.18	\$ 244,193.18			8447
4		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -	\$ 244,193.18	\$ 244,193.18			
5		Dos Caminos Expansion and ADA	\$ -	\$ -	\$ 244,193.18	\$ 244,193.18			
TOTALS			\$ 629,500.00	\$ 230,159.82	\$ 244,193.18	\$ 244,193.18			
CRESTVIEW									
1		Senior/Community Center ADA	\$ 21,612.25	\$ 16,402.57	\$ 21,612.25	\$ 21,612.25	6/7/2023		8510
TOTALS			\$ 21,612.25	\$ 16,402.57	\$ 21,612.25	\$ 21,612.25			
HABITAT FOR HUMANITY									
1		Community Center Improvements	\$ 35,242.00	\$ -	\$ 35,242.00	\$ 35,242.00		9/17/2024	
2		Freedom Pickleball Courts	\$ 35,242.00	\$ -	\$ 35,242.00	\$ 35,242.00			
TOTALS			\$ 70,484.00	\$ -	\$ 35,242.00	\$ 35,242.00			
SHEA HOMES									
1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00	7/5/2023	11/21/2024	8504
TOTALS			\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00			
Williams Homes									
			\$ 2,840,447.45	\$ -	\$ 2,840,447.45	\$ 2,840,447.45		7/29/2027	
TOTALS			\$ 2,840,447.45	\$ -	\$ 2,840,447.45	\$ 2,840,447.45			
Somis Ranch Phase 1									
			\$ 347,625.00	\$ -	\$ 347,625.00	\$ 347,625.00		8/5/2027	
TOTALS			\$ 347,625.00	\$ -	\$ 347,625.00	\$ 347,625.00			
Somis Ranch Phase 2									
			\$ 278,100.00	\$ -	\$ 278,100.00	\$ 278,100.00		10/20/2027	
TOTALS			\$ 278,100.00	\$ -	\$ 278,100.00	\$ 278,100.00			
Barry 60 LP									
			\$ 313,508.00	\$ -	\$ 313,508.00	\$ 313,508.00		3/15/2028	
TOTALS			\$ 313,508.00	\$ -	\$ 313,508.00	\$ 313,508.00			
Grand Total			\$ 7,552,196.25	\$ 4,732,918.57	\$ 11,090,795.40	\$ 6,357,876.83			

Pleasant Valley Recreation and Park District
Park Impact Fee's Collected

FY2022

Date Received	Amount	Applicant	Project
10/28/2021	\$ 158.40	Square One Arch	Messner Filtration
12/20/2021	\$ 6,983.00	Art Wahl	Stern Residence
12/21/2021	\$ 158,222.80	Levon Ghukasyan	Village at the Park
3/23/2022	\$ 6,983.00	Crestview Ranch	Spanish Hills Estates
Total Received	\$ 172,347.20		
Interest Earned	\$ 11.90		

FY2023

Date Received	Amount	Applicant	Project
9/29/2022	\$ 218.40	Raymond Dickerhoff	Wedgewood Weddings
1/10/2023	\$ 7,712.79	Travis Rodriguez	Jenkins Residence
3/6/2023	\$ 7,712.79	Michael Dubin	600 Corte Corride
4/25/2023	\$ 187.98	Daiva McBride	House of Bamboo
4/28/2023	\$ 7,712.79	Phineas Turner	RPD-206
5/4/2023	\$ 69.81	Sustainability Engineering Group	Ralph's Fuel Center
5/24/2023	\$ 17,511.56	RJ Rieves	Rexford Ind.
5/26/2023	\$ 7,945.00	Siamak Rezvani	Crestview
Total Received	\$ 49,071.12		
Interest Earned	\$ 5,998.78		

FY2024

Date Received	Amount	Applicant	Project
9/7/2023	\$ 1,771,314.00	Grant Williams	RPD-201 Camino Ruiz
11/30/2023	\$ 2,060.00	Dillon Merchant	Chick Fil-A
YTD Received	\$ 1,773,374.00		
YTD Interest Earned	\$ 55,473.31		
Balance as of Feb 2024	\$ 2,056,276.31		

5-Year Findings Report Due	FY2027 (w/in 180D)
	FY2032 (w/in 180D)
	FY2037 (w/in 180D)
	FY2042 (w/in 180D)

California CLASS

Investment Name	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
California CLASS	2.61%	3.10%	3.80%	4.19%	4.53%	4.70%	4.77%	5.00%	5.15%
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
California CLASS	5.23%	5.29%	5.45%	5.48%	5.51%	5.55%	5.54%	5.47%	5.44%

- Rates are determined at the end of the month

Ventura County Pool

Investment Name	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Ventura County Pool	1.73%	1.92%	2.29%	2.74%	3.01%	3.15%	3.11%	3.60%	3.49%
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Ventura County Pool	3.56%	3.49%	3.51%	3.64%	3.78%	4.02%	4.26%	4.29%	4.39%

Local Agency Investment Fund (LAIF)

Investment Name	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Local Agency Investment Fund (LAIF)	1.51%	1.77%	2.01%	2.17%	2.43%	2.62%	2.83%	2.87%	2.99%
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Local Agency Investment Fund (LAIF)	3.17%	3.31%	3.43%	3.53%	3.67%	3.84%	3.93%	4.01%	4.12%

** To be released after packet was prepared*

Pacific Western Bank

Investment Name	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%

Bank Reconciliation

Board Audit

User: Cwebster
 Printed: 03/07/2024 - 9:52AM
 Date Range: 02/01/2024 - 02/29/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	AFLAC: BILL PERIOD JAN 2024	02/01/2024	992.16
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE /	02/01/2024	44,440.25
0	CALPERS PENSION	CALPERS: PR CONT 2/1/2024 / PLA	02/01/2024	16,733.11
0	CALPERS PENSION	CALPERS: PR CONT 2/15/2024 / PL	02/15/2024	17,327.55
0	CALPERS PENSION	CALPERS: PR CONT 2/29/2024 / PL	02/29/2024	17,312.57
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT / PR 2/1/2024	02/01/2024	3,659.84
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT / PR 2/15/2024	02/15/2024	3,795.71
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT / PR 2/29/2024	02/29/2024	4,198.78
0	GUARDIAN	GUARDIAN: DENTAL BILLING FE	02/01/2024	3,257.66
0	HARTFORD LIFE & ACC. INSURAN	HARTFORD LIFE: BILL PERIOD FE	02/01/2024	2,092.40
0	HUB INTERNATIONAL INSURANC	HUB: INSURANCE DEC 2023	02/08/2024	864.00
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS / 941 PMT / PR 2/1/2024	02/01/2024	24,309.09
0	INTERNAL REVENUE SERVICE - O	IRS: EPTPS 941 PMT / PR 2/15/2024	02/15/2024	25,587.32
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS 941 PMT / PR 2/29/2024	02/29/2024	27,003.54
0	VSP	VSP: BILLING PERIOD FEB 2024	02/01/2024	562.95
26825	FRANCHISE TAX BOARD	FTB: EDWARD A. KAISER / ACCT#	02/01/2024	372.67
26852	FRANCHISE TAX BOARD	FTB: EDWARD A. KAISER / ACCT#	02/15/2024	372.67
26881	FRANCHISE TAX BOARD	FTB: EDWARD A. KAISER / ACCT#	02/29/2024	372.67
26882	METLIFE INSURANCE CO USA	METLIFE: JUAREZ, JAVIER / SSN I	02/29/2024	100.00
Total for Department: 00 Non Departmentalized				193,354.94
Department: 03 Recreation				
0	AMAZON	AMAZON: SUPPLIES	02/08/2024	48.96
0	BEGINNERS EDGE SPORTS TRAIN	BEGINNERS EDGE: JAN-FEB 2024	02/22/2024	925.60
0	DEBRA GREENWOOD	GREENWOOD, D: WATER EXERCI	02/08/2024	436.15
0	DEBRA GREENWOOD	GREENWOOD, D: WATER EXERCI	02/22/2024	605.15
0	ESTELA LIZARRAGA	LIZZARAGA, E: JAN 2024 CLASSE	02/08/2024	529.75
0	JANET SNYDER	SNYDER, J: DANCE TEN / JAN CL	02/08/2024	492.80
0	KALEEN GAGE	GAGE, K: MILEAGE REIMB JAN 20	02/22/2024	26.13
0	KATIE SHINDEN	SHINDEN, K: KINDERMUSIK / JAN	02/08/2024	1,310.40
0	MACY TRUEBLOOD	TRUEBLOOD, M: MILEAGE REIMI	02/08/2024	40.27
0	NICHOLAS CASTRO	CASTRO, N: MILEAGE REIMB JAN	02/08/2024	18.47
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE CLASS	02/08/2024	734.50
0	SOCAL GAS COMPANY	GAS CO: SVC DATE 2023-12/26 - 20	02/08/2024	4,064.14
0	US BANK	US BANK: CAL CARD STMT 1/22/2	02/05/2024	266.54
26830	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING: JAN 2024 / 3	02/08/2024	90.30
26835	CAMARILLO SELF-STORAGE	CAM SLEF-STORAGE: UNITE 71 R	02/08/2024	60.00
26836	CASEY PRINTING	CASEY PRINTING: 2023 WINTER A	02/08/2024	11,506.00
26851	DUNCAN YOUNG	YOUNG, D: GYMNASTIC CLASSE:	02/08/2024	1,432.60
26859	BINGO WEST #4	BINGO WEST: SUPPLIES	02/22/2024	854.57
26860	BSN SPORTS, LLC	BSN SPORTS: XROCK COMPOSITI	02/22/2024	1,445.44
26863	CANON SOLUTIONS AMERICA INC	CANON: VINYL SUPPLIES / GLOS:	02/22/2024	817.68
26868	E.J. HARRISON ROLLOFFS	E.J HARRISON ROLLOFFS: TRASF	02/22/2024	377.72
26871	FUN EXPRESS	FUN EXPRESS: EGGSTRAVAGANZ	02/22/2024	817.08
26873	DEBRA S HAGER	HAGER, D: SEP - DEC 2023 CLASS:	02/22/2024	1,690.00
26874	ROBERT INGLIS	INGLIS, R: SCUBA CLASS / 2024-2/	02/22/2024	218.40
Total for Department: 03 Recreation				28,808.65

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 04 Parks				
0	AMAZON	AMAZON: PICKLEBALL SUPPLIES	02/08/2024	814.90
0	ARAMSCO INC.	ARAMSCO: RR SUPPLIES / FREED	02/08/2024	3,811.63
0	ARAMSCO INC.	ARAMSCO: MOP HANDLE /FREEE	02/22/2024	129.82
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET# 3142929	02/08/2024	32.85
0	E.J.HARRISON AND SONS, INC.	E J HARRISON: JAN 2024 BILLING	02/08/2024	4,459.31
0	FERGUSON ENTERPRISES INC. #1:	FERGUSON: BACKFLOW / FOOOTH	02/22/2024	136.61
0	GAMETIME	GAMETIME: SLIDE / BIRCHVIEW	02/22/2024	2,434.14
0	HUB INTERNATIONAL INSURANC	HUB: INSURANCE DEC 2023	02/08/2024	-36.42
0	LINCOLN AQUATICS	LINCOLN AQUATICS: BATTERY P	02/08/2024	393.67
0	LINCOLN AQUATICS	LINCOLN AQUATICS: ADA LIFT /	02/22/2024	234.25
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES	02/22/2024	876.07
0	SOCAL GAS COMPANY	GAS CO: SVC DATE 2023-12/21 - 20	02/08/2024	2,115.88
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-12/29 - 2024-1	02/06/2024	3,942.98
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2024-1/16 - 2/13 / M	02/21/2024	7,628.13
0	SPRINT/TMOBILE	SPRINT/TMOBILE: BILL DATE 202	02/22/2024	268.50
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RR SVC 2024-1	02/08/2024	217.02
0	US BANK	US BANK: CAL CARD STMT 1/22/2	02/05/2024	4,302.25
0	WATER & SANITATION SERVICES	W&S: SVC DATE 2023-12/31 - 2024-	02/08/2024	577.18
0	WEX BANK	WEX BANK: FUEL PURCHASES J/	02/08/2024	4,576.91
26827	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	02/05/2024	12,930.77
26829	AGRX	AGRX: GOPHER TRAPS/HERBICIE	02/08/2024	218.39
26832	ASTRA BACKFLOW INC.	ASTRA BACKFLOW: BACKFLOW	02/08/2024	152.72
26833	B & B DO IT CENTER	B&B: BACKSTOPS / MISSION OAK	02/08/2024	665.71
26834	BAY ALARM	BAY ALARM: ALARM SVC 2024-2/	02/08/2024	180.00
26837	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: IRRIGATION PU	02/08/2024	431.59
26838	COUNTY OF VENTURA	COUNTY OF VENTURA: REV DIST	02/08/2024	25.00
26839	COUNTY OF VENTURA	COUNTY OF VENTURA: DEPT OF	02/08/2024	1,265.00
26840	DAVE BANG ASSOCIATES INC.	DAVE BANG: PLAYGROUND EQU	02/08/2024	15,193.06
26841	DAVID B TODD	CAL ELECTRIC CO: ELECTRICAL	02/08/2024	375.00
26842	DIAL SECURITY	DIAL SECURITY: EVENT 12/17/202	02/08/2024	704.70
26843	FENCE FACTORY RENTALS	FENCE FACTORY: FENCE REPAIR	02/08/2024	95.04
26844	NAPA AUTO PARTS	NAPA: STOCK FILTER / BRAKES P	02/08/2024	782.37
26846	PACIFIC TENNIS COURTS INC	PACIFIC TENNIS COURTS: PICKLE	02/08/2024	2,400.00
26847	PHOENIX GROUP INFORMATION S	PHOENIX: PARKING / NOV 2023 A	02/08/2024	231.30
26848	PLEASANT VALLEY SCHOOL DIST	PVSD: MONTE VISTA 1/2 COST RE	02/08/2024	2,698.50
26850	WEST COAST ARBORISTS INC.	WCA: WIND ROW REMOVAL / CH	02/08/2024	1,611.68
26854	CITY OF CAMARILLO	CITY OF CAM: SVC DATE 2023-12/	02/14/2024	2,027.77
26855	AMERICAN AUTOMATIC DOORS II	AMERICAN AUTOMATIC DOORS:	02/22/2024	157.00
26856	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: J	02/22/2024	947.39
26857	B & B DO IT CENTER	B&B: RETURNED ITEMS / CREDI	02/22/2024	598.97
26861	CAL-COAST MACHINERY INC. - S/	CALCOAST MACHINERY: VAC PA	02/22/2024	277.60
26862	CAMROSA WATER DISTRICT	CAMROSA: SVC DATE 2023-12/31	02/22/2024	1,034.87
26866	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW: SVC DATE 2023-12/3	02/22/2024	54.00
26867	DIAL SECURITY	DIAL SECURITY: 1/13/2024 EVENT	02/22/2024	299.86
26872	GANNET MEDIA CORP	GANNETT LOCALIQ: VC STAR AE	02/22/2024	1,040.76
26875	JORDAN & BAIN LANDSCAPE ARC	JORDAN & BAIN: LANSCAPE ARC	02/22/2024	8,710.00
26877	NAPA AUTO PARTS	NAPA: BRAKE PADS / TRUCK# 31	02/22/2024	261.43
26878	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECHNOLOGIES: SIGNS	02/22/2024	899.51
26879	VORTEX INDUSTRIES, INC.	VORTEX: DOOR REPAIRED / CAM	02/22/2024	1,041.49
26880	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: RECYCLING S	02/22/2024	120.39
Total for Department: 04 Parks				94,347.55

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SV	02/08/2024	490.00
0	AMAZON	AMAZON: OFFICE SUPPLIES	02/08/2024	515.89
0	AMILIA TECHNOLOGIES USA, INC	AMILIA: MONTHLY JAN 2024 ACI	02/08/2024	5,122.71
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE /	02/01/2024	154.24
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: EQUIPMENT - POU CC	02/08/2024	35.70
0	DELUXE	DELUXE: DEPOSIT TICKET BOOK	02/22/2024	252.59
0	FLEXISPOT INC.	FLEXISPOT: DESKTOP RISER	02/08/2024	1,077.15

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	HUB INTERNATIONAL INSURANC	HUB: INSURANCE DEC 2023 / PRC	02/08/2024	3.00
0	J. THAYER COMPANY	J. THAYER: OFFICE SUPPLIES	02/08/2024	577.50
0	KONICA MINOLTA PREMIER FINA	KONICA MINOLTA: FEB 2024 BILL	02/22/2024	573.19
0	SPECTRUM BUSINESS	SPECTRUM: SVC DATE 2024-1/17 -	02/08/2024	17.08
0	SPRINGBROOK HOLDING CO LLC	SPRINGBROOK: ESS MODULE	02/22/2024	1,275.75
0	SPRINT/TMOBILE	SPRINT/TMOBILE: BILL DATE 202	02/22/2024	47.80
0	STAPLES BUSINESS ADVANTAGE	STAPLES: OFFICE SUPPLIES	02/08/2024	104.88
0	US BANK	US BANK: CAL CARD STMT 1/22/2	02/05/2024	1,443.41
0	WATER & SANITATION SERVICES	W&S: SVC DATE 2023-12/31 - 2024-	02/08/2024	0.75
26828	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: PHONE SVC BILL D	02/08/2024	1,574.07
26831	ALLCONNECTED, INC.	ALLCONNECTED: AUXILIARY SU	02/08/2024	4,102.39
26834	BAY ALARM	BAY ALARM: ALARM SVC 2024-2/	02/08/2024	150.00
26858	BAY ALARM	BAY ALARM: SECURITY SYSTEM	02/22/2024	385.50
26864	CARDIO PARTNERS INC	CARDIO PARTNERS: AED UNITS	02/22/2024	663.76
26865	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAM HEALTH: JAN	02/22/2024	360.00
26869	EVERGREEN SOLUTIONS LLC	EVERGREEN SOLUTIONS: INVOIC	02/22/2024	5,625.00
26876	MOORPARK COLLEGE	MOORPARK COLLEGE: CAREER I	02/22/2024	30.00
Total for Department: 05 Administration				24,582.36
Total for Fund:10 General Fund				341,093.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
26845	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: S	02/08/2024	16,659.27
26849	SHOWSCAPES, INC	SHOWSCAPES: JAN 2024 LANDSC	02/08/2024	21,373.33
26850	WEST COAST ARBORISTS INC.	WCA: GRID PRUNNING / CAM GR	02/08/2024	10,455.23
26870	EXECUTIVE FACILITIES SERVICES	EXECUTIVE FACILITES: JANITOR	02/22/2024	6,347.52
Total for Department: 00 Non Departmentalized				54,835.35
Total for Fund:20 Assessment Fund				54,835.35

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	AMAZON	AMAZON: ADAPTER CABLE	02/08/2024	9.21
0	AMAZON	AMAZON: WIRED HEADPHONES	02/22/2024	101.01
0	US BANK	US BANK: CAL CARD STMT 1/22/2	02/05/2024	127.27
26833	B & B DO IT CENTER	B&B: STRAP SUPPLIES ETC / SENI	02/08/2024	67.93
26854	CITY OF CAMARILLO	CITY OF CAM: SVC DATE 2023-12/	02/14/2024	224.61
26857	B & B DO IT CENTER	B&B: HDMI CABLE / AV SENIOR C	02/22/2024	25.73
Total for Department: 00				555.76
Total for Fund:30 Park Dedication Fund				555.76

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		396,484.61

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: April 3, 2024

SUBJECT: FINANCE REPORT FEBRUARY 2024

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH FEBRUARY 29, 2024

The District's Statements of Revenues and Expenditures for the period of February 1, 2024, through February 29, 2024, with a year-to-date comparison for the period of February 1, 2023, through February 28, 2023, are attached. The percentage rate used is 66.7% for Period 8 of the current fiscal year. All dollar amounts are rounded.

REVENUES

Total revenue including the 8th month ending February 29, 2024, for Fund 10 (General Fund) has an overall increase of \$1,170,624 in comparison to Fiscal Year 2022-2023. The variance from the prior year includes: 1) increase in total Tax Apportionment (5110-5120) of \$470,915, 2) increase in Rentals (5530) of \$226,613, 3) increase in Public Fees (5510-5520) received of \$117,758, and 4) increase in Interest Revenue (5310) received of \$220,240. The increase in Tax Apportionment is mostly due to higher home sales in 2022-2023. The increase in Rentals is due to increases in rental fees. Public fees have seen an increase due to continued interest from residents in District offered services, such as Camp Funtastic. Interest rates continue to stay significantly higher than last year, leading to increased returns.

Total revenue recorded for Fund 20 for February 2024, the Assessment District Fund, was \$4,576, overall year-to-date increase of \$40,643 from year prior.

Total revenue recorded for Fund 30 for February 2024, the Quimby Fund, was \$29,684 in interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for February 2024, the Park Impact Fees Fund, was \$8,799 in interest. Park Impact Fees are only collected when certain requirements are met for whenever additional square footage is added to either residential or commercial properties, following certain criteria.

Total revenue recorded for Fund 50 for February 2024, the Community Development Block Grant (CDBG) Food Share Fund, was \$0. Reimbursement requests are made on a quarterly basis.

Total revenue recorded for Fund 60 for February 2024, the Restricted Donations Fund, was \$0. Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. The only money that was kept in Fund 60 was for the Miracle League of the 805 Ballfield. This project has been completed and Fund 60 will be unused until future donations are received.

EXPENDITURES

Fund 10 Personnel Expenditures: Excluding the Unfunded Liability payment to CalPERS (6170) of \$494,762, there was an increase in salaries and benefits year-over-year of \$203,185. This is due primarily to cost of living and merit increases.

Fund 10 Service and Supply Expenditures show an increase of \$594,743 in comparison to the same period last year.

Excluding reserves, the increase in Services and Supplies year-to-date is \$612,540. This increase includes: Appropriation Redevelopment/Collection Fees (6960) being \$161,931 more than last year since these fees are a percentage of Tax Apportionment, Insurance Liability (6410) being \$87,810 more than last year, an increase in Utilities – Electric (7830) of \$42,120 due to payment for energy saving service from Utility Cost Management that was not incurred last fiscal year, an increase in Utilities – Water (7820) of \$37,365 due to drier and warmer months through December and water rate increases effective January 1, and an increase in COP Debt – PV Fields (7950) of \$133,265.89 due to increased costs of Pleasant Valley Fields maintenance requiring paying more of the COP Debt for Pleasant Valley Fields from the General Fund instead of Assessment, in order to free up funds in the Assessment Fund 20 budget.

Fund 10 Capital Expenditures shows an increase of \$49,299 in comparison to the same period last year.

Fund 10 Total Expenditures year-to-date are \$847,227 more compared to this point last year.

Fund 20 Expenditures are \$81,519 in Personnel and \$764,528 in Services and Supplies in total as of this month. Total expenditures are \$29,540 less than this time last year, due in part to the reallocation of COP Debt being paid from the General Fund in order to free up funds for contracted services.

Fund 30 has Expenditures of \$225 for the Freedom Park Pickleball Sports Complex and \$331 for the Senior Center Improvements this month.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$2,114 and Services and Supplies Expenses of \$0 for this month. The District received an additional allocation of funds for CDBG to purchase supplies for future use. These expenses will be reimbursed from the CDBG Food Share grant received from the City of Camarillo.

Fund 60 has no Expenditures this month.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 42.98%, Fund 20 by 34.53%, Fund 30 by 94.21%, and Fund 50 by 36.56%. Fund 60 is no longer being used. Fund 40 had no budget and no expenses.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for February 29, 2024, for Fund 10, Fund 20, Fund 30, Fund 40, Fund 50, and Fund 60.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of February 29, 2024, Fund 10
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of February 29, 2024, Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of February 29, 2024, Fund 30
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of February 29, 2024, Fund 40
(1 page)
- 5) Financial Statement of Revenue and Expenditures as of February 29, 2024, Fund 50
(1 page)
- 6) Financial Statement of Revenue and Expenditures as of February 29, 2024, Fund 60
(1 page)

General Ledger
Fund 10 General Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5120-5240	\$ 68,342.97	\$ 4,307,521.14	\$ 4,778,435.99	\$ 8,109,714.00	\$ 3,331,278.01	58.92%
Interest Earnings	5310	\$ 35,968.03	\$ 89,475.99	\$ 309,716.05	\$ 300,000.00	\$ (9,716.05)	103.24%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Park Patrol Citations	5506	\$ -	\$ 1,963.39	\$ 2,802.80	\$ 2,300.00	\$ (502.80)	121.86%
Bingo - Primary Revenue	5508	\$ 2,075.92	\$ 13,954.55	\$ 15,634.42	\$ 19,750.00	\$ 4,115.58	79.16%
Excess Bingo Revenue	5509	\$ 26.00	\$ 9,124.00	\$ 3,212.00	\$ 1,800.00	\$ (1,412.00)	178.44%
Contract Classes-Public Fees	5510	\$ 21,712.46	\$ 122,773.12	\$ 172,046.48	\$ 183,357.00	\$ 11,310.52	93.83%
Public Fees	5511	\$ 9,015.25	\$ 159,710.55	\$ 224,735.59	\$ 305,964.00	\$ 81,228.41	73.45%
Public Fees-Entry Fees	5520	\$ 4,652.00	\$ 30,104.00	\$ 33,563.50	\$ 41,600.00	\$ 8,036.50	80.68%
Vending Concessions	5525	\$ -	\$ 1,132.72	\$ -	\$ 1,450.00	\$ 1,450.00	0.00%
Rental	5530	\$ 61,846.59	\$ 260,397.26	\$ 487,010.52	\$ 550,793.00	\$ 63,782.48	88.42%
Cell Tower Revenue	5535	\$ 13,214.98	\$ 72,056.03	\$ 112,953.67	\$ 159,600.00	\$ 46,646.33	70.77%
Parking Fees	5540	\$ 2,620.68	\$ 10,507.38	\$ 22,125.74	\$ 17,350.00	\$ (4,775.74)	127.53%
Advertising Revenue	5555	\$ 600.00	\$ 9,225.00	\$ 6,150.00	\$ 6,000.00	\$ (150.00)	102.50%
Sponsorships/Donations	5558	\$ -	\$ -	\$ 4,807.47	\$ 2,500.00	\$ (2,307.47)	192.30%
Special Event	5561	\$ -	\$ 56,205.55	\$ 22,303.19	\$ 125,120.00	\$ 102,816.81	17.83%
Staffing Cost Recovery - Parks	5563	\$ 16,255.25	\$ 23,735.25	\$ 34,819.75	\$ 41,212.00	\$ 6,392.25	84.49%
Special Event Permits	5564	\$ 200.00	\$ 850.00	\$ 1,990.00	\$ 1,100.00	\$ (890.00)	180.91%
Security Services - Recovery	5566	\$ 2,750.00	\$ 4,881.00	\$ 10,275.00	\$ 5,000.00	\$ (5,275.00)	205.50%
Contributions	5570	\$ 10.00	\$ -	\$ 443.82	\$ 716.50	\$ 272.68	61.94%
Other Misc Revenue	5575	\$ 1,826.28	\$ 30,780.70	\$ 57,342.52	\$ 35,250.00	\$ (22,092.52)	162.67%
Restricted Donations	5576	\$ -	\$ -	\$ 5,098.00	\$ 5,098.00	\$ -	100.00%
Incentive Income	5585	\$ 398.72	\$ 1,570.49	\$ 1,271.39	\$ 1,700.00	\$ 428.61	74.79%
Reimbursement - ROPS	5600	\$ -	\$ 496,791.60	\$ 566,645.76	\$ 350,000.00	\$ (216,645.76)	161.90%
Revenue		\$ 241,515.13	\$ 5,702,759.72	\$ 6,873,383.66	\$ 10,282,374.50	\$ 3,408,990.84	66.85%
YTD Comparison				\$ 1,170,623.94			
Personnel							
Full Time Salaries	6100	\$ 295,976.91	\$ 1,608,267.68	\$ 1,752,000.61	\$ 2,804,745.00	\$ 1,052,744.39	62.47%
Overtime Salaries	6101	\$ 1,332.45	\$ 10,326.78	\$ 12,791.47	\$ 28,035.00	\$ 15,243.53	45.63%
Car Allowance	6105	\$ 1,238.28	\$ 7,061.29	\$ 7,016.92	\$ 7,600.00	\$ 583.08	92.33%
Cell Phone Allowance	6108	\$ 1,506.00	\$ 9,679.19	\$ 9,225.07	\$ 15,960.00	\$ 6,734.93	57.80%
Part-Time Salaries	6110	\$ 45,864.35	\$ 265,900.87	\$ 309,210.77	\$ 628,173.00	\$ 318,962.23	49.22%
Retirement	6120	\$ 52,321.66	\$ 264,182.54	\$ 301,819.72	\$ 532,840.00	\$ 231,020.28	56.64%
457 Pension	6121	\$ 135.66	\$ 22,384.87	\$ 6,853.63	\$ 10,000.00	\$ 3,146.37	68.54%
Deferred Compensation	6125	\$ 599.19	\$ 3,116.42	\$ 3,395.41	\$ 5,193.00	\$ 1,797.59	65.38%
Employee Insurance	6130	\$ 32,777.38	\$ 209,133.07	\$ 216,031.95	\$ 432,616.00	\$ 216,584.05	49.94%
Workers Compensation	6140	\$ 18,354.65	\$ 104,815.77	\$ 104,454.26	\$ 186,770.00	\$ 82,315.74	55.93%
Unemployment Insurance	6150	\$ -	\$ 1,132.00	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PERS Unfunded Liability	6170	\$ -	\$ 508,376.00	\$ 494,762.00	\$ 494,762.00	\$ -	100.00%
Personnel		\$ 450,106.53	\$ 3,014,376.48	\$ 3,217,561.81	\$ 5,156,694.00	\$ 1,939,132.19	62.40%
YTD Comparison				\$ 203,185.33			
Services and Supplies							
Telephone/Internet	6210	\$ 1,919.40	\$ 14,271.08	\$ 14,845.69	\$ 21,692.00	\$ 6,846.31	68.44%
IT Services	6220	\$ 4,102.39	\$ 36,155.88	\$ 41,071.27	\$ 64,298.00	\$ 23,226.73	63.88%
IT Hardware	6230	\$ -	\$ 34.22	\$ 448.95	\$ 2,000.00	\$ 1,551.05	22.45%
Hardware/Software Services	6240	\$ 5,519.75	\$ 43,927.95	\$ 42,697.86	\$ 73,586.00	\$ 30,888.14	58.02%
Pool Chemicals	6310	\$ -	\$ 3,347.93	\$ 2,993.59	\$ 7,250.00	\$ 4,256.41	41.29%
Janitorial Supplies	6320	\$ 3,941.45	\$ 24,952.06	\$ 38,444.40	\$ 49,800.00	\$ 11,355.60	77.20%
Kitchen Supplies	6330	\$ -	\$ 74.84	\$ 121.36	\$ 700.00	\$ 578.64	17.34%
Food Supplies	6340	\$ 173.25	\$ 4,060.61	\$ 7,295.90	\$ 6,625.00	\$ (670.90)	110.13%
Water Maint & Service	6350	\$ 68.55	\$ 535.33	\$ 495.90	\$ 900.00	\$ 404.10	55.10%
Laundry/Wash Service	6360	\$ 35.50	\$ -	\$ 268.50	\$ 1,120.00	\$ 851.50	23.97%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 1,390.00	\$ 1,390.00	0.00%
Insurance Liability	6410	\$ -	\$ 289,778.00	\$ 377,588.00	\$ 377,588.00	\$ -	100.00%
Equipment Maintenance	6500	\$ -	\$ 24.54	\$ 1,629.02	\$ 1,600.00	\$ (29.02)	101.81%
Fuel	6510	\$ 4,730.49	\$ 40,167.87	\$ 40,768.69	\$ 68,475.00	\$ 27,706.31	59.54%
Vehicle Maintenance	6520	\$ 1,440.12	\$ 26,931.85	\$ 28,151.66	\$ 38,100.00	\$ 9,948.34	73.89%
Building Repair	6610	\$ 4,192.05	\$ 36,811.04	\$ 41,828.10	\$ 67,500.00	\$ 25,671.90	61.97%
HVAC Maintenance/Repairs	6620	\$ -	\$ 4,504.98	\$ 4,927.17	\$ 8,820.00	\$ 3,892.83	55.86%
Playground Maintenance	6630	\$ 17,640.11	\$ 3,449.96	\$ 23,155.25	\$ 35,000.00	\$ 11,844.75	66.16%
Grounds Maintenance	6710	\$ 9,066.63	\$ 53,970.20	\$ 56,532.93	\$ 101,220.00	\$ 44,687.07	55.85%
Tree Care	6719	\$ 1,611.68	\$ 30,000.00	\$ 29,507.05	\$ 30,000.00	\$ 492.95	98.36%
Contracted LS Services	6720	\$ -	\$ -	\$ 198.40	\$ -	\$ (198.40)	-
Contracted Pest Control	6730	\$ -	\$ 3,000.00	\$ 2,400.00	\$ 4,020.00	\$ 1,620.00	59.70%
Rubbish & Refuse	6740	\$ 5,406.70	\$ 43,078.97	\$ 40,513.64	\$ 84,330.00	\$ 43,816.36	48.04%
Vandalism/Theft	6750	\$ -	\$ 292.98	\$ 1,147.53	\$ 1,000.00	\$ (147.53)	114.75%
Memberships	6810	\$ -	\$ 14,192.82	\$ 14,315.00	\$ 16,952.00	\$ 2,637.00	84.44%
Office Supplies	6910	\$ 2,701.54	\$ 3,571.87	\$ 14,534.47	\$ 33,950.00	\$ 19,415.53	42.81%
Postage Expense	6920	\$ 8.70	\$ 12,407.50	\$ 11,836.16	\$ 18,700.00	\$ 6,863.84	63.29%
Advertising Expense	6930	\$ 30.00	\$ 317.38	\$ 565.00	\$ 3,040.00	\$ 2,475.00	18.59%
Printing Charges	6940	\$ 573.19	\$ 4,777.36	\$ 4,796.39	\$ 13,126.00	\$ 8,329.61	36.54%

General Ledger
Fund 10 General Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Bank & Registration Fees	6950	\$ 0.75	\$ 1,673.84	\$ 555.88	\$ 3,920.00	\$ 3,364.12	14.18%
Approp Redev/Collection Fees	6960	\$ -	\$ 320,107.31	\$ 482,038.07	\$ 684,039.00	\$ 202,000.93	70.47%
Minor Furn Fixture & Equip	6980	\$ 1,436.85	\$ 784.23	\$ 5,664.56	\$ 25,237.00	\$ 19,572.44	22.45%
Fingerprint Fees (HR)	7010	\$ 40.00	\$ 971.00	\$ 678.00	\$ 3,360.00	\$ 2,682.00	20.18%
Fire & Safety Insp Fees	7020	\$ -	\$ 144.11	\$ 304.00	\$ 6,675.00	\$ 6,371.00	4.55%
Permit & Licensing Fees	7030	\$ -	\$ 4,908.97	\$ 6,871.53	\$ 7,300.00	\$ 428.47	94.13%
Professional Services	7100	\$ 5,625.00	\$ 9,915.00	\$ 32,947.13	\$ 270,200.00	\$ 237,252.87	12.19%
Legal Services	7110	\$ 490.00	\$ 38,032.97	\$ 41,068.75	\$ 90,000.00	\$ 48,931.25	45.63%
Typeset and Print Services	7115	\$ 11,506.00	\$ 22,907.72	\$ 23,187.76	\$ 36,600.00	\$ 13,412.24	63.35%
Instructor Services	7120	\$ 8,465.65	\$ 80,194.09	\$ 91,627.64	\$ 108,902.00	\$ 17,274.36	84.14%
PERS Admin Fees	7125	\$ 154.24	\$ 908.05	\$ 1,145.46	\$ 2,200.00	\$ 1,054.54	52.07%
Audit Services	7130	\$ -	\$ 11,500.00	\$ 7,750.00	\$ 17,425.00	\$ 9,675.00	44.48%
Medical & Health Svcs	7140	\$ 360.00	\$ 2,973.44	\$ 2,160.00	\$ 10,720.00	\$ 8,560.00	20.15%
Security Services	7150	\$ 1,720.06	\$ 1,800.00	\$ 5,589.69	\$ 7,122.00	\$ 1,532.31	78.48%
Entertainment Services	7160	\$ -	\$ 432.25	\$ 4,723.26	\$ 4,300.00	\$ (423.26)	109.84%
Business Services	7180	\$ 1,532.05	\$ 36,085.58	\$ 53,005.09	\$ 95,805.00	\$ 42,799.91	55.33%
Umpire/Referee Services	7190	\$ -	\$ 1,150.00	\$ 965.00	\$ 1,700.00	\$ 735.00	56.76%
Subscriptions	7210	\$ 11.98	\$ 189.93	\$ 1,195.56	\$ 2,375.00	\$ 1,179.44	50.34%
Rents & Leases - Equip	7310	\$ 594.74	\$ 5,171.67	\$ 10,771.44	\$ 48,720.00	\$ 37,948.56	22.11%
Bldg/Field Leases & Rental	7320	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	100.00%
Division Supplies	7410	\$ 791.10	\$ 4,290.35	\$ 14,458.24	\$ 30,365.00	\$ 15,906.76	47.61%
Program/Event Supplies	7420	\$ -	\$ 5,639.01	\$ -	\$ -	\$ -	-
Bingo Supplies	7430	\$ 854.57	\$ 2,818.16	\$ 2,243.97	\$ 4,800.00	\$ 2,556.03	46.75%
Sporting Goods	7440	\$ 2,260.34	\$ 3,154.34	\$ 3,926.92	\$ 8,400.00	\$ 4,473.08	46.75%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 1,575.00	\$ 1,575.00	0.00%
Training Supplies	7460	\$ 525.12	\$ 603.17	\$ 525.12	\$ 3,970.00	\$ 3,444.88	13.23%
Small Tools	7500	\$ 168.32	\$ 3,629.95	\$ 1,314.84	\$ 6,000.00	\$ 4,685.16	21.91%
Safety Supplies	7510	\$ 13.99	\$ 1,252.20	\$ 1,256.03	\$ 4,415.00	\$ 3,158.97	28.45%
Uniform Allowance	7610	\$ 136.61	\$ 7,519.69	\$ 5,871.73	\$ 15,790.00	\$ 9,918.27	37.19%
Safety Clothing	7620	\$ -	\$ 1,173.84	\$ 977.13	\$ 5,404.00	\$ 4,426.87	18.08%
Conference&Seminar Staff	7710	\$ 120.00	\$ 11,277.41	\$ 6,385.00	\$ 19,665.00	\$ 13,280.00	32.47%
Conference&Seminar Board	7715	\$ -	\$ 210.00	\$ 815.00	\$ 2,625.00	\$ 1,810.00	31.05%
Conference&Seminar Travel Exp	7720	\$ -	\$ 3,264.64	\$ 3,240.13	\$ 6,067.00	\$ 2,826.87	53.41%
Out of Town Travel Board	7725	\$ -	\$ 828.30	\$ 351.23	\$ 2,970.00	\$ 2,618.77	11.83%
Private Vehicle Mileage	7730	\$ 84.87	\$ 1,029.17	\$ 334.50	\$ 4,847.00	\$ 4,512.50	6.90%
Buses/Excursions	7750	\$ -	\$ 4,900.89	\$ 7,728.43	\$ 11,400.00	\$ 3,671.57	67.79%
Tuition/Book Reimbursement	7760	\$ -	\$ 100.00	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
Utilities - Gas	7810	\$ 6,180.02	\$ 39,882.18	\$ 24,710.53	\$ 49,133.00	\$ 24,422.47	50.29%
Utilities - Water	7820	\$ 16,624.59	\$ 424,550.38	\$ 461,915.61	\$ 786,277.00	\$ 324,361.39	58.75%
Utilities - Electric	7830	\$ 11,571.11	\$ 88,300.39	\$ 130,420.29	\$ 232,694.00	\$ 102,273.71	56.05%
Airport Assessment Exp	7840	\$ 1,265.00	\$ -	\$ 1,265.00	\$ 14,000.00	\$ 12,735.00	9.04%
Awards and Certificates	7910	\$ 57.79	\$ 8,257.15	\$ 6,983.30	\$ 18,190.00	\$ 11,206.70	38.39%
Meals for Staff Training	7920	\$ 85.10	\$ 611.68	\$ 700.95	\$ 3,500.00	\$ 2,799.05	20.03%
Employee Morale	7930	\$ 278.47	\$ 2,210.91	\$ 2,920.58	\$ 5,500.00	\$ 2,579.42	53.10%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ 133,265.89	\$ 343,214.00	\$ 209,948.11	38.83%
Reserve Vehicle Fleet	7970	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	100.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	100.00%
Reserve Dry Period	7973	\$ -	\$ 65,203.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100.00%
Reserve Capital Improvements	7974	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	-
Reserve Repair/Oper/Admin	7975	\$ -	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.00%
Services and Supplies		\$ 136,175.82	\$ 1,985,254.19	\$ 2,579,997.12	\$ 4,297,243.00	\$ 1,870,245.88	60.04%
YTD Comparison				\$ 594,742.93			
Capital							
General Capital	8400	\$ -	\$ -	\$ 5,380.00	\$ 25,000.00	\$ 19,620.00	21.52%
Equip/Facility Replacement	8420	\$ -	\$ 86,852.40	\$ -	\$ 35,000.00	\$ 35,000.00	0.00%
Freedom Dog Park	8502	\$ -	\$ -	\$ 3,868.74	\$ 3,740.74	\$ (128.00)	103.42%
Valle Lindo Court Resurface	8505	\$ 513.32	\$ -	\$ 513.32	\$ 55,000.00	\$ 54,486.68	0.93%
Epoxy Pool Deck	8506	\$ 527.44	\$ -	\$ 527.44	\$ 100,000.00	\$ 99,472.56	0.53%
Lokker Playground	8507	\$ 8,710.00	\$ -	\$ 14,595.00	\$ 500,000.00	\$ 485,405.00	2.92%
PV Fields Irrigation Pumps	8508	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
PV Fields Sewer Lift Stations	8509	\$ -	\$ -	\$ 111,267.13	\$ 133,562.24	\$ 22,295.11	83.31%
Capital		\$ 9,750.76	\$ 86,852.40	\$ 136,151.63	\$ 952,302.98	\$ 816,151.35	14.30%
YTD Comparison				\$ 49,299.23			
Expense		\$ 596,033.11	\$ 5,086,483.07	\$ 5,933,710.56	\$ 10,406,239.98	\$ 4,625,529.42	57.02%
YTD Comparison				\$ 847,227.49			
Revenue Total		\$ 241,515.13	\$ 5,702,759.72	\$ 6,873,383.66	\$ 10,282,374.50	\$ 3,408,990.84	66.85%
Expense Total		\$ 596,033.11	\$ 5,086,483.07	\$ 5,933,710.56	\$ 10,406,239.98	\$ 4,625,529.42	57.02%
YTD Revenue-Expenses			\$ 616,276.65	\$ 939,673.10			
YTD Comparison				\$ 323,396.45			

General Ledger
Fund 20 Assessment Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Earnings	5310	\$ 4,576.36	\$ 11,214.24	\$ 31,973.45	\$ 20,000.00	\$ (11,973.45)	159.87%
Assessment Revenue	5500	\$ -	\$ 722,093.12	\$ 741,976.95	\$ 1,293,871.00	\$ 551,894.05	57.35%
Revenue		\$ 4,576.36	\$ 733,307.36	\$ 773,950.40	\$ 1,313,871.00	\$ 539,920.60	58.91%
YTD Comparison				\$ 40,643.04			
Personnel							
Full Time Salaries	6100	\$ -	\$ 14,719.29	\$ 50,780.14	\$ 50,780.14	\$ -	100.00%
Cell Phone Allowance	6108	\$ -	\$ 117.81	\$ 132.93	\$ 132.93	\$ -	100.00%
Part-Time Salaries	6110	\$ -	\$ -	\$ 3,749.34	\$ 3,749.34	\$ -	100.00%
Retirement	6120	\$ -	\$ 2,411.49	\$ 9,932.61	\$ 9,932.61	\$ -	100.00%
Employee Insurance	6130	\$ -	\$ 3,113.90	\$ 10,870.97	\$ 10,870.97	\$ -	100.00%
Workers Compensation	6140	\$ -	\$ 1,649.61	\$ 6,053.26	\$ 6,053.26	\$ -	100.00%
Personnel		\$ -	\$ 22,012.10	\$ 81,519.25	\$ 81,519.25	\$ -	100.00%
YTD Comparison				\$ 59,507.15			
Services and Supplies							
Building Repair	6610	\$ -	\$ -	\$ 2,355.55	\$ 1,520.00	\$ (835.55)	154.97%
Incidental Costs - Assess	6709	\$ -	\$ 18,522.28	\$ 11,269.13	\$ 19,444.00	\$ 8,174.87	57.96%
Grounds Maintenance	6710	\$ -	\$ -	\$ 39,156.33	\$ 116,050.85	\$ 76,894.52	33.74%
Tree Care	6719	\$ 10,455.23	\$ 518.79	\$ 43,845.79	\$ 90,000.00	\$ 46,154.21	48.72%
Contracted LS Services	6720	\$ 44,380.12	\$ 300,777.33	\$ 254,535.52	\$ 535,641.00	\$ 281,105.48	47.52%
Park Amenities - Assess	6722	\$ -	\$ -	\$ -	\$ 34,000.00	\$ 34,000.00	0.00%
Rubbish & Refuse	6740	\$ -	\$ -	\$ 1,894.78	\$ 947.39	\$ (947.39)	200.00%
Bank & Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ 1,844.30	\$ 3,500.00	\$ 1,655.70	52.69%
Rents & Leases - Equip	7310	\$ -	\$ -	\$ 846.65	\$ 846.65	\$ -	100.00%
COP Debt - PV Fields	7950	\$ -	\$ 533,756.09	\$ 408,779.69	\$ 408,780.00	\$ 0.31	100.00%
Services and Supplies		\$ 54,835.35	\$ 853,574.49	\$ 764,527.74	\$ 1,210,799.89	\$ 446,272.15	63.14%
YTD Comparison				\$ (89,046.75)			
Expense		\$ 54,835.35	\$ 875,586.59	\$ 846,046.99	\$ 1,292,319.14	\$ 446,272.15	65.47%
Revenue Total		\$ 4,576.36	\$ 733,307.36	\$ 773,950.40	\$ 1,313,871.00	\$ 539,920.60	58.91%
Expense Total		\$ 54,835.35	\$ 875,586.59	\$ 846,046.99	\$ 1,292,319.14	\$ 446,272.15	65.47%
YTD Revenue-Expenses			\$ (142,279.23)	\$ (72,096.59)			
YTD Comparison				\$ 70,182.64			

General Ledger
Fund 30 Quimby Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 29,683.90	\$ 23,169.50	\$ 239,362.89	\$ 120,000.00	\$ (119,362.89)	199.47%
Revenue		\$ 29,683.90	\$ 23,169.50	\$ 239,362.89	\$ 120,000.00	\$ (119,362.89)	199.47%
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ 621,769.00	\$ 621,769.00	0.00%
Pickleball Sports Complex	8493	\$ 224.61	\$ 21,304.17	\$ 152,799.82	\$ 1,300,000.00	\$ 1,147,200.18	11.75%
Multi-Generation Center	8504	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	0.00%
Senior Center Improvements	8510	\$ 331.15	\$ -	\$ 16,402.80	\$ -	\$ (16,402.80)	0.00%
Capital		\$ 555.76	\$ 21,304.17	\$ 169,202.62	\$ 2,921,769.00	\$ 2,752,566.38	5.79%
Expense		\$ 555.76	\$ 21,304.17	\$ 169,202.62	\$ 2,921,769.00	\$ 2,752,566.38	5.79%
Revenue Total		\$ 29,683.90	\$ 23,169.50	\$ 239,362.89	\$ 120,000.00	\$ (119,362.89)	199.47%
Expense Total		\$ 555.76	\$ 21,304.17	\$ 169,202.62	\$ 2,921,769.00	\$ 2,752,566.38	5.79%
YTD Revenue-Expenses			\$ 1,865.33	\$ 70,160.27			
YTD Comparison				\$ 68,294.94			

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,894,525.49	\$ 355,964.21	1/31/2020
8/8/16	\$ 2,649,209.00	\$ 3,200,000.00	Comstock/Elacora Mission Oaks		\$ 1,976,121.69	\$ 673,087.31	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/18	\$ 21,612.25	\$ 21,612.25	Crestview		\$ 16,402.57	\$ 5,209.68	6/7/2023
6/27/18	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/19	\$ 35,242.00	\$ 70,484.00	Habitat for Humanity	Barry St (RPD-203)	\$ -	\$ 35,242.00	9/17/2024
9/12/19	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/19	\$ 1,264,500.00	\$ 1,000,000.00	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
7/29/22	\$ 2,840,447.45	\$ -	Williams Homes		\$ -	\$ 2,840,447.45	7/29/2027
8/5/22	\$ 347,625.00	\$ -	Somis Ranch Phase 1		\$ -	\$ 347,625.00	8/5/2027
10/20/22	\$ 278,100.00	\$ -	Somis Ranch Phase 2		\$ -	\$ 278,100.00	10/20/2027
3/15/23	\$ 313,508.00	\$ -	Barry 60 LP		\$ -	\$ 313,508.00	3/15/2028
Total	\$ 11,090,795.40	\$ 7,892,685.95			\$ 4,971,801.58	\$ 6,357,876.83	

General Ledger
Fund 40 Park Impact Fee Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 8,799.02	\$ 2,697.75	\$ 55,473.31	\$ 8,000.00	\$ (47,473.31)	693.42%
Park Impact Fees	5450	\$ -	\$ 7,931.19	\$ 1,773,374.00	\$ -	\$ (1,773,374.00)	0.00%
Revenue		\$ 8,799.02	\$ 10,628.94	\$ 1,828,847.31	\$ 8,000.00	\$ (1,820,847.31)	22860.59%
Revenue Total		\$ 8,799.02	\$ 10,628.94	\$ 1,828,847.31	\$ 8,000.00	\$ (1,820,847.31)	22860.59%
Expense Total		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 50 CDBG Fund
February 2024 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
CDBG - Food Share	5577	\$ -	\$ 18,877.71	\$ 14,150.50	\$ 40,760.00	\$ 26,609.50	34.72%
Revenue		\$ -	\$ 18,877.71	\$ 14,150.50	\$ 40,760.00	\$ 26,609.50	34.72%
Personnel							
Full Time Salaries	6100	\$ 616.68	\$ 2,309.64	\$ 4,633.95	\$ 17,413.00	\$ 12,779.05	26.61%
Part-Time Salaries	6110	\$ 1,187.68	\$ 20,385.43	\$ 12,661.70	\$ 10,360.00	\$ (2,301.70)	122.22%
Retirement	6120	\$ 276.61	\$ 3,079.75	\$ 2,469.10	\$ 2,606.00	\$ 136.90	94.75%
Employee Insurance	6130	\$ 11.59	\$ 12.22	\$ 256.55	\$ 336.00	\$ 79.45	76.35%
Workers Compensation	6140	\$ 21.47	\$ 370.15	\$ 211.56	\$ 489.00	\$ 277.44	43.26%
Personnel		\$ 2,114.03	\$ 26,157.19	\$ 20,232.86	\$ 31,204.00	\$ 10,971.14	64.84%
Services and Supplies							
Division Supplies	7410	\$ -	\$ -	\$ 5,624.03	\$ 9,556.00	\$ 3,931.97	58.85%
Services and Supplies		\$ -	\$ -	\$ 5,624.03	\$ 9,556.00	\$ 3,931.97	58.85%
Expense		\$ 2,114.03	\$ 26,157.19	\$ 25,856.89	\$ 40,760.00	\$ 14,903.11	63.44%
Revenue Total		\$ -	\$ 18,877.71	\$ 14,150.50	\$ 40,760.00	\$ 26,609.50	34.72%
Expense Total		\$ 2,114.03	\$ 26,157.19	\$ 25,856.89	\$ 40,760.00	\$ 14,903.11	63.44%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By Nick Marienthal, Park Supervisor

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 759 PROCLAIMING APRIL 2024 AS ARBOR
MONTH**

SUMMARY

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. Each year, the Board has chosen to recognize a month as “Arbor Month” to celebrate trees and their importance to the District.

BACKGROUND

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. From that date until today the holiday has spread throughout the country and the world. The holiday was originally conceived to educate the public on the value of trees and environmental stewardship. The National Arbor Day Foundation continues to provide valuable research and outreach materials to provide the general public with a full understanding of the costs and benefits of tree planting and restoration. District staff utilizes this information to provide educational community tree planting events.

ANALYSIS

This proclamation acknowledges the District’s continued efforts in educating the public on the value of trees in the urban environment. Staff utilize tree care professionals and educational material provided by the National Arbor Day Foundation to educate the community on the benefits and value of trees. To continue the tradition of celebrating Arbor Day the Pleasant Valley Recreation and Park District is committing to planting 20 trees at parks throughout the District.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim April 2024 as Arbor Month and adopt Resolution No. 759 to recognize this proclamation within the District, by extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District’s community.

ATTACHMENT

- 1) Resolution No. 759 (1 page)

**RESOLUTION NO. 759
OF THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING APRIL 2024
ARBOR MONTH**

WHEREAS, Pleasant Valley Recreation and Park District understands the benefits of trees within the community; and

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and trees can lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees in our community increase property values, enhance economic vitality of business areas, and wherever planted are a source of joy and spiritual renewal; and

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District Board of Directors, do hereby proclaim the month of April 2024 as **Arbor Month**, extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District's community.

Passed and Adopted this 3rd day of April 2024.

Mark Malloy, Chair

Bev Dransfeldt, Vice-Chair

Jordan Roberts, Secretary

Elaine Magner, Director

Robert Kelley, Director

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Jessica A. Puckett, CPRE, Administrative Analyst

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND APPROVAL OF REJECTION
OF BID AWARD AND READVERTISEMENT OF
REQUEST FOR PROPOSALS FOR CONSULTING
SERVICES FOR THE COMPREHENSIVE PARKS AND
RECREATION MASTER PLAN**

BACKGROUND

Goal 3.2 of the 2021-2026 Strategic Plan identified the need for a comprehensive parks and recreation master plan which would "...create a road map for upgrades, expansions, and potential additions to the District's park system to meet current and future community needs for parks, trails, and open space." The District has never conducted a comprehensive master plan before, only site-specific [specific parks] and recreational programming master plans.

At the January 3, 2024, Board of Director's regular meeting, the Board took the first step in this process by approving a Request for Proposals (RFP) from qualified firms to conduct the master planning process for and alongside the District.

ANALYSIS

At the January 3, 2024, Board Meeting, the Board approved the Request for Proposal and Bid Specifications for a consulting firm to conduct master planning services. The RFP was advertised on the District's website, the RFP Clearinghouse for California Special District's Association, and the Connect Forums for both the National Recreation and Park Association and California Parks and Recreation Society. Bids were due February 5, 2024, and only one consulting firm submitted a bid, KTUA.

KTUA based out of San Diego, submitted a bid for \$262,572.00; this would put the project over the allocated budget amount of \$125,000 by \$137,572. With the Fee and Cost Recovery Study, ADA Transition Plan, and Class and Compensation Study all being conducted within the last 24 months, the need for a deep analysis or a complete overhaul of these components should not be necessary but were included in the proposal. A revised scope of work clarifies the importance of utilizing recently approved plans and whether or not a deep analysis [starting from scratch] is needed.

Staff is recommending the bid be rejected due to being over budget and low bid submittal. Staff is proposing to release another Request for Proposal with a revised scope of work in the bid specifications.

FISCAL IMPACT

There is no fiscal impact with the action of rejecting the submitted bid and re-advertising the RFP.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal:

- 3.2: Complete a Comprehensive Parks Master Plan to create a road map for upgrades, expansions, and potential additions to the District's parks system to meet current and future community needs for parks, trails, and open space.

RECOMMENDATION

It is recommended that the Board of Directors reject the sole bid by KTUA and approve the re-advertisement of the Request for Proposals for consulting services for a comprehensive parks and recreation master plan.

ATTACHMENTS

- 1) Received Bid Packet (37 pages)
- 2) Request for Proposals—Revised (13 pages)



PROPOSAL FOR CONSULTING SERVICES TO CONDUCT A
**COMPREHENSIVE PARKS AND
RECREATION MASTER PLAN**

PLEASANT VALLEY RECREATION & PARK DISTRICT | FEBRUARY 5, 2024



ktua

3916 Normal Street
San Diego, CA 92103
619-294-4477

markc@ktua.com
29/146



Table of Contents

- 1 TRANSMITTAL LETTER** 3
- 2 DESCRIPTION AND QUALIFICATIONS OF THE FIRM**
 - KTUA Firm Profile and Organizational Structure 4
 - KTUA Methods for Collaboration and Relevant Experience 5
- 3 STAFFING**
 - Team Organizational Chart and Key Personnel Biographies..... 7
- 4 REFERENCES**
 - Relevant Project Experience Reference List..... 8
 - Project Experience 9
 - Subconsultant Profiles and Project Experience..... 11
- 5 SCOPE OF WORK**
 - Project Approach, Scope of Work and Deliverables..... 12
 - Schedule..... 17
- 6 BUDGET AND OTHER FINANCIAL INFORMATION**
 - Fee Proposal 19
 - Required Statements and Hourly Rates..... 21
- 7 APPENDIX**
 - KTUA Key Personnel Resumes..... 22
 - Subconsultant Key Personnel Resumes 28



February 5, 2024

Jessica A. Puckett, CPRE, Administrative Analyst
Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010

Dear Ms. Puckett and Members of the Selection Committee,

Albert Einstein understood very well that people cannot solve problems with the same thinking used when they created them. As time and life’s journeys go forward, a whole new set of issues and challenges are created that need to be anticipated and accommodated. The basis of successfully understanding the opportunities and constraints of the Pleasant Valley Recreation and Park District (District) Comprehensive Parks and Recreation Master Plan (CPRMP) will, in part, rest in understanding the past and the present as we envision for the future. Parks and open space are the essential thread that ties our cities, communities, and neighborhoods together. They also tie our families and friends together and give us the ability to turn a stranger into a friend.

Over the last 60 years the District has evolved and adapted to add facilities, programs, and management tools to provide residents of the City of Camarillo and adjacent communities with high quality park and recreation facilities and programs. The 2021 Strategic Plan laid out goals and strategies to guide the District through 2026. Many of those goals and strategies have been executed, with this CPRMP being one of the last major elements to complete. As such, the District has completed a variety of efforts that will directly benefit the CPRMP, such as the ADA Transition Plan and the Fee and Cost Recovery Study.

KTUA and its team members are well positioned to assess the District’s demographics, evaluate current facilities and programs against regional neighbors and national trends, assess the level of service of current assets to help identify programmatic and geographic deficiencies, utilize GIS tools to evaluate new park, open space, and trail connection opportunities, and continue the fiscal assessment of the District.

Today, a CPRMP has to be more than ballfields and playgrounds. Our recommendations for park improvements include innovative solutions for stormwater runoff; the identification of climate adaptations to address excessive heat, cold or wind through urban forestry; the use of State policies such as the Quimby Act for procuring developer funds to enhance and augment park assets; and the use of Crime Prevention through Environmental Design (CPTED) principles to increase safety and security. Our plans seek to balance these factors and are unique to each community, using methods to tune amenity distribution and types to respond to the community’s desires and regional benchmarking to further enhance the NRPA national averages of park amenities. These planning efforts also need to close the gaps of equitable distribution, increase assets to meet the community’s park acreage standards, look for efficiencies in park use by considering amenity infills, and re-invent recreational experiences that are translated into great personal experiences.

KTUA has been designing and planning park and recreation facilities for over 50 years and we have a staff of 30. While we have no direct experience with the Pleasant Valley Recreation and Park District, we have executed, or are executing, work in neighboring communities, including the Moorpark Parks and Recreation Master Plan, the Ventura County Comprehensive Plan, the Conejo Community Park and Center project, the Thousand Oaks Active Transportation Plan, and the Calleguas Creek Watershed Management Plan.

I will serve as the principal in charge and Alex Samarin will serve as the project manager with Jacob Leon functioning as the community engagement lead. Both are either engaged in or have recently completed Parks Master Plans for the cities of Moorpark, Ontario, Montebello, Menifee, Montclair, Moreno Valley, and Desert Hot Springs. Jacob is bilingual and fluent in Spanish and specializes in identifying strategies and tools to get the most out of the engagement process.

110% will provide services that include an analysis of programs and services, maintenance and operations evaluation, and financial strategy plan. PAX environmental will provide support for the biological and cultural resource inventory. Both will support the review of the land acquisition process.

We look forward to the opportunity to discuss our approach and qualifications with you.

Respectfully submitted,

Mark Carpenter, Principal

KTUA AUTHORIZED REPRESENTATIVE

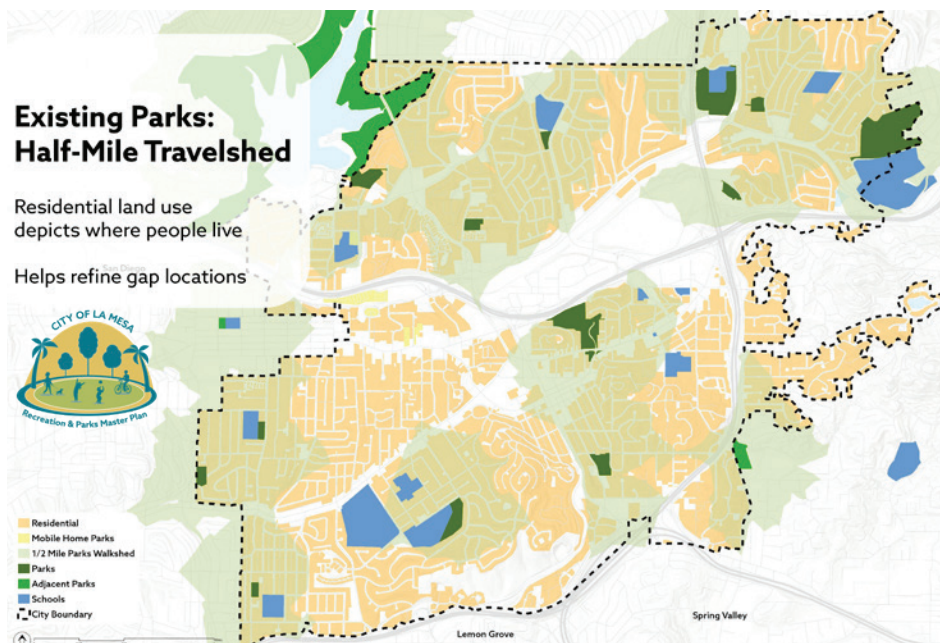
Mark Carpenter, Principal | AICP | Corporate Treasurer
3916 Normal Street, San Diego, CA 92103
619-294-4477 x136; Cell: 619-517-8245; markc@ktua.com

KTUA Firm Profile and Experience Summary

KTUA is a collaboration of planners, landscape architects, GIS analysts, and graphic designers focused on the creation of livable communities. Established in 1970, KTUA has expanded the boundaries of a traditional landscape architecture office by incorporating active transportation, community planning, federal planning, and natural resource management practices into our portfolio. With this diversity, KTUA has the ability to help shape the bigger picture while addressing the fine-grained details that contribute to sustainable natural and built environments.

PARK MASTER PLAN EXPERIENCE

- City of Moorpark Parks Master Plan
- City of Menifee Parks Master Plan
- City of Moreno Valley Parks, Trails, and Community Services Master Plan
- City of Goleta Stow Grove Park Master Plan
- City of Goleta Parks Master Plan
- Phelan-Piñon Hills Parks Master Plan
- City of Ontario Parks Master Plan
- City of Montclair Parks Master Plan
- City of Whittier Parks Master Plan
- City of Montebello Parks Master Plan
- City of Bellflower Parks Master Plan
- City of Desert Hot Springs Parks Master Plan
- City of San Jacinto Trails Master Plan
- City of Placentia Open Spaces and Urban Greening Plan
- City of Encinitas Parks, Beaches, Open Space and Trails Master Plan
- City of Victorville Parks Master Plan
- City of La Mesa MacArthur Parks Master Plan
- City of La Mesa Parks Master Plan
- City of Oceanside Parks Master Plan



City of La Mesa Parks Master Plan



LEGAL NAME

- KTU&A

YEAR FOUNDED

- 1970

ORGANIZATIONAL STRUCTURE

- California Corporation

CORPORATE OFFICERS

- Chris Langdon, President
- Mark Carpenter, Treasurer
- Joe Punsalan, Secretary
- Brooke Whalen, Vice President
- Jerod Huwa, Vice President

OFFICE LOCATIONS

- San Diego (Main Office)
3916 Normal Street,
San Diego, CA 92103
Phone: 619-294-4477
- Central Coast (Satellite Office)

NUMBER OF EMPLOYEES - 30

- 9 Landscape Architects
- 7 Planners
- 5 Landscape Designers
- 2 Irrigation Designers
- 2 GIS Analysts
- 1 Transportation Engineer
- 2 Marketing
- 2 Accounting

CERTIFICATIONS

- Small Business Enterprise,
California Dept. of General Services,
CA SBE 30007 exp. 07/31/24

PLANNING SERVICES

- Land Use | Transportation Planning
- Active Transportation Planning
- Resource Planning
- Federal Planning

LANDSCAPE ARCHITECTURE SERVICES

- Civic and Public Works
- Parks and Recreation
- Healthcare
- Education
- Housing
- Hospitality
- Office and Commercial

SUPPORT SERVICES

- Public Outreach
- GIS
- 3D Modeling and Simulations
- Sustainable Design
- Water Management
- Grant Writing

1. Methods for collaborating with your teams, stakeholders, community, and District staff

Collaboration is one of our core values. We will consistently look for opportunities to collaborate on a formal and informal basis throughout the project. We will schedule frequent regular communication with the District and maintain open communication between meetings. We will strategize with the District and our teaming partners regarding desired input and outcomes for community engagement and outreach to ensure we maximize our outreach activities. We will embrace technology and utilize on-line surveys and a project website to collect input and share information.

2. Past work on similar projects incorporating any of the following themes of sustainability, inclusion, equity, environmental stewardship, fire safety, preservation, and cultural character

Many of these topics are used as buzzwords by many. Our corporate focus on placemaking means these are integral aspects of our projects. Every community we work in is unique. We utilize our demographic research and GIS resource mapping to help identify where different themes may be appropriate for consideration and then gather input from our clients and community to confirm or redirect us. This approach has resulted in culturally sensitive design elements recommended for a park, the incorporation of defensible space at urban/wildland interfaces, as well as customized policies, goals, and objectives to assist the client in implementing them over time.

3. Past design of public use facilities to include accessibility improvements in parks or public spaces

KTUA has extensive experience in both park planning and design projects. Through these experiences, we have assisted our clients with accessibility retrofits, enhancements, and initial design integration. We would look to leverage the District's 2021 ADA evaluation and assist in translating the thousands of individual infractions into executable goals, objectives, and CIP projects.

4. Discuss any innovative or creative approaches KTUA has used to address challenges in previous projects

Equitable access to parks and park amenities has been expressed in many different ways, with no single standard in the planning profession. This is a challenge in park planning because there is no single metric to compare jurisdictions, subareas, and populations served by parks to identify priority areas for park and park amenity development.

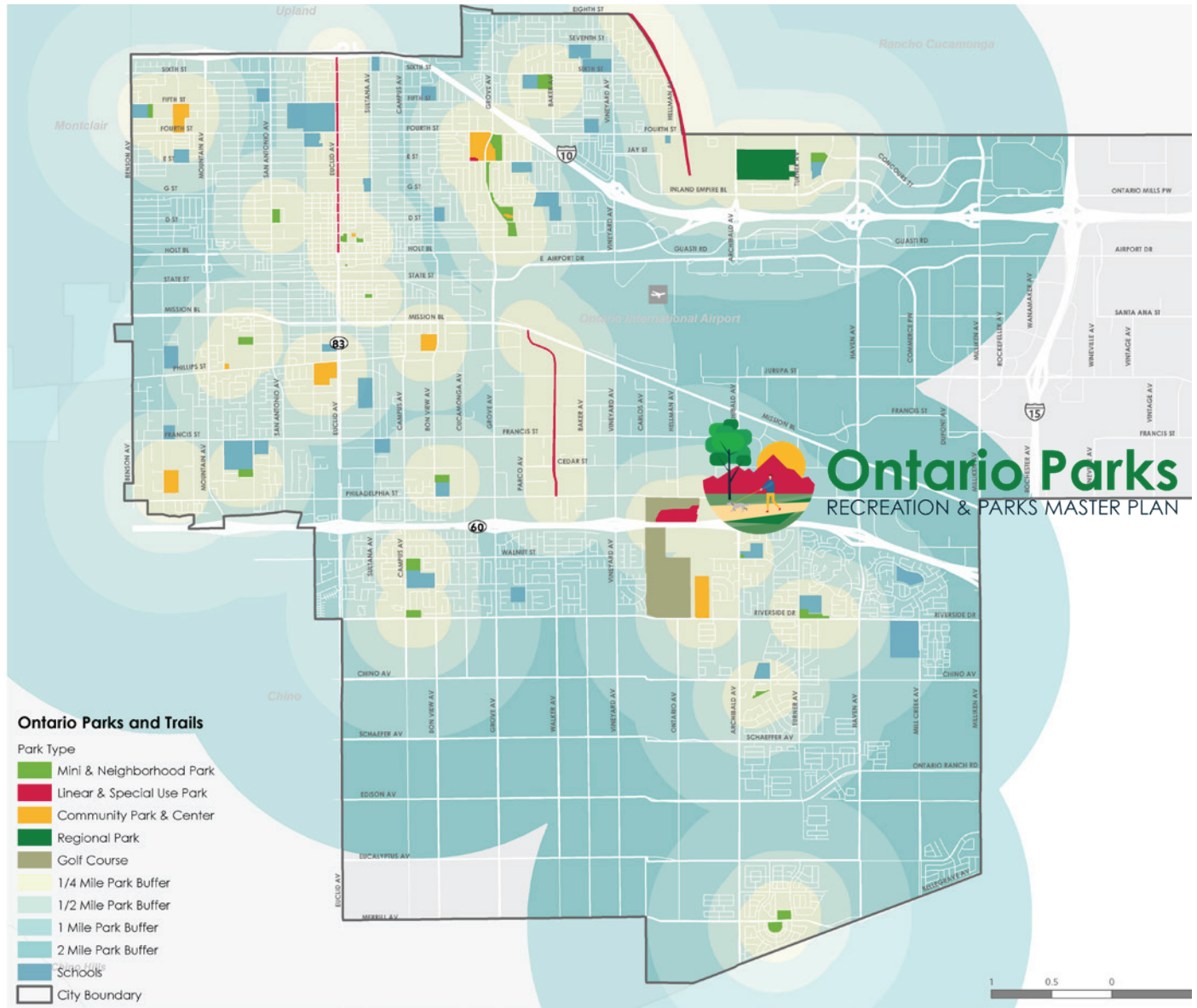
KTUA has improved on a method first implemented in simple form by a separate consulting firm for the Los Angeles County Park Needs Assessment; a metric called "park pressure." This method, as first implemented, defined a simple "market area" for each park and compared this to the underlying population to calculate a standard park acres level-of-service per park.

KTUA has built on this method in several ways. First, KTUA uses travelsheds to define the "market area" of each park, which realistically represents the underlying population as those living within a walkable and bikeable distance to each park (usually a half-mile distance along the road network). Second, KTUA calculates park acres accessible in the overlap among travelsheds, such that being within the travelsheds of five 1-acre parks is equivalent to being within the travelshed of one 5-acre park. KTUA then compares the same standard park acres level-of-service within the individual and aggregate park travelsheds to the jurisdiction's goal park acres level-of-service, expressed as a percent above the goal (park-rich) or below the goal (park-poor). Areas outside the park travelsheds do not have access to a park.

5. Past design for projects of similar size, scope, or complexity to this project. Strategies for engaging the public in park-related projects

Most of our master planning efforts of similar scope and size include assessing improvements to an agency's existing parks. This assessment always begins with in-person field work that allows our team to collect data for every park. These visits allow our team to analyze the conditions, the quantities, and locations of existing park amenities. This data then informs decisions made during the recommendations phase. Our teams consist of both park planners and landscape architects, providing our clients a well-rounded set of recommendations based on our comprehensive knowledge of the planning, design, and implementation phases. The following two examples highlight how we apply our combined professional knowledge.

The City of Ontario Recreation and Parks Master plan included a detailed assessment for all existing parks. Our team identified underutilized areas within each park and provided a list of park enhancements that could fit within each opportunity area. We then prioritized parks, and with the direction from the City, selected five parks to take into a conceptual design phase. We applied data collected during the existing conditions analysis and selected park amenities that the City had the largest

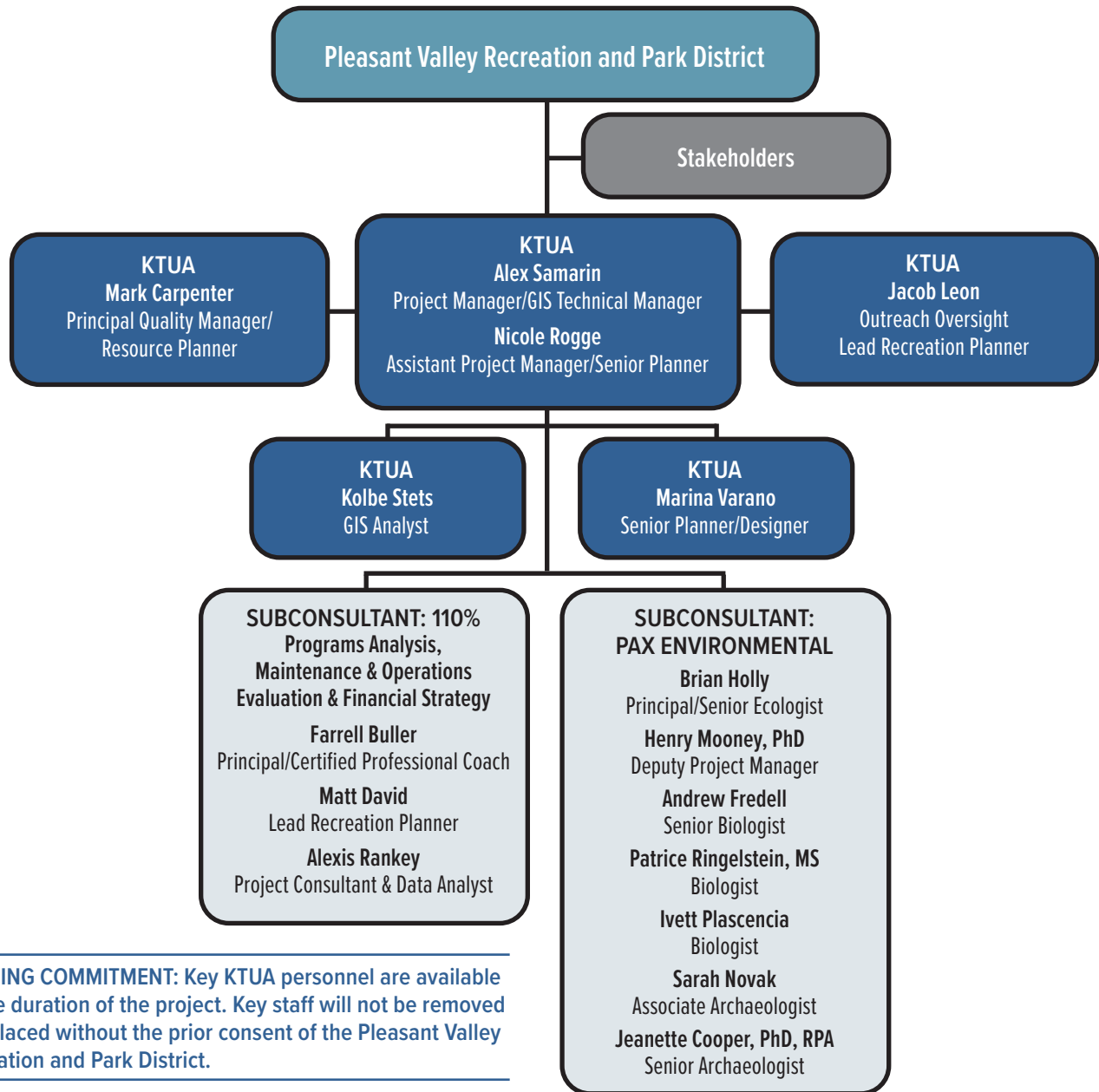


City of Ontario Recreation & Parks Master Plan

deficits in. Park elements such as picnic areas, court sports, skateparks, biking paths and trails, playgrounds, and splash pads were explored in the design phase. Our team of planners and designers developed conceptual drawings that could then be used for future CIP planning and for grant applications.

The City of Bellflower Parks and Recreation Master Plan has similar goals of improving underutilized spaces within existing parks. This project is taking a step further by having the team identify empty and underutilized parcels within existing park-access gaps and developing conceptual drawings. The community

is actively engaged in the planning and design process by providing input at community workshops and neighborhood meetings. KTUA has developed a “park design toolkit” that allows community members to play with laminated cut-outs that represent typical park amenities. Aerial images of each parcel or opportunity area are provided and community members are asked to design their ideal park. This feedback, along with the information collected during the existing conditions phase, allows our team to prioritize amenities and design them appropriately. Conceptual drawings will assist the City in identifying funding opportunities that will allow them to prepare construction drawings for implementation.



STAFFING COMMITMENT: Key KTUA personnel are available for the duration of the project. Key staff will not be removed or replaced without the prior consent of the Pleasant Valley Recreation and Park District.

KTUA has designated six core staff to this project and may utilize others in supporting roles as needed. Mark Carpenter will be the Principal-in-Charge overseeing the contract and QA/QC of the products. He will also apply his experience in open space and trails planning. Jacob Leon is KTUA’s lead recreation planner and will provide oversight to the process and lead the engagement process. Alex Samarin will be the day-to-day Project Manager and functions as our GIS technical manager. Nicole Rogge will perform as Assistant Project Manager and recreation planner. Kolbe Stets will perform as our primary GIS analyst and Marina Varano will support the planning and outreach. Resumes for each are provided in the Appendix.

KTUA has partnered with PAX Environmental to support the natural and cultural resources inventory and evaluation,

as well as the land acquisition process review. Brian Holly will provide overall QA/QC for deliverables to KTUA and lead the land acquisition process review from a resource conservation perspective with support from Henry Mooney, PhD. Sarah Novak will lead the cultural resources inventory and evaluation with support from Jeanette Cooper, PhD. Andrew Fredell will lead the natural resources inventory and evaluation with support from Ivett Plascencia.

KTUA has partnered with 110% to support the evaluation of recreational programming, partnerships, cost recovery, and staffing topics. Farrell Buller will lead these topics and be supported by Alexis Rankey and Matt David. Farrell and Matt will also support the land acquisition process review from a more traditional park development perspective.

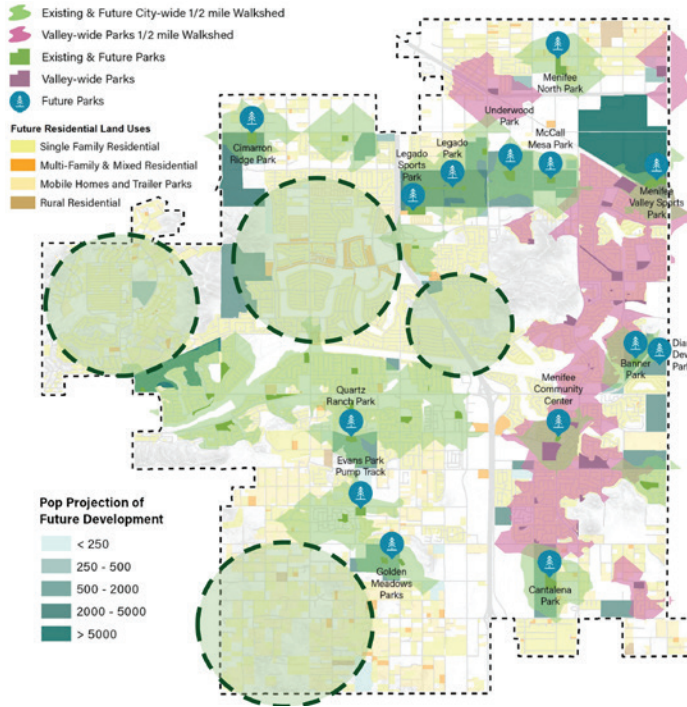
Relevant Experience References

KTUA & 110% PROJECT	City of Moorpark Parks Master Plan (KTUA Prime Consultant)
CLIENT CONTACT/ ADDRESS	Christopher Ball, Sr. Management Analyst / 799 Moorpark Ave., Moorpark, CA 93021
EMAIL / PHONE	cball@moorparkca.gov / 805-517-6217
KEY STAFF / CONTRACT VALUE	Mark Carpenter, Jacob Leon, Alex Samarin, Marina Varano / \$241,668 (Total Fee)
KTUA & PAX PROJECT	Hollister Ranch Coastal Access Plan (KTUA Prime Consultant)
CLIENT CONTACT/ ADDRESS	Trish Chapman, Regional Manager/ 1515 Clay St., Oakland, CA 94612
EMAIL / PHONE	Trish.Chapman@scc.ca.gov / 510-286-0749
KEY STAFF / CONTRACT VALUE	Alex Samarin, Jacob Leon, Nicole Rogge / \$350,000 (Total Fee)
KTUA PROJECT	City of Menifee Parks Master Plan
CLIENT CONTACT/ ADDRESS	Mariana Mitchell, Community Services Manager / 29844 Haun Rd. Menifee, CA 92586
EMAIL / PHONE	mmitchell@cityofmenifee.us / 951-723-3882
KEY STAFF / CONTRACT VALUE	Alex Samarin, Nicole Rogge / \$159,940 (Total Fee)
110% PROJECT	City of Napa, California
CLIENT CONTACT/ ADDRESS	Katrina Gregory, Recreation Director / 955 School St., Napa, CA 94559
EMAIL / PHONE	kgregory@Cityofnapa.org/ 707-257-9529
KEY STAFF / CONTRACT VALUE	Farrell Buller / \$60,000
110% PROJECT	Glencoe Park District, Illinois
CLIENT CONTACT/ ADDRESS	Lisa Sheppard, Executive Director / 999 Green Bay Rd, Glencoe, IL 60022
EMAIL / PHONE	lsheppard@glencoeParkdistrict.com / 847-835-3030
KEY STAFF / CONTRACT VALUE	Farrell Buller / \$195,000

Experience with Public Agencies

For over 50 years, KTUA has been designing and planning park and recreation facilities for public agencies. Our experience in the general region includes Parks Master Plans in the cities of Moorpark, Montclair, Moreno Valley, Menifee, Ontario, Montebello, Whittier, and Bellflower. In addition we have provided Active Transportation Planning services for the City of Thousand Oaks, Ventura County Comprehensive Transportation Plan, and City of Oxnard Beautification Project.

- i. **City of Menifee Parks Master Plan, Menifee, CA (Completed 2023)**
- ii. **Population of Community: 106,500 people**



Existing and future 1/2 mile travelsheds & future development population projects: Gaps with Missing Parks

- iii. **Project Description**
The scope included population analysis, summary of recreational assets and amenities, and other site conditions that affected the development of the master plan. The Analysis included population based standards for parks per 1,000 population and geographic distribution given walk times and demographic centers for different age groups. The Master Plan identifies necessary changes in programs, parks or amenities, and the potential for new parks or new amenities within existing parks. A major task was the development of the trails component which included integrating active transportation and open space connections. Mapping, research and document development were additional tasks completed for project adoption.

- iv. **Project Reference**
Mariana Mitchell, Community Services Manager;
29844 Haun Rd. Menifee, CA 92586;
mmitchell@cityofmenifee.us; 951-723-3882

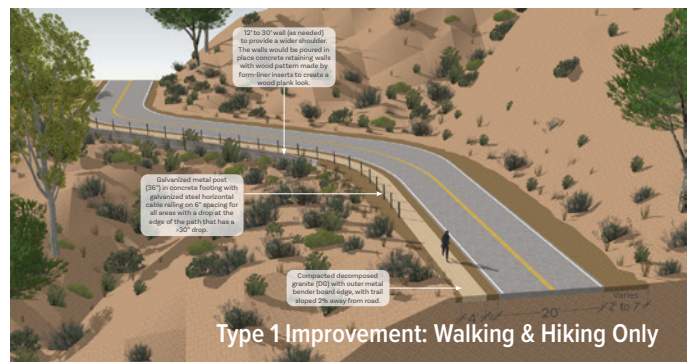
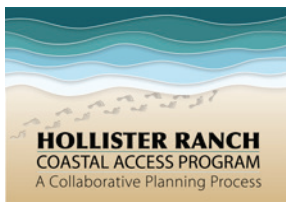
- v. **Project Duration: 2022-2023**
- vi. **Cost of Master Planning Effort: \$159,940**
- vii. **Project Manager: Joe Punsalan (KTUA)**
- viii. **Key Team Members:**
Alex Samarin, Nicole Rogge

- i. **Hollister Ranch Coastal Access Plan, Santa Barbara County, CA (Completed 2022)**
- ii. **Population: Santa Barbara County, 446,000**
- iii. **Project Description**

The goal of the Hollister Ranch Coastal Access Program is to create a way for the public to safely and equitably access public beaches adjacent to Hollister Ranch while respecting the rights and concerns of private property owners, the environment and the existing character of the site. To achieve this goal, the team had to build consensus among a broad range of stakeholders. KTUA provided public outreach and facilitation, coastal access, opportunity and constraints modeling, trail alignment and design, site design and visualizations. California State Parks was a key member of the Hollister working group. KTUA worked closely to address the concerns of State Parks and to identify best policies,

park design, environmental protection, cultural consultation, and park maintenance and sustainability guidelines for this project.

- iv. **Project Reference**
California State Coastal Conservancy;
Trish Chapman, Regional Manager/ 1515 Clay St., Oakland, CA 94612; Trish.Chapman@scc.ca.gov; 510-286-0749
- v. **Project Duration: 2021-2022**
- vi. **Cost of Master Planning Effort: \$350,000 (Total)**
- vii. **Project Manager: Alex Samarin**
- viii. **Key Team Members:**
Jacob Leon, Nicole Rogge

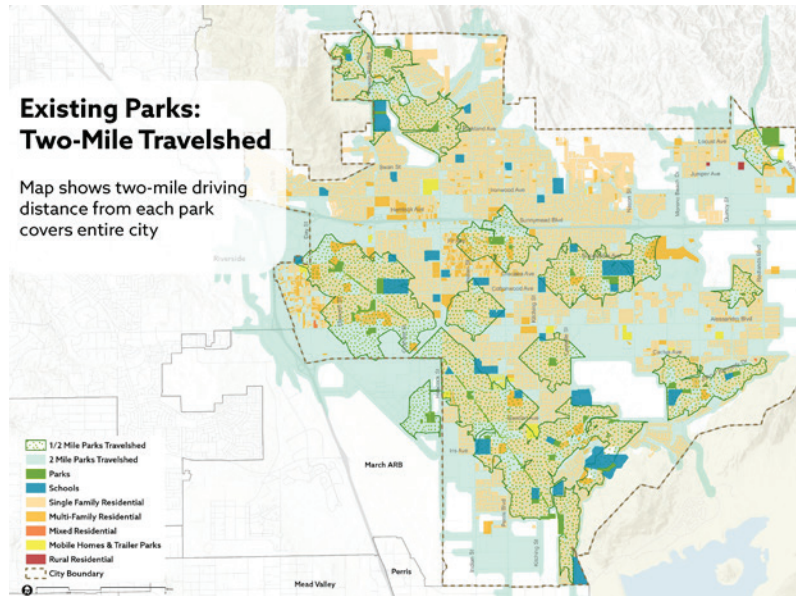


Type 1 Improvement: Walking & Hiking Only

i. Moreno Valley Parks, Community Services, and Trails Master Plan, Moreno Valley, CA (Completed 2023)

- ii. Population of Community: 211,600 people**
- iii. Project Description**

Moreno Valley’s Parks, Community Services and Trails Master Plan is an update to the City’s 2010 Master Plan. Since 2010, the City has experienced dramatic growth in residential, commercial, and industrial developments. This update is integral in ensuring the City is providing a foundation for a healthy thriving community. Proposed trail alignments, strategies, park and program recommendations, and a final plan were created. The analysis includes a system-wide approach to evaluating recreation areas, existing parks, and trails, and identifying potential open space land and facility demands in order to develop goals, policies, and guidelines along with achievable strategies to meet the needs of current and future residents.



iv. Project Reference

Jeremy Bubnick, Parks & Community Services Director; 14177 Frederick St., Moreno Valley, CA 92552; jeremyb@moval.org; 951-413-3709

v. Project Duration: 2022-2023

vi. Cost of Master Planning Effort: \$240,000 (total)

vii. Project Manager: Jacob Leon (KTUA)

viii. Key Team Members:

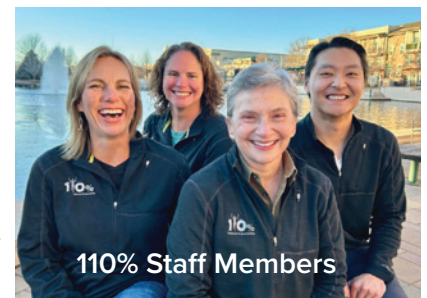
Alex Samarin, Marina Varano Nicole Rogge

i. Glencoe Master and Strategic Plan, Glencoe IL

ii. Population of Community: 10,000 people

iii. Project Description

The purpose of the Master and Strategic Plan was to create a clear and realistic set of goals, objectives, forecasted needs and implementation strategies to provide direction for the agency. Elements included recreation programming; land acquisition and development; park and facility maintenance, renovations and improvements; marketing, communications and public relations; sustainability practices; diversity, equity and inclusion; alternative sources of revenue; technology; and opportunities to expand partnerships and other collaborative efforts. Plans included recommendations, supporting research and data, and measurable action items that were easily interpreted and implementable. The inclusive planning process presented opportunities for all areas of the Park District to express their opinions on all matters of the Park District. An extra emphasis was made to include a diverse cross-section of demographics when seeking input and feedback from the residents.



iv. Project Reference

Lisa Sheppard, Executive Director; 999 Green Bay Rd., Glencoe, IL 60022; lsheppard@glencoe parkdistrict.com; 847-835-3030

v. Project Duration: 12 months beginning 4/2023

vi. Cost of Master Planning Effort: \$196,000

vii. Project Manager: Farrell Buller (110%)

viii. Key Team Members:

Jamie Sabbach, Alexis Rankey

Subconsultant 110%: Programs Analysis, Maintenance and Operations Evaluation and Financial Strategy

110% Firm Profile & Experience

110% is a parks and recreation consulting firm that advocates for inspiring ethical decision making, strengthening leadership competencies, and ensuring the financial sustainability of parks and recreation.

Planning Initiatives: Our custom tailored Planning Initiatives blend visioning what an organization/community can become with the strategy of creating a responsible and sustainable future. We strive to leverage our experience and networks to provide your organization with an optimized and practical Master or Strategic Plan.

Financial Sustainability: The Financial Sustainability Strategy empowers organizations to use information and data to make informed decisions. Whether done as a standalone project or with a Planning Initiative, our unique process combines sound financial management principles with our one-of-a-kind cost of service process to help organizations clearly understand how their taxpayer resources are being allocated.

RELEVANT EXPERIENCE

- City of Moorpark Parks Master Plan (with KTUA)
- City of Napa, Parks and Recreation Services Management Plan
- City of Sunnyvale Financial Sustainability Strategy

- City of San Mateo Financial Sustainability Strategy
- Fair Oaks Recreation & Park District Financial Sustainability Strategy
- City of West Sacramento Financial Sustainability Strategy
- City of Redwood City Financial Sustainability Strategy
- Bend, OR, Park and Recreation District Strategic Plan
- Crown Mountain, CO, Park and Recreation District Master Plan



Pax Environmental, Inc.

Pax Environmental, Inc. (Pax) is a veteran-owned environmental consulting firm based in Ojai, California. Pax currently employs approximately 50 environmental professionals and offers a wide range of environmental services including biological surveys and monitoring; archaeological surveys and monitoring; ecological restoration; permitting and regulatory compliance; special-status species surveys; water quality services; air quality services; Geographic Information System (GIS)/drone services; and multidisciplinary program management.

The Pax team has a broad spectrum of project experience from local residential projects to large-scale utility infrastructure projects. Pax's staff and associates are comprised of wildlife biologists, arborists,

ecologists, botanists, archaeologists, urban planners, FAA pilots, and seasoned program managers. Our team has extensive knowledge of local, state, and federal regulatory requirements associated with the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), federal and state Endangered Species Acts, California Fish and Game Code, the Clean Water Act (CWA), and Section 106 of the National Historical Preservation Act. Through this combination of expertise and environmental disciplines, Pax offers a full-service and solutions-based approach to projects performed cost-effectively, on schedule, and in compliance. Under contract if awarded, Pax proposes to provide cultural resource consulting services while facilitating the successful execution of projects.

RELEVANT EXPERIENCE

- Hollister Ranch Coastal Access Plan, Santa Barbara County, CA, California State Coastal Conservancy (Project in collaboration with KTUA)
- On-Call Biological, Cultural & Waters Support for Environmental Clearance, and Large Capital Projects Southern California Edison
- Emergency Archaeological/Cultural Support for the Creek Fire and Castle Fire - Transmission Rebuilds Southern California Edison
- Biological/Cultural Surveying & Reporting- Senior Canyon Mutual Water District



Parks and Recreation Master Plan Approach

Parks, open space, and recreation facilities and programs are public resources that enrich the quality of life in your community. The role that your agency plays in managing these resources needs to be informed by data that reflects your community's use and desires of park amenities and programs, as well as your agency's goals and growth.

Parks and Recreation Master Plans require strong qualitative and quantitative assessments of your community's parks and recreation system. These two approaches – quantitative and qualitative – each provide only part of the picture and provide the most robust needs assessment when blended. For instance, a park amenity and access analysis quantitatively assesses your community's access and use of these resources, while public workshops and open-ended survey questions allow the community to provide qualitative information about their real-world experience in accessing and using these resources. KTUA blends quantitative and qualitative in assessing overall park needs in your community, while also allowing each approach to stand alone in assessing the District's individual assets and liabilities.

Each step of the KTUA approach is curated to the needs of your community. We both rely on and selectively use data and technology in assessing your parks and allowing your community to be heard. For instance, through many past Parks and Recreation inventories, we honed our spatial inventory app to best relate to common park amenities, benchmarks, and trends. We also have a library of survey questions to draw from that we disseminate online through our project websites, which includes an online comment map. However, some communities do not have high response rates on technological platforms, so we are able to adjust by providing hard-copy surveys and comment maps, mailers, and in-person events and material in the appropriate language for hard-to-reach communities.

KTUA maintains sensitivity to community and client needs through the recommendations phase. Relying on our planning and design knowledge, we present realistic opportunities for improvements through our draft recommendations phase and then provide opportunities for your community to provide feedback before finalizing. Space available for new parks and amenities have many possible uses, so KTUA delivers on identifying realistic options supported by your community's quantitative and qualitative need. In this way, your agency receives

a product that presents achievable improvements that address the community's needs – a winning recipe for pursuing outside funding.

KTUA aims to group multiple tasks into one site visit and has done so successfully with previous Park and Recreation Master Plans, most recently in the neighboring City of Moorpark. A typical site visit early in the project includes field data collection, public outreach events, and stakeholder or focus group meetings. Later in the project, a site visit typically includes Board or committee meetings, and public outreach events.

Scope of Work

PROJECT ADMINISTRATION

Initial coordination and the kickoff meeting will be used to finalize the scope of work and the project goals and objectives, to be recorded in a final work plan, process flowchart, and project timeline as deliverables. Expected discussion topics for project initiation include the format and number of public workshops and meetings (in-person or virtual), focus group and stakeholder meetings, and expectations concerning field data collection.

For the project kickoff and monthly meetings, KTUA will create an agenda that addresses the major questions for each phase of the project and meeting notes with action items to facilitate coordination among team members and stakeholders. Where appropriate, KTUA will provide the background, strengths, and weaknesses of different approaches, and a recommendation for the way forward to be discussed. Major decision points will be cataloged for reference in shared meeting documents.

EXISTING CONDITIONS

Community Existing Conditions

KTUA will review the existing documents listed in the RFP as well as any other relevant documents identified by the team or District. KTUA relies on Geographic Information Systems (GIS) to describe the existing conditions and conduct a needs assessment. To this end, KTUA keeps a statewide GIS catalog of Census-based datasets related to existing demographic, commute, and environmental justice characteristics, many of which are used in analytical products that inform our planning process. Other datasets include park boundaries, recent aerial imagery, and transportation networks, which all feed into describing the existing conditions and analysis as-needed.

Deliverables will include a discussion of key existing and future demographics, and a memo that includes maps and tables of existing key populations and future growth areas, tables of future population and growth areas, and analysis of social and environmental justice metrics.

Recreational Facilities, Parks, Trails, and Open Space Existing Conditions

To collect existing conditions data for each recreation facility, park, trail, and open space, KTUA will conduct fieldwork using a GIS inventory app with custom data collection forms to record the capacity, functionality, accessibility, general condition, convenience, and approximate useful life. Prior to data collection, KTUA will meet with the District to agree on data collected per facility type, and the specificity and terms of the data collected. Different facility types – such as community buildings and parks – may have different attributes and metrics. Qualitative terms – such as “accessibility” – can have different meanings that affect the data collected, conclusions drawn, and recommendations proposed. KTUA is not proposing to develop a full Facility Condition Assessment (typically >1,000 pages and similar to the ADA report the District completed) as part of this effort. We will identify space programming capacity and interview District staff regarding each facilities age and general maintenance needs to help prioritize facility assessments and recapitalization efforts within the context of new amenities or new parkland.

Depending on the scope and scale of fieldwork, data collection may occur in two efforts. The first visit would focus on parks, trail, and open space, and a second effort – if needed – would focus on recreational facilities. The first effort focuses on amenities that require the least coordination for data collection, while the potential second effort may require more coordination in terms of schedules and the data to be collected.

Natural and Cultural Resources Inventory and Evaluation

After performing a desktop review of the Districts’ parks, those with native habitats will be further evaluated to determine the vegetation associations and associated sensitive species. From a cultural resource perspective, a request for a sacred lands file search will be made to the California Historical Resources Information System (CHRIS) at the South Central Coastal Information Center at CSU Fullerton to determine what known resource areas are within close proximity to park land. These data inputs will be used to evaluate the level of assessment, protection, restoration, or mitigation potentially required for different management actions being considered by the District.

Review of current land acquisition process

Review current internal policies and actions regarding land dedication and acquisition for the previous 5 years. Identify best practices for future land acquisition processes, create dedicated land requirements, and utilize findings from facility analysis to support recommendations. An element of this review will be the assessment of land acquisition opportunities outside of the City of Camarillo’s sphere of influence but inside the Districts’ boundary to determine if there are properties that may have both park development and resource protection value.

Recreation Programs, Staffing, and Cost Recovery Existing Conditions

Led by project partners, 110%, an updated inventory of existing recreation programs and events will be conducted to develop applied methods that set the stage for ongoing internal analysis of services beyond the scope of this process. This review, utilizing adapted principles from the McMillian Matrix (pictured below), will include type of service, participation trends (if applicable), accessibility considerations, delivery method(s), cost recovery performance, determining gaps, consideration of market, and alignment of program and community values. From there, an analysis regarding current and future demand of the Department’s recreation programs and services will be conducted and will be informed by insights from the overall master planning process.

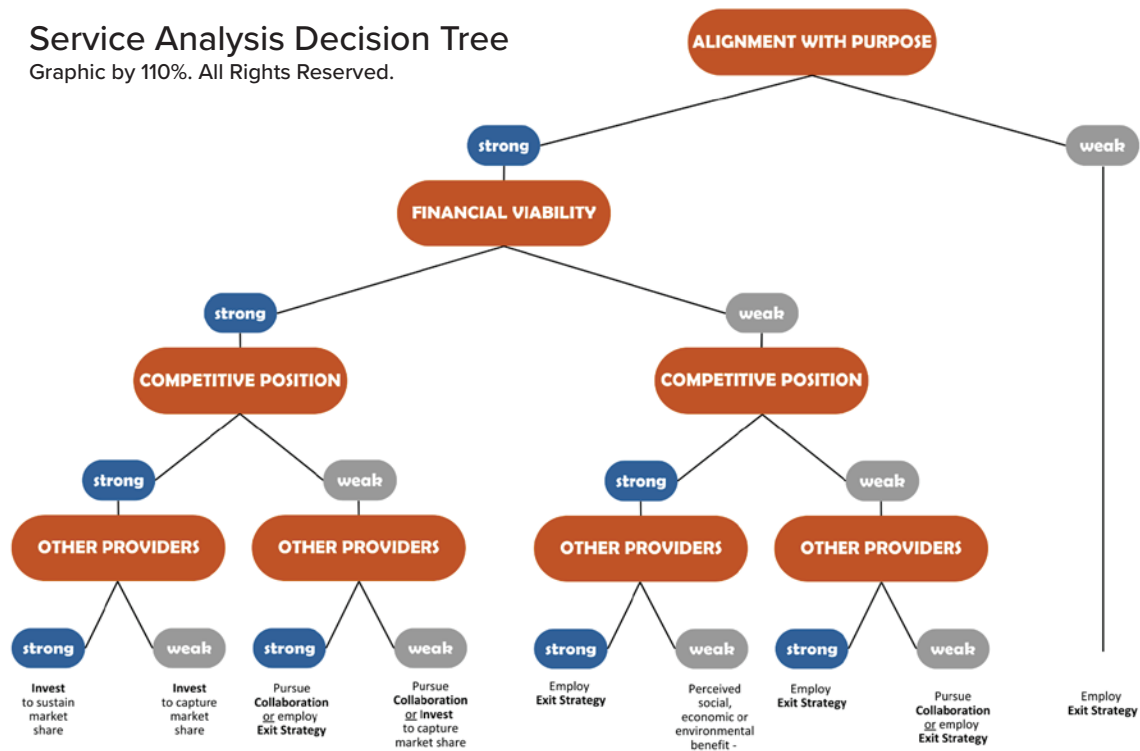
The District’s current staffing levels will be reviewed to provide recommendations that align with future growth. Areas of review will include but not be limited to organizational structure, job descriptions, key job responsibilities, and performance measures. From there, future growth, as informed by the overall planning process, and industry standards will be researched and identified.

The District’s current cooperative partnerships will be reviewed and evaluated. Comprised of both document review and discovery sessions with staff, agreements will be analyzed through the lens of productivity, reciprocity, efficiency, and customer experience. Recommendations and opportunities to revise, enhance, and/or pursue collaborative efforts will be made so that the District’s services can lead to greater efficiencies and effective use of resources. Additionally, District volunteer opportunities and the Foundation for Pleasant Valley Recreation and Parks will be evaluated through a similar framework.

A financial assessment will be conducted to include, at minimum, review of the capital and operational budgets,

Service Analysis Decision Tree

Graphic by 110%. All Rights Reserved.



budgeting processes and procedures, District revenue sources, expenditures, current debt load and source, current pricing strategies and fee structures, and alternative funding sources. This assessment will help crystallize the District’s current financial management practices and assist in determining performance, stability, and sustainability.

Additionally, we will build upon the District’s current Fee and Cost Recovery Policy and use it as a foundation to provide an analysis and update based on the District’s most recent fiscal year. This process will consist of a review of the Department’s current efforts, an evaluation of philosophy and current performance, and an updated cost-of-service analysis; all of which will lead to the development of an updated current cost recovery model for the District.

Standards, Benchmarking, and Trends

As this is the District’s first Master Plan, there is opportunity to define parkland, park classification, level-of-service, and their associated criteria. KTUA can provide draft policy in the Master Plan that defines park assets, criteria, and metrics to guide future plans and discussions. If needed, boundary confirmation of District parks will be conducted in GIS. KTUA recommends that park and non-park uses be defined to accurately represent the park acreage level-of-service. The size, activities, and amenities within defined parkland will be used in

park classification, such that demarcation among similar assets such as pocket, neighborhood, and community parks includes factors other than park size. The total acreage of owned land within the District will be recorded for ease of comparison to peer agencies.

The total acreage under District ownership or management will be used for benchmarking (comparing) the District park acreage level-of-service to peer agencies. Park data for peer agencies will be requested of those agencies. If data is not available, a reliable statewide data source will be verified and used. Projection of future level-of-service for peer agencies will not be conducted.

Park amenity level-of-service benchmarking is conducted using data from the National Recreation and Park Association (NRPA) for jurisdictions of similar population. The amenity level-of-service will be adjusted with input from the District and community. Newer amenity types may not have a level-of-service benchmark, so discussion about community desires and trends will inform level-of-service for these amenities. For instance, pickleball only recently had a published level-of-service benchmark for the first time in 2022. Newer trends – like teqball – may be desired by the community but not yet have an associated standard and could be a focus of community discussions. It is expected that most activities and amenities already have an associated NRPA benchmark.

KTUA uses Esri Business Analyst to explore recreation trends. Business Analyst provides growth or decline in popular activities for a given study area, which KTUA uses to provide context for input received from the community.

Deliverables for the existing condition of District population, parks and facilities, and the establishment and use of standards, benchmarks, and trends will be documented in relevant memos with constituent maps and tables in a manageable, editable format.

COMMUNITY OUTREACH

KTUA will create a draft public engagement plan and revise based on District input, up to two rounds of revisions. The public engagement plan will include the number, format, and target dates and events for outreach that includes stakeholder interviews, focus groups, public workshops, and pop-up events. The format, length, and necessary languages for the survey and online comment map will also be established.

Three of the site visits KTUA proposes will include community outreach. Site visit #1 will include a public workshop or pop-up event to introduce the project and gather initial community needs. Site visit #3 will include a draft recommendations workshop, popup event, and presentation to either the Long Range Planning Committee or District Board. Site visit #5 will include a final recommendations workshop and presentation to the District Board.

Given today's competitive landscape in the park and recreation and leisure services market, a thoughtfully constructed and managed partnership can be a fantastic strategy to efficiently utilize resources leading to cost effective service delivery. In an effort to set the stage for the future of partnerships intended to support the leisure services industry in the city and region, a Parks and Recreation Partnership Workshop gathering will be hosted and developed by 110% with the primary purpose of introducing the idea of a collaborative of park and recreation service providers, and to begin relationship building and work around identifying the types of services currently provided, and by which organizations they are being offered.

This gathering with focus on:

- The types and number of service providers representing each sector (public, non-profit/NGO, private, social enterprise)
- Analysis of the competitive landscape and identifying organizations which compete for like or similar markets to those of the District and City of Camarillo
- Identification of opportunities to pursue collaborative efforts through partnerships that lead to efficient and effective use of resources

KTUA recommends ArcGIS Hub as the format for the project website. KTUA is experienced in using Hub to host project information, timelines, and updates, as well as outreach tools like the community survey and comment map. Hub allows for easy translation to many user-selected languages. This project website will be launched early in the project to help publicize the project before the first outreach event.

KTUA will create social media posts, website updates, and press releases for each community outreach effort such as the website launch, survey release, popup event and public workshop, and milestones like the draft and final reports. KTUA will create public information displays such as flyers and posters for distribution at public locations and events.

RECOMMENDATIONS AND ACTION PLAN

Using data and input collected through the existing conditions and community outreach phases, KTUA will develop a draft Parks and Recreation Master Plan that includes the following:

Recreation and Park System Mission and Goals

- Develop a process to identify areas to achieve social and geographic equity with current and future recreation facilities and programming. Implement and codify process for tracking progress toward social and geographic equity goals
- Park classifications based on existing park uses, size, and community context.
- Maintenance recommendations and strategy based on an assessment of current District practices for all facility types.
- Prioritized recommendations for existing parks, facilities, open space, and trails.
 - For existing parks, KTUA will identify amenity infill opportunity areas to address current and future shortcomings in amenity level of service. Realistic options for each opportunity area will be identified, and prioritized based on community input and need. Recommendations may also include equipment updates, resurfacing, ADA accessibility, restrooms, lighting, or safety.
 - Facility recommendations may incorporate improvements such as such as equipment updates, resurfacing, ADA accessibility, restrooms, lighting, or safety.
 - Open space and trail recommendations may include hazard management, operating hours, and safety improvements.
- Recommendations action plan based on identified priorities and funding opportunities

Recreation and Park System Mission and Goals (cont.)

- Natural and cultural resource management for identified areas of concern that likely intersect the most with open space and trails.
- Analysis of and recommendations for current and future departmental staffing needs
- Process for maximizing relationships with public and private entities
- Updated brand guidelines

Community Demand, Supply, and Needs Assessment Report

- The supply of parks and recreation facilities and programs will be informed through fieldwork, program data collection, and stakeholder interviews.
- Community Demand will be informed by community input received through the survey, online comment map, and public outreach events. New trends will also be informed by these sources and verified with market data through Esri Business Analyst.
- Community needs will be approached both objectively through comparison to national benchmarks, and subjectively through refinement of these benchmarks from public and client input.

Ten-year plan for growth

- The ten-year plan for growth for the District will include priorities and recommendations for all facility types, programs, trails, and open space. Funding and budget priorities will be identified.

PRESENTATIONS AND MEETINGS

KTUA will present draft recommendation or final recommendations to the Long-Range Planning Committee and District Board, for a total of one (1) presentation to each group. Monthly coordination meetings with the district will take place throughout the project timeline, exceeding the required four (4) meetings. The required three (3) public meetings will be achieved through public outreach events such as workshops, popup events, and focus group meetings.

List of Deliverables

TASK 1: PROJECT ADMINISTRATION

- Final work plan, process flowchart, and timeline encompassing final project goals, objectives, and scope of work (includes discussion/decision about project web site).
- Monthly meeting agendas and summaries.

TASK 2: EVALUATION, RESEARCH AND ANALYSIS OF EXISTING CONDITIONS AND PLANS

- Memo 2.1 to include maps and tables of existing key populations and future growth areas, tables of future population and growth areas, and analysis of social and environmental justice metrics.

- Memo 2.2 to include key points of documents and relation to project, relevant facts and figures (including possible discrepancies with potential project findings, e.g. inconsistent sums of park acres or count of amenities).
- Memo 2.3 to discuss recreation trends from Esri Business Analyst and community outreach.
- Memo 2.4 to apply LOS standard and criteria to District parkland.
- Memo 2.5 to apply park classification criteria to District parkland.
- Memos 2.6.1 – 2.6.4 to include inventory and evaluation of District park facilities (recreation facilities, parks, trails, open space, and associated amenities), recreation programs, and natural and cultural resources inventory and evaluation.
- Memo 2.7 to include natural resources inventory and observations.
- Memo 2.8 to include recreation programs inventory and observations.
- Memo 2.9 to include cultural resources inventory and observations. Mapping will be confidential.
- Memo 2.10 to include assessment of land acquisition process.
- Memo 2.11 to include initial benchmarking with peer agencies.
- Memo 2.12 to include initial recreation department analysis and observations.

TASK 3: COMMUNITY OUTREACH, ENGAGEMENT AND NEEDS ASSESSMENT

- Draft and Final Public Engagement Plan.
- List of Questions and meeting notes from stakeholder and focus group interviews.
- Event summaries for public workshops and pop-up events.
- Survey development, online and hard-copy questionnaire, and summary of survey results..
- Digital content for public information displays, press releases, social media, web materials, and public presentations.
- Draft Needs Assessment.

TASK 4: RECOMMENDATIONS AND ACTION PLAN

- Draft Recreation and Park System Mission and Goals.
- Draft Community Demand, Supply, and Needs Assessment.
- Draft Ten-Year Plan for Growth.
- Final Comprehensive Master Plan.
- Draft and Final Presentation slides for Long Range Planning Committee and District Board.

TASK 5: PRESENTATION AND MEETINGS

- Project administration meetings with staff (min 4) – see monthly meeting Task 1.2.
- Community meetings (min 3) – see workshops / pop-up events Task 3.2.3 and 3.2.4.
- Presentation to Long Range Planning Committee and District Board – see Task 4.3.

**COMPREHENSIVE PARKS AND RECREATION
MASTER PLAN SCHEDULE**

	2024												2025				
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Task 1: Project Administration																	
1.1 Project kickoff meeting and finalize work plan																	
1.2 Monthly meetings with staff committee																	
Task 2: Existing Conditions																	
2.1 Population and demographic research																	
2.2 Review of planning documents																	
2.3 Recreation trends																	
2.4 Level-of-Service criteria and standards																	
2.5 Park classification system evaluation																	
2.6 Inventory and evaluation of existing District park facilities																	
2.6.1 Recreation Facilities inventory and evaluation (SV#2)																	
2.6.2 Parks, Trails, and Open Space inventory and evaluation (SV#1)																	
2.6.3 Recreation Programs inventory and evaluation																	
2.6.4 Natural and Cultural Resources inventory and evaluation																	
2.7 Land acquisition process review & recommendations																	
2.8 Benchmark the District level-of-service against peers																	
2.9 Recreation Department Analysis																	
Task 3: Community Outreach, Engagement, and Needs Assessment																	
3.1 Public Engagement Plan																	
3.2 Public Involvement																	
3.2.1 Stakeholder Interviews (4)																	
3.2.2 Focus Groups (3)																	
3.2.3 Public Workshops (SV #1, 3, 5)																	
3.2.3.1 Partnership Workshop (SV #4)																	
3.2.4 Pop-up events (SV#1, 3, 5)																	
3.2.5 Community Survey & Online Comment Map																	
3.3 Public Information																	
3.3.1 Public Information Displays																	
3.3.2 Press Releases																	
3.3.3 Web materials, social media																	
3.3.4 Public Presentations (SV#3 & 5)																	
3.4 Needs Assessment																	
3.4.1 Recreation Facilities																	
3.4.2 Recreation Programs																	
3.4.3 Parks																	
3.4.4 Trails & Open Space																	
Task 4: Recommendations and Action Plan																	
4.1 Draft Recommendations																	
4.1.1 Recreation and Park System Mission and Goals																	
4.1.2 Community Demand, Supply, and Needs Assessment																	
4.1.3 Ten-Year Plan for Growth																	
4.2 Final Comprehensive Master Plan Report																	
4.3 Presentation to Long Range Planning Committee & Board																	
Task 5: Presentations and Meetings																	
5.1 Project administration meetings (see Task 1.2)																	
5.2 Community meetings (see Task 3.2.3)																	
5.3 Develop Final Presentation (see Task 4.3)																	

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6 | BUDGET & OTHER FINANCIAL INFORMATION | Required Statements, Fee Proposal, & Hourly Rates

Task	KTUA										PAX										110%
	Principal	SA I	Assoc I	Sr Pln II	Sr Pln II	Sr Pln II	Sr Pln II	Sr Pln II	PM	A Plan	A Arch	Sr Arch	Sr Bio	A Bio	GIS	Tech Ed	Principal	Consult	Support		
	\$ 195	\$ 155	\$ 135	\$ 125	\$ 125	\$ 125	\$ 125	\$ 106	\$ 98	\$ 98	\$ 114	\$ 143	\$ 103	\$ 122	\$ 85	\$ 215	\$ 175	\$ 150			
1: Project Administration																					
1.1 Project kickoff meeting and finalize work plan.	2	2	4	4	4	4	4	1	1	1	1	1	1	1	1	1	1	1	24		
1.2 Monthly meetings with staff committee	8	8	30	30	30	30	14	4	4	4	4	4	4	4	4	8	4	4	126		
Sub-total Hrs	10	10	34	34	34	18	1	5	5	5	0	5	0	0	0	9	5	5	150		
Sub-total Labor	\$ 1,950	\$ 1,550	\$ 4,590	\$ 4,250	\$ 4,250	\$ 2,250	\$ 158	\$ 530	\$ 490	\$ 490	\$ -	\$ 715	\$ -	\$ -	\$ -	\$ 1,935	\$ 875	\$ 750	\$ 21,033		
2: Existing Conditions																					
2.1 Population and demographic research	1		12			24	12												49		
2.2 Review of planning documents			12			24													36		
2.3 Recreation trends	1		6	12												10			49		
2.4 Level-of-Service criteria and standards	1		4	8	8	8	8												29		
2.5 Park classification system evaluation	1	8	4	8	8	8	8												37		
2.6 Inventory and evaluation of existing District park facilities																			0		
2.6.1 Recreation Facilities inventory and evaluation (SV#1)	1		32			40													73		
2.6.2 Parks, Trails, and Open Space inventory and evaluation (SV#1)	1		32			40													73		
2.6.3 Recreation Programs inventory and evaluation	1		4													20	15		55		
2.6.4.1 Natural Resources inventory and evaluation	1		2					4				56	40	8	8				119		
2.6.4.2 Cultural Resources inventory and evaluation	1		2							36	40			8	8				95		
2.7 Land acquisition process review & recommendations	4		6					16	24	20									108		
2.8 Benchmark the District level-of-service against peers	1		4			8													13		
2.9 Recreation Department Analysis	1		8			12										80	65	20	186		
Sub-total Hrs	15	8	128	28	128	64	20	24	20	36	40	56	40	16	24	125	95	55	922		
Sub-total Labor	\$ 2,925	\$ 1,240	\$ 17,280	\$ 3,500	\$ 16,000	\$ 8,000	\$ 3,160	\$ 2,544	\$ 1,960	\$ 3,528	\$ 4,560	\$ 8,008	\$ 4,120	\$ 1,952	\$ 2,040	\$ 26,875	\$ 16,625	\$ 8,250	\$ 132,567		
3: Community Outreach, Engagement, and Needs Assessment																					
3.1 Public Engagement Plan		4	2	8															14		
3.2 Public Involvement																			0		
3.2.1 Stakeholder Interviews (4)		4	6	12															22		
3.2.2 Focus Groups (3)		4	6	18															28		
3.2.3 Public Workshops (SV #1, 3, 5)		1	24	8	16											30			49		
3.2.3.1 Partnership Workshop (SV #4)		1	4																17		
3.2.4 Pop-up events (SV#1, 3, 5)		1	8	8	8														35		
3.2.5 Community Survey & Online Comment Map		1	2	8	16	8													0		
3.3 Public Information																			16		
3.3.1 Public Information Displays				16															8		
3.3.2 Press Releases				8															12		
3.3.3 Web materials, social media				12															26		
3.3.4 Public Presentations (SV#3 & 5)	2		8	16															0		
3.4 Needs Assessment																			30		
3.4.1 Recreation Facilities	2	4	8	8	8	8													11		
3.4.2 Recreation Programs	1	2	4	4	4	4													15		
3.4.3 Parks	1	2	4	4	4	4													34		
3.4.4 Trails & Open Space	4		6	6	8	8				8		8							352		
Sub-total Hrs	10	24	82	122	15,250	7,500	1,000	8	0	8	0	8	0	0	0	30	0	0	\$ 48,868		
Sub-total Labor	\$ 1,950	\$ 3,720	\$ 11,070	\$ 15,250	\$ 7,500	\$ 1,000	\$ -	\$ -	\$ -	\$ 784	\$ -	\$ 1,144	\$ -	\$ -	\$ -	\$ 6,450	\$ -	\$ -	\$ -		

6 | BUDGET & OTHER FINANCIAL INFORMATION | Required Statements, Fee Proposal, & Hourly Rates

Task	KTUA										PAX										110%
	Principal	SA I	Assoc I	Sr Pln II	Sr Pln II	Sr Pln II	Sr Pln II	PM	A Plan	A Arch	Sr Arch	Sr Bio	A Bio	GIS	Tech Ed	Principal	Consult	Support			
	\$ 195	\$ 155	\$ 135	\$ 125	\$ 125	\$ 125	\$ 125	\$ 106	\$ 98	\$ 114	\$ 143	\$ 103	\$ 122	\$ 85	\$ 215	\$ 175	\$ 150				
4: Recommendations and Action Plan																					
4.1 Draft Recommendations																					
4.1.1 Recreation and Park System Mission and Goals	2	4	6	8					4		4				10			0			
4.1.2 Community Demand, Supply, and Needs Assessment	2	4	8	16	8										10			54			
4.1.3 Ten-Year Plan for Growth	4	4	16	20	8													64			
4.2 Final Comprehensive Master Plan Report	8	8	24	40	40	40	40	40	4	4	4	4	4					68			
4.3 Presentation to Long Range Planning Committee & Board	2		8	4														168			
																		18			
																		0			
Sub-total Hrs	18	20	62	88	64	84	0	0	8	0	8	0	0	0	20	0	0	372			
Sub-total Labor	\$ 3,510	\$ 3,100	\$ 8,370	\$ 11,000	\$ 8,000	\$ 10,500	\$ -	\$ -	\$ 784	\$ -	\$ 1,144	\$ -	\$ -	\$ -	\$ 4,300	\$ -	\$ -	\$ 50,708			
5: Presentations and meetings																					
5.1 Project administration meetings (see Task 1.2)																		0			
5.2 Community meetings (see Task 3.2.3 & 3.2.4)																		0			
5.3 Develop Final Presentation (see Task 4.3)																		0			
Sub-total Hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Sub-total Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Grand Total Hrs	53	62	306	272	256	174	21	29	57	40	77	40	16	24	184	100	60	1796			
Grand Total Labor	\$ 10,335	\$ 9,610	\$ 41,310	\$ 34,000	\$ 32,000	\$ 21,750	\$ 3,318	\$ 3,074	\$ 5,586	\$ 4,560	\$ 11,011	\$ 4,120	\$ 1,952	\$ 2,040	\$ 39,560	\$ 17,500	\$ 9,000	\$ 253,176			
Total Labor Hours per Firm	1,123																				
Total Labor Fee Per Firm	\$ 149,005																				

Grand Total Labor Hours **1,796**
 Grand Total Labor Fee **\$ 253,176**
 ODCs **\$ 9,396**

Other Direct Expenses (GSA Rates)	Travel	Hotel	Per Diem	Fees
Site Visit (SV) #1 (Mileage, Hotel, Per Diem)	\$ 400	\$ 1,464	\$ 740	\$ 2,604
SV #2 (Mileage, Hotel, Per Diem)	\$ 400	\$ 1,464	\$ 740	\$ 2,604
Natural Resources field data collection and evaluation	\$ 201		\$ 296	\$ 497
Cultural Resources data collection and field evaluation	\$ 67		\$ 148	\$ 1,215
SV #3 (Mileage, Hotel, Per Diem)	\$ 160	\$ 366	\$ 148	\$ 674
SV #4 (Airfare, Car, Hotel, Per Diem)	\$ 540	\$ 366	\$ 222	\$ 1,128
SV #5 (Mileage, Hotel, Per Diem)	\$ 160	\$ 366	\$ 148	\$ 674
				\$ 9,396

Grand Total Fee **\$ 262,572**



KTUA AUTHORIZED REPRESENTATIVE
 Mark Carpenter, Principal | AICP | Corporate Treasurer
 3916 Normal Street, San Diego, CA 92103
 619-294-4477 x136; Cell: 619-517-8245; markc@ktua.com

Required Statements

- i. KTU&A does not have any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years to disclose.
- ii. KTU&A affirms that there is no negative history to report.
- iii. Scope of Work costs see previous page.
- iv. Hourly Rates Schedule

KTUA	HOURLY RATE
Principal	\$195
Senior Associate II	\$175
Senior Associate I	\$155
Associate II	\$145
Associate I	\$135
Senior Designer/Planner II	\$125
Senior Designer/Planner I	\$115
Designer/Planner	\$105
Administration	\$85

110%	HOURLY RATE
Principal	\$215
Project Consultant	\$175
Project Support/Operations Manager	\$150

PAX	HOURLY RATE
Principal	\$158
Senior Archaeologist	\$114
Associate Archaeologist	\$98
Staff Archaeologist	\$84
Project Manager	\$106
Senior Biologist	\$143
Associate Biologist	\$103
Deputy Project Manager/Land Acquisition	\$106
GIS Specialist	\$122
Associate GIS Specialist	\$103
Associate Planner	\$98
Financial Analyst	\$97
Technical Editor	\$85
Juniper Geode (daily rate)	\$54
Tablet (daily rate)	\$27
Survey Equipment Package	\$58
Excavation Package	\$60

- v. Total not-to-exceed price, see previous page.
- vi. KTU&A does not have any personal, professional, or financial relationships with any officer and/or employee of the District to disclose.



Mark Carpenter | Principal Quality Manager | Resource Planner

With a background in landscape architecture, resource planning, and GIS, Mark oversees Resource Management and Technology services at KTUA. His project experience includes the preparation of natural resource-based park master plans, trail plans, habitat restoration and mitigation plans. His leadership and ability to integrate scientific understanding, technical expertise, and design has allowed him to focus on environmental planning and design projects aimed at balancing the management of natural and cultural resources with human activities.

EDUCATION

- Bachelor of Landscape Architecture, Regional Landscape Assessment, Cal Poly San Luis Obispo

REGISTRATIONS

- 2016 AICP #029123

AFFILIATIONS

- American Society of Landscape Architects
- American Planning Association

AWARDS

- 2022 APWA San Diego Project of the Year Award, Rose Creek Bike Path
- 2019 California Trails and Greenways Conference Award Program, Honorable Mention San Diego Canyonlands City Heights Trail
- 2018 APWA San Diego, Environmental Honor Award (Under \$2M category), San Diego Canyonlands City Heights Trails
- 2018 San Diego Architectural Foundation's Orchid Award - San Diego Canyonlands City Heights Trails
- 2017 Circulate San Diego Momentum Awards Ceremony - Connectivity category, San Diego Canyonlands City Heights Trails
- 2011 UCSD Scripps Institution of Oceanography Water Pollution Prevention Projects, ASCE San Diego
- 2011 UCSD Scripps Institution of Oceanography Water Pollution Prevention Projects, APWA San Diego

CITY OF MOORPARK PARKS MASTER PLAN

Principal planner overseeing the comprehensive update of the 2009 Parks and Recreation Master Plan. The Plan will establish a framework for decision-makers in the planning, programming, operation, maintenance and development of Moorpark's parks, recreation areas, open space, trails, and recreation facilities over a 10-year planning timeframe. Shifting demographics is a core aspect of the analyses to determine appropriate programs and facilities for all age groups into the future.

CITY OF WHITTIER PARKS MASTER PLAN

Principal planner overseeing the development of a new Parks and Recreation Master Plan for the City of Whittier. Being a built-out bedroom community of Los Angeles the opportunity to add new parks is a major challenge. This placed an emphasis on joint-use facilities and the redevelopment of passive park space into active park uses. Focus group meetings with sports groups and community leaders helped identify priorities and opportunity areas for creating flexible arrangements for multiple park users.

COUNTY OF SANTA BARBARA BARON RANCH MASTER PLAN

Principal resource planner. Developing a Master Plan for the 1,083-acre Baron Ranch on the Gaviota Coast in Santa Barbara county. Balancing habitat protection for the threatened California red-legged frog, with potential agricultural operations and public access were the key issues addressed. The plan was developed with a phased implementation strategy that allows the County to adaptively manage the ranch's environmental resources and active uses.

OXNARD BEAUTIFICATION PROJECT-CLEAN CALIFORNIA

Co-Principal overseeing landscape improvements within four parks and community garden within an abbreviated design schedule to meet grant requirements. Improvements include areas of turf conversion to native/drought tolerant shrubs, educational signage, and park amenities, as well as the additional of new garden beds, plot fencing, and a covered gathering space within the community garden.

SAN DIEGUITO RIVER PARK JOINT POWERS AUTHORITY, SAN PASQUAL SEGMENT OF THE COAST TO CREST TRAIL

Principal planner guiding the development of a Feasibility Study to choose a preferred alternative for a 5-mile segment of trail and then develop 30% Plans to support environmental permit processing and grant pursuits. Trail planning for this segment must balance potential impacts to T&E species habitat, citrus & avocado orchards, steep slopes (>100%), floodplain/floodway encroachment, and wetlands and other native habitats.

CITY OF SAN DIEGO MISSION TRAILS REGIONAL PARK MASTER PLAN UPDATE AND NATURAL RESOURCE MANAGEMENT PLAN

Project manager responsible for Master Plan update for this 10,000 acre regional park managed by the City of San Diego. Directed the development of opportunities and constraints analyses in support of recreational use and trail planning. Orchestrated three public workshops and presented updates to the MTRP Citizens Advisory Committee and Task Force. Also responsible for providing direction and oversight to the development of the Natural Resources Management Plan and Programmatic EIR.



Alex Samarin | Project Manager | Associate | GIS Technical Manager

As an associate, Alex Samarin provides technical oversight for GIS workflows, and guides GIS analysis for assessing the impact of planning projects. He has a broad range of experience applying GIS in utilities management, transportation planning, and environmental analysis. Alex is passionate about projects that provide mutually beneficial solutions to the human-environment relationship. His previous work spanned regional transportation modeling, regional habitat connectivity, and utility network mapping.

EDUCATION

- M.A. Geography, (Natural Resource Management and Environmental Policy), San Diego State University, 2015
- B.A. Geography, (Geographic Information Systems), Minor, Environmental Law and Planning, UC Santa Barbara, 2008

REGISTRATIONS

- 2021 GISP, GIS Certification Institute 160988

AFFILIATIONS

- Association of Environmental Professionals (AEP)
- Association of Pedestrian and Bicycle Professionals

AWARDS

- 2022 APA San Diego Award of Merit, Transportation Planning, Imperial County Transportation Commission Regional Active Transportation Plan
- 2022 APA Inland Empire Award of Merit, Transportation Planning, Ontario Recreation and Parks Master Plan
- 2020 APA Inland Empire, Comprehensive Plan- Large Jurisdiction, Prado Regional Park Master Plan
- 2020 Circulate San Diego Healthy Community Award; APA San Diego Transportation Planning Award of Merit; City of National City INTRA-Connect Plan

CALIFORNIA STATE COASTAL CONSERVANCY HOLLISTER RANCH COASTAL ACCESS PLAN

Project manager. Coordinated the creation of surveys and stakeholder events for the general public as well as a Working Group of Chumash tribal representatives, Hollister Ranch landowners, non-profits, and four state agencies with the goal of creating a plan for public overland coastal access at Hollister Ranch. Utilized GIS to assess opportunities for coastal access at Hollister Ranch by comparing travel times using different modes of transportation and travel routes, and addressed suitability for future infrastructure weighed against the location of sensitive resources and desired coastal experiences. The goal is to have a coastal access plan with components that are implementable within 1 year of plan adoption to comply with AB 1680, and progress through phases that respond to user demand and manage environmental impacts.

PHELAN-PIÑON HILLS PARKS MASTER PLAN

GIS manager for park level-of-service analysis in two rural communities underserved by park facilities. Analysis considered the unique context of sparse populations, greater distances and drive times, as well as population growth and potential future parks and amenities.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

Project manager guiding the development and application of spatial analysis methods for park level-of-service. These methods measure three components: population level-of-service, access level-of-service, and amenity level-of-service. Played a key role in aligning KTUA processes end-to-end from data collection to analysis and final reporting, and incorporates existing data from clients or unique development patterns into the final product.

CITY OF WHITTIER PARKS MASTER PLAN

As assistant project manager, led data collection efforts by tailoring an ESRI Field Maps data schema to fit the requirements of park amenity data collection for the City of Whittier. Unique features in the City of Whittier park system included large, rentable picnic areas with outdoor kitchen amenities, multipurpose fields for softball and soccer, an abundance of natural open space accessible via city-owned trailheads, and a Class 1 multipurpose path with linear park amenities. The characteristics and use of these unique park features placed importance on detailed data collection and amenity characterization to best represent the population- and amenity-based level-of-service in the city. Regularly led public outreach events and stakeholder focus groups.

ADDITIONAL EXPERIENCE

- City of Montebello Parks Master Plan
- City of Montclair Parks Master Plan
- City of Menifee Parks Master Plan
- City of Ontario Parks Master Plan



Nicole Rogge | Assistant Project Manager | Senior Planner

Nicole Rogge is a Senior Planner at KTUA and focuses on park and recreation planning, graphic communication design, and facilitates community outreach. She has a special interest and background in art and graphic design and uses these skills to facilitate more effective communication about complex planning concepts with audiences. As a part of KTUA's planning team, she is the assistant project manager on several parks and recreation master plans. As the assistant project manager, she facilitates community outreach, conducts fieldwork, develops recommendations, and writes and designs final plan reports. She has wide variety of skills including Adobe Creative Suite, AutoCAD, Sketch-up, and GIS.

EDUCATION

- Bachelors in Urban Planning, University of Cincinnati

CITY OF BELLFLOWER PARK MASTER PLAN

Assistant project manager/senior planner. Conducted fieldwork inventory of existing park amenities and facilities. Assisted in facilitating project outreach and community engagement, and the creation of project outreach materials like the project website, flyers, maps, and interactive outreach activities for community workshops, pop-up events, neighborhood meetings, and stakeholder meetings. Performed population, amenities, and geographic level of service analysis of existing and future conditions of the park system and summarized findings in the project report.

CITY OF MENIFEE PARKS MASTER PLAN

Planner, assisted with project support. Assisted in the creation and management of GIS data to facilitate analysis and provided document and map development support. Assisted the project team in community outreach facilitation. The Meniffee Parks Master Plan scope included population analysis, a summary of recreational assets and amenities, and other site conditions that affected the development of the master plan. The Analysis included population-based standards for parks per 1,000 population and geographic distribution given walk times and demographic centers for different age groups. The Master Plan identified necessary changes in programs, parks or amenities, and the potential for new parks or new amenities within existing parks.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

Assistant project manager/planner responsible for data acquisition and management of existing parks and park facilities and amenities. Also assisted at community outreach events and stakeholder meetings. Created community survey questions to gather community feedback on existing parks and facilities and the future wants and desires of residents. Developed project branding to be used throughout community outreach and final report.

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES AND TRAILS MASTER PLAN

Assistant project manager/planner. Assisted in conducting fieldwork inventory of existing park facilities and amenities to understand existing and future conditions of the City's park amenities. Also conducted a geographic, amenity, and park acreage level of service analysis to analyze how the existing park system is serving the residents. Created project branding to establish project identity to be used throughout the community engagement process and final report. Also assisted in conducting community engagement through workshop events and stakeholder meetings.

CITY OF MONTCLAIR PARKS MASTER PLAN

Planner, assisted in the development of outreach materials as well as participated in community outreach events. Assisted in the creation and management of GIS data to facilitate analysis and provide document and map development support. The PMP included an inventory of recreational assets and amenities. The analysis included population-based standards for parks per 1,000 population and geographic distribution given walk times and demographic centers for different age groups.



Jacob Leon | Lead Recreation Planner | Outreach Oversight

Jacob Leon's project responsibilities entail project management, network and facility design, public outreach coordination and facilitation, technical drafting, and 3D modeling. He is an integral member of KTUA's planning and design team, raising public awareness of the benefits of thoughtful urban and landscape design, safe pedestrian and bicycle accessibility, and green infrastructure. His experience in mobility planning projects include active transportation plans and complete streets plans. His experience in landscape architecture includes feasibility studies, site analysis, and park design. His passion for the outdoors inspires him to advocate for holistic urban design.

EDUCATION

- Bachelor of Landscape Architecture, Cal Poly, San Luis Obispo

REGISTRATIONS

- 2014, LEED Green Associate

AFFILIATIONS

- American Society of Landscape Architects
- Association of Pedestrian and Bicycle Professionals

SPECIAL SKILLS

- Spanish Fluency

AWARDS

- 2022 APA Inland Empire Award of 2022 APA San Diego Award of Merit, Transportation Planning, Imperial County Transportation Commission Regional Active Transportation Plan
- 2022 APA Inland Empire Award of Merit, Transportation Planning, Ontario Recreation and Parks Master Plan
- 2022 APA Los Angeles Award of Merit, Comprehensive Plan - Small Jurisdiction, City of Montebello Parks Master Plan
- 2020 APA Inland Empire, Comprehensive Plan- Large Jurisdiction, Prado Regional Park Master Plan
- 2020 ASLA San Diego Award of Merit; 2019 APA California, Comprehensive Plan Small Jurisdiction; 2019 APA Inland Empire Comprehensive Plan Small Jurisdiction, Award of Excellence, San Jacinto Trails Master Plan

CALIFORNIA STATE COASTAL CONSERVANCY HOLLISTER RANCH COASTAL ACCESS PLAN

Associate planner. Identified areas of improvement and studied community feedback from outreach workshops regarding issues related to coastal access. Assisted the team with community outreach and creating exhibits for the events including facility boards.

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES & TRAILS MASTER PLAN

Project manager responsible for subconsultant management, client interaction, community and stakeholder engagement, maintaining a successful project schedule, monitoring data collection and analysis for over 30 city parks, developing project recommendations, and delivering a user-friendly and implementable master plan. Jacob's past experience with the City's Bicycle Master Plan and the Dracaea Avenue Neighborhood Greenway project provides valuable background information to successfully manage this master plan.

CITY OF MOORPARK PARK MASTER PLAN

Project manager responsible for day-to-day tasks including client interaction, subconsultant management, community and stakeholder engagement, maintaining a successful project schedule, monitoring data collection and analysis for city-owned parks, developing project recommendations, and delivering a user-friendly and implementable master plan. The plan's major focus on community engagement allows Jacob to explore and implement a wide variety of strategies and tools to successfully engage the city's evolving demographics.

CITY OF WHITTIER PARKS MASTER PLAN

Project manager responsible for day-to-day tasks including client interaction, overseeing all community engagement, assisting with data collection and analyses, developing project recommendations, and designing a comprehensive document that summarizes all efforts. Jacob's Spanish-speaking proficiency allows him to interact with the City's Hispanic/Latino population to ensure thorough community engagement. Also responsible for managing all subconsultants.

CITY OF ONTARIO PARKS MASTER PLAN

Project manager. Weekly tasks included communication between the client and project team members, managing a team of in-house GIS analysts and community outreach specialists, and maintaining project milestones on schedule. His extensive experience with community outreach helped the team and city navigate the COVID-19 pandemic by developing an alternative outreach strategy plan that included the use of online communication tools. Other responsibilities included assessing park and recreation facilities, determining suitable recommendations, and developing the final report for the master plan.

ADDITIONAL EXPERIENCE

- City of Montclair Parks Master Plan
- City of Bellflower Park Master Plan



Marina Varano | Senior Planner

Marina Varano recently completed her Master’s in City and Regional Planning from Cal Poly, San Luis Obispo and holds a B.S. in Environmental Studies from the University of California, Santa Barbara. While in graduate school, Marina worked for the City of San Luis Obispo’s Office of Sustainability & Natural Resources, where she contributed to climate action planning and implementation, as well as open space conservation planning projects. Prior to attending graduate school, Marina spent six years working in the environmental non-profit sector for local organizations like I Love a Clean San Diego and the San Diego River Park Foundation. Her work in the non-profit sector focused on community engagement, environmental education, event planning, volunteer coordination, and project management for a range of local environmental issues and opportunities.

EDUCATION

- Master of City & Regional Planning, Cal Poly, San Luis Obispo (2023)
- B.S. in Environmental Studies with a minor in Earth Science, University of California, Santa Barbara (2016)

AFFILIATIONS

- American Planning Association

CITY OF BELLFLOWER PARKS MASTER PLAN

Senior Planner. Key responsibilities include data acquisition and management of existing parks and park facilities and amenities; analysis of parks and recreation facilities to determine needs, areas of improvement, and to develop recommendations; and community engagement to collect feedback on the project.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

Senior Planner. Key responsibilities include conducting background research, policy review, and demographic analysis for the City of Desert Hot Springs to document community characteristics and standing City policies. Assisting with the synthesis of existing conditions analysis and community input to develop goals and recommendations for Desert Hot Springs.

MORENO VALLEY PARKS, COMMUNITY SERVICES, AND TRAILS MASTER PLAN

Senior Planner. Key responsibilities include conducting community outreach, developing plan goals, and assisting with final document writing, editing, and graphic design.

CITY OF MOORPARK PARKS MASTER PLAN

Senior Planner. Key responsibilities include data acquisition and management of existing parks and park facilities and amenities; analysis of parks and recreation facilities to determine needs, areas of improvement, and to develop recommendations; and community engagement to collect feedback on the project.

ISLA VISTA COMMUNITY MOBILITY PLAN

Senior Planner. Assisted with technical writing and document editing to support the development of the final Isla Vista Community Mobility Plan.

CITY OF ARROYO GRANDE ACTIVE TRANSPORTATION PLAN

Senior Planner. Conducted background research, policy review, and demographic analysis for the City of Arroyo Grande to document community characteristics and standing City policies.



Kolbe Stets | GIS Analyst

Kolbe Stets recently joined KTUA as a GIS Analyst. He is originally from Arroyo Grande on the Central Coast of California. He earned a bachelor's degree in Geography with an emphasis in geographic analysis, a minor in sustainability, and a certificate in GIS, from San Diego State University. He completed an internship at the City of San Diego in the Brush Management division where he worked closely with biologists, rangers, planners, and different departments managers to utilizing his GIS skills. With his collected knowledge and skills in GIS, Kolbe looks forward to applying his capabilities to the planning and landscape architecture world and learning more along the way.

EDUCATION

- Bachelors degree, Geography, emphasis is geographic analysis, Minor in sustainability, and Certificate in GIS, San Diego State University

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES & TRAILS MASTER PLAN

GIS analyst providing support to the project manager for development and application of spatial analysis methods for park level-of-service. Using an understanding of resource-use access and level-of-service components, conduct analysis on the different experiences of linear parks, open space, or private parks in homeowners' associations. Uses current residential land use and Census demographic data to increase the spatial accuracy of level-of-service models to help jurisdictions understand where park and amenity needs are the greatest. Also created multivariate mapping of demographic and park access variables in intuitive formats for outreach events and reports. Responsible for developing data collection schemas and customizing the Esri Field Map App that KTUA uses to conduct fieldwork for Parks and Recreation Master Plans. Conducts data collection for in depth spatial and trend analysis, utilizes custom models and tools for data extraction and visualization in final reporting.

CITY OF WHITTIER PARKS MASTER PLAN

As GIS analyst, supported the assistant project manager in developing and collecting field data with ESRI products and online features. Led efforts to collect and run analysis on current existing conditions with the City for display and research. Constructed models to best display amenity level-of-service and park availability within the city as well as future conditions.

CITY OF LA MESA PARKS MASTER PLAN

As a GIS analyst, supported data collection, display and research from initiation to final draft. Created and implemented a data scheme using ESRI products for field asset collection and analysis. Supported efforts on best practices of gathering, displaying, and investigating current conditions within the city and its recreational level-of-service. Forecasted future recreation conditions and analyzed areas of recreational growth opportunity. Alongside technical responsibilities, created and managed accompanying outreach resources for community engagement, strategy and stakeholders influence.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

GIS analyst provided support for development and application of spatial analysis methods for park level-of-service. Using an understanding of resource-use access and level-of-service components, conduct analysis on the different experiences of linear parks, open space, or private parks in homeowners' associations. Uses current residential land use and Census demographic data to increase the spatial accuracy of level-of-service models to help jurisdictions understand where park and amenity needs are the greatest. Also created multivariate mapping of demographic and park access variables in intuitive formats for outreach events and reports. Responsible for developing data collection schemas and customizing the Esri Field Map App that KTUA uses to conduct fieldwork for Parks and Recreation Master Plans. Conducts data collection for in depth spatial and trend analysis, utilizes custom models and tools for data extraction and visualization in final reporting.



Farrell Buller
Principal / Certified Executive Coach



Biography **Work History**

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others.

She brings the ability to impact, influence, and inspire leaders at all levels. Farrell is the recipient of several awards, including Outstanding New Professional of the Year, Mid-West Region Professional of the Year, and the Pottsie Development Scholarship, and was awarded the opportunity to attend the Altruism Institute and Agents of Change symposiums.

110%, Inc.
Principal Consultant & Certified Executive Coach, Jan 2021 - present

Town of Erie, CO
Deputy Town Administrator, Feb 2019 - Jan 2021
Acting Town Administrator, May 2018 - Jan 2019
Assistant to the Town Administrator, Sep 2017 - Apr 2018
Director of Parks and Recreation, Mar 2014 - Sep 2017

City of Lakewood, CO
Recreation Division Manager, Apr 2011 - Mar 2014

City of Commerce City, CO
Recreation Division Manager, Oct 2004 - Jan 2011

City of Boulder, CO
Recreation Coordinator, Jan 2000 - Oct 2004

Education **Selected Client List**

Clemson University
Think Tank: Invitation-only Symposium, 2019

Altruism Institute
Invitation-only Symposium, 2016

Agents of Change
Invitation-only Symposium, 2015-2018

National Recreation & Park Association
Directors School Graduate, 2015

University of Northern Colorado
Bachelor of Science Degree in Recreation/Therapeutic, 1997

City of San Mateo, CA
Financial Sustainability Strategy, 2022

City of West Sacramento, CA
Financial Sustainability Strategy, 2022

Fair Oaks Recreation & Park District, CA
Financial Sustainability Strategy, 2020

City of American Canyon, CA
Financial Sustainability Strategy, 2020

City of West University Place, TX
Operational Analysis & Financial Sustainability Strategy, 2022 - 2023

PROJECT EXPERIENCE WITH KTUA
City of Moorpark Parks Master Plan





Matt David
Operations & Marketing Manager



Biography **Work History**

With a tip-of-the-cap for his love for baseball, Matt is our team’s “Utility Player” and does a little bit of everything due to his wide range of experiences and skill set. He has municipal, non-profit, and private sector experience in marketing, operations, programming, budgeting, digital design, project management, and general administration.

Matt’s professional foundation is rooted in public parks & recreation, where he accumulated multiple years of progressive experience with the Town of Erie’s Parks & Recreation Department (CO) before pursuing opportunities with non-profit and private sector companies that resulted in growth and development to his professional toolbox.

- 110%, Inc.**
Operations & Marketing Manager, Sep 2021 - present
- Strategic Government Resources**
Contract Administrator, Mar 2021 - Nov 2021
- Arcane Concepts Inc.**
Communications Manager, Jul 2020 - Nov 2021
- Minnesota Youth Athletic Services**
Program Director & Admin. Asst., Nov 2018 - Mar 2020
- Town of Erie, CO**
Parks & Rec Admin. Coordinator, Apr 2017 - Nov 2017
Recreation Coordinator, Aug 2015 - Apr 2017
Recreation Specialist, Jun 2014 - Aug 2015
- City of Roseville, MN**
Recreation Intern., Jan 2014 - May 2014

Education **Selected Client List**

- Altruism Institute**
Invitation-only Symposium, 2022
- Agents of Change**
Invitation-only Symposium, 2017
- University of Wisconsin-La Crosse**
Bachelor of Science Degree in Parks, Recreation and Leisure Facilities Management
& Minor in Business Administration

- Glencoe Park District, IL**
Comprehensive Plan, 2023 - present
- Town of Mansfield, CT**
Master Plan & Financial Sustainability Strategy, 2022 - present
- City of Olympia, WA**
Operations Strategy & Business Plan, 2022 - 2023
- City of West University Place, TX**
Operational Analysis & Financial Sustainability Strategy, 2022 - 2023
- City of Franklin, IN**
Financial Sustainability Strategy, 2021 - 2022





Alexis Rankey
Project Consultant & Data Analyst



Biography **Work History**

Alexis is a seasoned parks and recreation professional with 15 years of experience, demonstrating a high level of business acumen and a passion for high-quality parks and recreation management. She is driven by a strong sense of purpose to make a positive impact on the parks and recreation industry.

Utilizing her skills in data analysis, finance and budgeting, critical thinking, and problem-solving, Alexis leverages her expertise to produce meaningful results. Alexis's thorough understanding of parks and recreation operations, coupled with her love for processing and interpreting data, allows her to help others "put it all together" to make well-informed and strategic decisions.

110%, Inc.
Project Consultant & Data Analyst, Feb 2023 - present

Town of Erie, CO
Analyst/Business Services Manager, Mar 2020 - Jan 2024
Recreation Supervisor - Programs, Apr 2015 - Mar 2020
Recreation Coordinator - Sports, Mar 2014 - Apr 2015
Assistant Coordinator - Sports, Mar 2011 - Aug 2012

City of Wheat Ridge, CO
Athletics and Fitness Coordinator, Aug 2012 - Mar 2014

City of Lakewood, CO
Internship/Scorekeeper/Front Desk, Apr 2008 - Mar 2011

Hawaiiana Development Group
Full-Charge Bookkeeper, Jan 2006 - Jan 2008

Education **Selected Client List**

Metropolitan State University of Denver
Bachelor of Arts in Recreation Professions
Course emphasis in Recreation Management
Minor in Coaching
2010

City of Decatur, GA
Operations Strategy & Business Plan, 2023 - present

City of Forest Grove, OR
Financial Sustainability Strategy, 2023 - present

City of Eagan, MN
Financial Sustainability Strategy, 2023

City of Northglenn, CO
Financial Sustainability Strategy part of 2022 Parks & Recreation Master Plan), 2022 - 2023

City of West University Place, TX
Operational Analysis & Financial Sustainability Strategy, 2022 - 2023



Brian Holly, MS

Principal/Senior Ecologist



Summary of Qualifications

Brian Holly has over twenty years of management experience with interdisciplinary environmental and natural resource projects throughout California and other western states, including restoration ecology, wildlife biology, ecosystem management, fire ecology, environmental policy, and renewable energy. He has extensive experience conducting aquatic and terrestrial biological surveys, focused special-status species studies, and biological assessments. As Principal and a founding owner of Pax, he leads the company's executive team and service lines, while also serving as program lead for larger multidisciplinary projects, some with budgets exceeding \$4M.

Education

Master of Environmental Management, Ecosystem Science and Conservation
Nicholas School of the Environment and Earth Sciences. Duke University, Durham, NC (2011)

Experience

Pax Environmental, Inc., Ojai, CA
Principal, Senior Ecologist (2012-Present)

Selected Projects

Habitat Assessment Report for Apache Terrace Mitigation Bank Acquisition (03/2021-03/2023). As Principal, tasks include technical editing and report preparation, management of the contract and budgetary constraints, as well as staff throughout the survey and reporting process. Comprehensive surveys and assessments played a pivotal role in the broader context of land acquisition for the Apache Terrace Mitigation Bank. During the initial stages, site visits inventoried and assessed environmental resources. Qualified biologists used GPS devices to document land features, vegetation communities, wetland characteristics, special-status species, and other ecological resources. Wildlife cameras were strategically placed to capture images of potential macro fauna. Data collected informed the compilation of a Habitat Assessment Report, detailing site conditions, biological resources, GIS mapping, and site photographs.

Ojai Valley Land Conservancy - Valley View Preserve Acquisition, Ecological Survey, and Trail Mapping (2010-2016)

Mr. Holly served on the Land Acquisition Committee and contributed to the purchase of the Valley View Preserve for the Ojai Valley Land Conservancy (OVLC) in Ojai, CA. Responsibilities included siting, negotiations with the property selling landowners, and mapping trails within the preserve. Mr. Holly also performed a cursory survey of existing biological resources and the ecology of the Valley View Preserve. Tasks involved a comprehensive review of the site and ownership history, site assessment, and mapping using Geographic Information Systems (GIS) technology. Stakeholder engagement was crucial, involving OVLC board members, community members, and local authorities to gather input on proposed trail routes and amenities while considering conservation objectives.

Henry Mooney, PhD

Deputy Project Manager, Business Development Lead



Summary of Qualifications

Henry Mooney holds a Ph.D. in Global Systems focusing in Political Ecology, a Master's in Sustainable Development and Renewables, and a Bachelor's in Environmental Studies specializing in Environmental Law and Policy. The bulk of his research has revolved around land rights and marine tenure, environmental conflict, and socioeconomic impact analysis of large-cap project development in Africa and Latin America, and he has been a published contributor to academic journals including *International Journal of Development Issues* and *Ecological Economics*. He is a leader in political ecology and development economics research, and since 2022 has presented at numerous international academic conferences on these topics organized by the United Nations, Georgetown University, and Elsevier. His field work has included coral reef damage assessments and mapping in Mauritius, stakeholder interviews regarding land acquisition for renewable energy projects in Kenya and South Africa, and blue economy research in Mexico. At Pax, he supports NEPA/CEQA documentation preparation and review, policy research, technical editing, ecological restoration, and project management.

Education

Doctor of Philosophy, Global Systems

San Diego Global Knowledge University, San Diego (2021)

Master of Philosophy, Sustainable Development

Stellenbosch University, South Africa (2018)

Experience

Pax Environmental, Inc.

Deputy Project Manager, Business Development Lead (February 2019-Present)

Selected Projects

Analyst, Ecological Receptor Exposure Pathway Analysis for Lawrence Livermore National Laboratory (10/22-Present). Performs research to identify the environmental media present on or adjacent to the facility property which are known or reasonably expected to be impacted by contaminants from the facility, as well as evaluate the potential for migration of contaminants from the site. Conducts literature searches and communication with knowledgeable biologists to provide baseline information for reference in baseline biological studies. After reviewing the facility information, results of the biological baseline studies, and habitat documentation, plus additional facility information as necessary, assists in determining if ecological receptors are known or could reasonably be expected to be exposed to contaminants at or from the facility.

Lead Researcher (October 2022-Present), "Patterns of Employment and their Spatial Constraints: Analysis of Resilience to Climate and Market Crises in Nigeria using the Economic Transformation Database." This research examines patterns of employment in Nigeria and focuses on the spatial constraints affecting employment trends and analyzes the resilience of different regions in Nigeria to climate and market crises. The study utilizes the Economic Transformation Database to gather and analyze economic data for understanding the dynamics of employment, considering factors such as geographic location, climate impacts, and market fluctuations. The timeframe indicates a contemporary analysis of employment patterns in Nigeria with a specific emphasis on spatial constraints and regional resilience to crises.

Andrew Fredell

Project Manager, Senior Biologist, Safety Officer



Summary of Qualifications

Mr. Fredell has extensive experience with interdisciplinary environmental and natural resource projects throughout California, including restoration ecology, wildlife biology, ecosystem management, fire ecology, environmental policy, and renewable energy. He has extensive experience conducting marine, aquatic, and terrestrial biological surveys, focused special-status species studies, and biological assessments. He has served as a manager and field lead for construction monitoring, biological characterizations, and marine studies for federal, state, city, and private clients. He supports the Pax team with sensitive resource assessments for residential development projects and for utility infrastructure upgrades to determine existing environmental conditions, potential for special-status species to occur if they are not observed, and to propose avoidance and minimization measures to limit impacts to existing biological resources during construction activities.

Education

Master of Biological Science. California State University Fullerton. Fullerton, California. 2014.

Experience

Pax Environmental, Inc., Ojai, California

Project Manager, Senior Biologist, Safety Officer(2019-present)

Selected Projects

Project Manager (2023) Design and Build of Marina Del Rey Public Safety Dock.

Pax is providing qualified wildlife biologists to conduct Noise and Vibration Monitoring, Turbidity Control Plan, Implementation, and Monitoring, Turbidity Curtain and Oil Boom Implementation and Turbidity Monitoring, Construction and Demolition Recycling Plan, Pre/Post Eelgrass Surveys and Reporting, On-Call SWPPP Monitoring for the design and build of Marina Del Rey Public Safety Dock.

Senior Biologist/Project Manager (11/2019 to Present) Biological Assessments for Conditionally Permitted Projects. As Senior Biologist/Project Manager, conducts biological surveys and prepares technical reports in support of proposed projects in San Luis Obispo, Ventura, Riverside, Kern, and Los Angeles Counties. These assessments report on the existing environmental conditions, potential for special-status species to occur if they were not observed, and proposed avoidance and minimization measures to limit impacts to existing biological resources during construction activities.

Senior Biologist/Project Manager (06/2022 to Present) City of Santa Barbara Creek Inventory. As Senior Biologist/Project Manager supports the City of Santa Barbara by conducting a creek walk inventory and collecting transect data on all the major creeks. This includes documenting the physical, biological, hydrological, and water quality conditions of major creeks within the City.

Ivett Plascencia

Biologist



Summary of Qualifications

Ivett Plascencia has over 10-years experience conducting resource surveys and providing biological monitoring for construction and restoration projects. She is a waters approved construction monitor for Southern California Edison’s Environmental Clearance On-Call Program. She has worked as Cowbird Trap Technician in the Santa Clara and Ventura River Watersheds. Ivett Plascencia has served under the Department of Interior agencies, National Park Service and Fish and Wildlife Service, for 10 years combined. She has also worked on the California High-Speed Rail for Construction Package 4 preparing Environmental Clearance Reports and Pre-construction Survey packages.

Education

Bachelor of Arts, Biology Emphasis in Ecology Evolution and Organismal Biology, California State University Channel Islands, (2013)

Experience

Pax Environmental, Inc.
Associate Biologist Jan (2018-present)

Selected Projects

Biologist (March 2019-Present) Ventura River Watershed Restoration Projects. As a project biologist, conducts biological surveying/monitoring, data collection and regulatory permitting (SAA (1602), USACE consultation, CRWQB consultation, etc.) in support of ecological restoration projects throughout the Ventura River Watershed. Monitoring was required during the removal of invasive species including giant reed (*Arundo donax*) as well as the reintroduction of native species such as California black walnut (*Juglans californica*), Arroyo willow (*Salix lasiolepis*), Coast live oak (*Quercus agrifolia*), and mulefat (*Baccharis salicifolia*) to ensure that the riparian zone and any sensitive species in the area, including nesting birds, southern California steelhead (*Oncorhynchus mykiss*), and California red-legged frog (*Rana draytonii*) were not impacted by restoration activities.

Biologist (July-Present) City of Santa Barbara Creek Inventory. As a staff biologist is currently supporting the City of Santa Barbara by conducting a creek walk inventory and collecting transect data on all the major creeks. This includes documenting the physical, biological, hydrological, and water quality conditions of major creeks within the City. Additionally, “problem” areas are identified and mapped, where there are impairments to hydrological, biological, recreational, and water quality functions in the creeks. This high-resolution data on the creeks in the city will support continuing restoration and resiliency goals for the watersheds.

Sarah Novak

Associate Archaeologist



Summary of Qualifications

Sarah Novak has over five years of experience conducting and managing archaeological projects throughout California. She is currently completing coursework for her Master of Arts in Anthropology (2024) from California State University, Northridge. She serves as a Project Manager at Pax for a variety of programs and projects ranging from small-scale residential projects to large-scale utility programs. Ms. Novak manages a team of 15+ archaeologists conducting cultural resource surveys, construction monitoring, Department of Parks Recreation 523s, excavations, and more. During her two years at Pax, Ms. Novak has overseen hundreds of work orders for Southern California Edison's Environmental Clearance Program as well as on-call and large capital projects for other utilities and municipalities across California. She frequently coordinates with construction crews, contractors, and utility companies to ensure Secretary of Interior standards are met. Her excavation experience includes prehistoric, historic, and burial excavations. She has surveyed multiple regions of California (mountain ranges, forests, public lands, and deserts) and has submitted archaeological reports for private, public, government, and military agencies. Ms. Novak has uncovered prehistoric artifacts including tools, foundations, and human remains and she has experience documenting historic artifacts and foundations.

Education

Undergraduate Major Political Science

California State University Channel Islands (2017)

Graduate Studies Archaeology and Anthropology

California State University Northridge (2022)

Experience

Pax Environmental, Inc.

(Present)

Selected Projects

Archaeologist (2021-Present) Southern California Edison's (SCE) Environmental Clearance (EC) On-Call Program: As a Project Archaeologist, provides cultural services for SCE's EC On-Call Program. Conducts sensitive cultural resource assessment surrounding infrastructure scheduled for construction to determine existing conditions, potential for occurrence, and to propose avoidance and minimization measures to limit impacts to resources during construction activities. Depending on the survey findings and landownership, provides on-site monitoring to avoid sensitive resources during construction activities. All survey and monitoring efforts are reported to stay in compliance with federal, state, or private land ownership requirements.

Archaeological Field Tech (2020-2021) MCAS Yuma Survey Scout/AECOM/Cardno- Surveyed a large area at MCAS Yuma in ten-day rotations. Located prehistoric materials including ceramics, faunal material, and landscapes. Located historic materials including cans, bottles, and landscapes.

Jeanette Cooper, R.P.A

Senior Archaeologist



Summary of Qualifications

Dr. Jeanette Cooper holds an M.A. and Ph.D. from the University at Buffalo and a B.A. from Humboldt State University. She has 25 years of experience in the field of archaeology, both as an academic and as a Cultural Resource Manager. The geographical scope of her experience ranges from California to the UK, to the Mediterranean Sea. Dr. Cooper has expertise in Northwest Coastal Regions of the USA and the Mediterranean Island of Sicily. As a Senior Archaeologist at Pax, she supports pre-construction surveys, cultural resource surveys, and/or construction monitoring for projects throughout southern and central California.

Education

B.A. History, Minors in Art History, Anthropology, and French
Humboldt State University (1998)

M.A. Classics; PhD in Classical Archaeology
University at Buffalo (2008)

Experience

Pax Environmental, Inc.
Archaeologist (Present)

Selected Projects

Historic and Architectural Evaluation (02/2023-10/2023) Open Door Clinic Eureka Property Historical research included Chain of Title, biographies of owners, consultation with the County Historical Society, and examination of historic maps. All information was placed in historical context. Architectural research included photographic documentation of all perspectives and features of the building. Architectural evaluation in the context of local and national architectural trends.

Historic and Architectural Evaluation (09/2022-01/2023) Open Door Clinic Arcata Property Historical research included Chain of Title, biographies of owners, histories of businesses, and examination of historic maps. Architectural research included photographic documentation of all perspectives and features of the building. Modern building and floor plans were used to extrapolate the perimeters of two historic buildings which had been joined. Architectural evaluation in the context of local and national architectural trends.

Lab Manager (June-August 2011) Low Borrow Bridge Project Archaeological Finds Lab Manager for the excavation of a Roman Fort in Northwest England

Research Associate (08/2009-04/2010) Cal Trans TEA Project Management and dispatch of survey teams for roadside surveys. In charge of compliance elements of the project.

Research Associate (08/2009-04/2010) Rails with Trails Primary authorship of report.

Research Associate/Lead Archaeologist (08/2009-04/2010) Strawberry Creek Watershed Restoration Survey subcontracted by Redwood National Park.

Patrice Ringelstein, MS

Biologist



Summary of Qualifications

Patrice Ringelstein is a biologist and researcher with over 8 years of experience in environmental and natural resource projects throughout California. She has extensive experience in marine habitats collecting and analyzing biotic and abiotic data for leading agencies such as the San Francisco Estuary Institute and the California Department of Fish and Wildlife. Her local field experience includes nesting bird surveys, restoration, archeological surveys, and riparian habitat monitoring throughout northern and southern California. She has academic and field background in focused special-status species studies, data collection, data analysis, and reporting. In addition to her years of biological field work, her background includes 8 years of teaching in the field.

Education

Master of Science, Environmental Studies San Jose State University (2019)
Bachelor of Arts, Global Politics Mount St. Mary's University (2013)

Experience

Pax Environmental, Inc., Ojai, CA
 Biologist (2022-Present)

San Jose State University
 Teaching Associate, Resource Analysis (2017-2019)

Selected Projects

Senior Biologist (April 2023) Nesting Bird Management Plan for Middle-Mile Broadband Network

As a senior biologist, she supported the Caltrans Office of Biological Studies with preparing a Nesting Bird Management Plan for the Middle-Mile Broadband Network effort. The plan included a thorough management guide for nesting birds, including active nest avoidance and minimization measures for both birds of conservation concern and general migratory birds. The plan also included a field approach including migratory bird survey information, nest relocation and success/failure monitoring, nestling transport to wildlife rehabilitation facilities, and reporting methods.

Biologist (December 2022) City of Santa Barbara Creek Inventory Santa Barbara,

As a project biologist, she assisted with organizing data collected in the field and writing the final report submitted to the City of Santa Barbara. She worked closely with the project team to interpret present and past data collected on the City's creeks, which she included in the final report to illustrate how they have been managed and maintained over the past 10 years.

Additional Training

Geographic Information Systems Certificate (San Jose State University)
Georeferencing, geocoding, geoprocessing, and model building
SPSS Statistics Version 25 (San Jose State University)

PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR PROPOSALS FOR CONSULTING SERVICES TO CONDUCT A
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN



RFP RELEASE DATE:

THURSDAY, APRIL 4, 2024

PROPOSALS DUE:

FRIDAY, MAY 10, 2024

No Later Than 2:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Jessica A. Puckett, CPRE, Administrative Analyst

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

Table of Contents

Introduction	3
District Background	4
Project Goals & Objectives	5
Project Scope of Work	5
Submission Requirements	9
Evaluation Criteria	11
Firm Selection & Notification	12
Contract Requirements	12
Estimated Selection & Approval Schedule	13
Questions	13
Submittal Instructions	13
Attachments & Addendums	13

**All questions regarding this Request for Proposals (“RFP”) shall be directed to Jessica A. Puckett, CPRE, Administrative Analyst at jpuckett@pvrrpd.org in writing. Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in the “Project Scope of Work” section of this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.*

***The proposals must be submitted to the Pleasant Valley Recreation and Park District’s Administrative Office, 1605 E Burnley Street, Camarillo, California, 93010, no later than 2:00 p.m. on May 10, 2024. Each proposer must submit one (1) electronic copy of the proposal in accordance with “Submission Requirements” section of this notice.*

NOTICE INVITING PROPOSALS FOR CONSULTING SERVICES TO CONDUCT A COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) seeking to hire a highly qualified landscape architectural and/or planning firm to conduct and develop the District’s very first Comprehensive Parks and Recreation Master Plan (“Master Plan”).

The need for a Master Plan was established in the current District 2021-2026 Strategic Plan as outlined in Goal 3.2: *Complete a comprehensive parks master plan to create a road map for upgrades, expansions, and potential additions to the District’s parks system to meet current and future community needs for parks, trails, and open space.*

Utilizing recently approved plans such as the 2018 Senior and Community Recreation Center Facility Needs Assessment Study, the 2021 Marketing Plan, the 2022 Fee and Cost Recovery Study, the 2022 ADA Transition Plan, and the current 2024 Environmental Enhancement Analysis, the consultant will collect and analyze data to develop a clear set of goals, policies, standards, and recommendations for the District’s existing and future community parks, neighborhood parks, special use facilities, and recreational programming for the next ten years. When complete, the Master Plan will support planning and programming through recommendations in the following areas:

- A. Park System Vision, Priorities, and Goals:
 - 1) Consistency with District Identity, Vision, and Mission as stated in the 2021-2026 Strategic Plan
 - 2) Affirmation of Goals and Objectives
 - 3) Demographics Analysis
 - 4) Recreation Trends Analysis
 - 5) Level of Service Standards and Criteria
 - 6) Park Classification System Recommendations

- B. Community Demand, Supply and Needs Analysis:
 - 1) Provide the opportunity for community involvement in the development of this master plan with a focus on the following areas:
 - a. Desired Park Amenities
 - b. Recreation Facilities
 - c. Recreation Programs

- C. Ten-Year Plan for Management and Growth which builds upon the aforementioned prior studies and plans completed by the District:
 - 1) New Park Master Plan Priorities and Recommendations
 - 2) Existing and Future Park Facility Expansion—Improvement Priorities and Criteria
 - 3) Budgeting and Funding Priorities and Recommendations with a methodology accounting for deferred maintenance, capital improvements and its effects on the cost of service.
 - 4) Enhanced Environmental Sustainability Recommendations in conjunction with the upcoming Spring 2024 Environmental Analysis recommendations by SiteLogic.

The Master Plan will provide a 10-year vision for parks, recreation, and future open space, as well as an action plan for implementing this vision. The plan needs to be financially sustainable and include realistic goals for implementation. The plan will include research, public involvement, and the development of recommendations for all aspects of the Pleasant Valley Recreation & Park District system.

The selected consultant/consulting team will work closely with the District staff committee and will have proven experience and knowledge in park and recreation planning, project management, and effective public engagement.

District Background



The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 62 years ago.

Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children's play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system, and a full-service library that it operates independently of the District.

Camarillo is a healthy, and family-oriented community with an exceptional quality of life. The District administers year-round recreation programs for a variety of age and interest groups including adult athletic programs, senior services, fitness and athletic instruction, classes, camps, aquatics programs, and youth athletics through partnerships with local non-profit organizations. For the fiscal year 2023-2024, the District has a total operating budget of approximately \$10 million.

Project Goals & Objectives

The goal of the consulting services is to provide professional services and expertise for managing, facilitating, and preparing a comprehensive evaluation of the District's parks, recreation, open space, and funding system. The evaluation will assess the current and future recreational needs of the District, as they relate to the mission of the agency, in order to better plan, fund, manage, and develop parks, facilities, open space, and recreational programs.

- A. *Identify and serve current and future park and recreational needs through an integrated park system that provides adequate park space, facilities, and stewardship of the District's resources:*
 - 1) Establish a park classification system and appropriate management recommendations reflecting current and future growth of the park system.
 - 2) Identify criteria that can be used in future discussions with City and County partners on quantities and locations of park space acreage needed to satisfy the current and future recreational needs of the greater Camarillo area.
 - 3) Ensure the long-term protection, preservation, and sustainability of park and facility resources through environmentally sensitive planning and stewardship.

- B. *Provide an accessible and diverse offering of park and recreation facilities and programs to all residents of Camarillo and the District:*
 - 1) Define the role of the District in contributing towards quality of life in Camarillo and Ventura County.
 - 2) Identify and prioritize recreation facilities needed at existing and future parks.
 - 3) Provide for current and future park and recreational needs through identification of funding, addressing deferred maintenance, and facility expansion at new and existing sites, and through optimizing use of all existing facilities.
 - 4) Identify and prioritize recreation programs and special events desired throughout the park system in order to build economic and cultural value by conducting a review of current District programming. Deficiencies or gaps, as well as strengths, in programming should be identified.

- C. *Develop an action plan with realistic implementation goals and strategies—a plan for prioritizing, phasing, funding, and accomplishing the identified needs:*
 - 1) Identify a funding strategy or strategies for ongoing growth and improvements to the parks and open space system.
 - 2) Identify and recommend funding options that outlines projects, anticipated costs, and operation and maintenance implications.
 - 3) Identify additional revenue producing streams: ways to maximize strategies, potential efficiencies, available grants, and fundraising opportunities.

Project Scope of Work

The selected Consultant will work directly with a project manager from the Administration Department of the District. The consultant will also work with a group of various internal and external stakeholders, municipal partners, the Board of Directors, and other local and regional organizations. The following scope of work outlined below is to be used as a general guide and is not intended to

be a complete list of tasks necessary to complete the Comprehensive Master Plan. The District is open to alternative approaches that may deviate from this scope to better meet project objectives.

1. Project Administration

- The consultant is expected to conduct meetings and communicate with District staff on a regular basis throughout all phases of the project, to ensure the Comprehensive Master Plan reflects the vision and priorities of the District and its citizens. The District is open to alternative meeting formats such as virtual options to keep costs reasonable.
 - Project Initiation
 - Finalize scope of work
 - Finalize project goals and objectives.
 - Project Administration
 - Meet staff committee
 - Finalize work plan
- *Deliverables should include: Final work plan, process flowchart, timeline, staff committee meeting schedules, agendas, handouts, meeting reports, recommended website update(s) (and/or a separate project specific site option if consultant chooses to include in the scope of work of the total project cost).*

2. Evaluation, Research and Analysis of Existing Conditions and Plans

The consultant will conduct research and analysis, review existing documents, and evaluate the park and recreation systems based on established standards and criteria for an objective basis of identification of deficiencies and recommendations.

- Demographics research
- Review applicable studies, plans, and policies:
 - Existing documents review, to include but not limited to:
 - Population and demographic data
 - City of Camarillo General Plan and Recreation Element
 - 2018 Senior Community Center Needs Assessment (Recreational Programming Focus)
 - 2021-2026 Strategic Plan
 - 2022 ADA Transition Plan
 - 2022 Fee Study & Cost Recovery Policy
 - 2021 Marketing Plan
 - 2011 Freedom Park Master Plan
 - Recreation trends research that will have an effect on the Master Plan
 - Level of service standards and criteria
 - Park classification system evaluation
- Complete a full inventory and general evaluation of existing District park facilities (this review is not intended to serve as a professional engineering-or-mechanical-level analysis):
 - Review the general condition of amenities, structures, wayfinding, furnishings, accessibility, and overall maintenance of existing community parks, neighborhood parks, aquatic facility, parks maintenance support facility, and special use facilities. The analysis

should consider the capacity of the amenity as well as its functionality, accessibility, condition, convenience, and useful life.

- Recreation Facilities inventory and evaluation
- Recreation Programs inventory and evaluation
- Parks, Park Space, and Open Space inventory and evaluation
- Complete a review of criteria used in the current parkland dedication process held in conjunction with the City of Camarillo as well as the County..
- Complete a general analysis of the Recreation Department:
 - Opportunities, strengths, and weaknesses of current recreational programs.
 - Summarize current marketing efforts used to share and promote information on our plans, events, projects, and programs.
 - Opportunities, strengths, and weaknesses of current public-private partnerships, volunteer opportunities, and Foundation development.
- *Deliverables should include: data presented through maps, tables, and reports reflecting all inventories and evaluations compiled into a manageable, editable format to be used as a primary data source for facilities and programming.*

3. **Community Outreach, Engagement and Needs Assessment**

The consultant is expected to develop and conduct a well-publicized public involvement process using various media and forums to reach as many citizens as possible. The strategy should identify current facility use, awareness of current facilities and programs, gathers preferences for future parks, facilities and amenities, and shapes goals and recommendations to guide park, facility, and program development. All results of this process should be delivered in an easily digestible and clear format that can be shared on multiple digital platforms as this information will be shared with the public during the master planning process, included within the comprehensive master plan document, and used to inform strategies and recommendations.

- A. Public Involvement—identify options where consultant can provide Staff with direction to conduct internally versus when the consultant should be on-site and conducting in person.
 - a. Stakeholder Interviews
 - b. Focus Groups
 - c. Public Workshops
 - d. Pop-Up Events
 - e. Community Survey
- B. Public Information
 - a. Public Information Displays
 - b. Press Releases
 - c. Web materials, social media
 - d. Public Presentations
- C. Needs Assessment
 - a. Recreation Facilities
 - b. Recreation Programs
 - c. Parks

- *Deliverables will include: community involvement plan, agendas, handouts, graphics, survey instruments, survey report, workshop reports, interview instruments, PowerPoint presentations; reports of findings from meetings, workshops, interviews; public information plan, graphic and text materials for distribution and website update(s).*

4. **Recommendations and Action Plan**

The consultant will provide a draft report, making recommendations in all areas for review. This report should be a strategic plan that will help guide policies and plans for the District for the next 10 years.

The final report will incorporate the following:

A. Draft recommendations

- 1) Recreation and Park System Mission and Goals
 - a) Park classification system recommendations.
 - b) Identify and provide recommendations based on an assessment of the District’s approach to facility and grounds maintenance.
 - c) Identify and prioritize recommended modifications to existing parks, facilities, and park space.
 - d) Identify and prioritize opportunities, goals, and policy recommendations for development, planning and/or acquisition of new and future parks/park space, facilities, and open space, which incorporate Level of Service Standards recommendations.
 - e) Provide recommendations to maximize strategic partnerships with other public and private entities.
 - f) Provide departmental staffing recommendations to fill gaps in current needs and respond to future growth.
 - g) Provide recommendations as to whether there is a need for an updated brand strategy and standards for the District to be conducted in the future.
 - h) Provide an implementation action plan for recommendations.
- 2) Community Demand, Supply, and Needs Assessment Report
- 3) Ten-Year Plan for Growth:
 - a) New Comprehensive Park Master Plan Priorities and Recommendations
 - b) Existing and Future Park Facility Expansion Priorities and Recommendations
 - c) Recreation Program Expansion Priorities and Recommendations
 - d) Budgeting and Funding Priorities and Recommendations

B. Final Comprehensive Master Plan Report

C. Presentation to Long Range Planning Committee and District Board

5. **Presentations and meetings**

- Attend a minimum of four (4) meetings with staff to review and discuss project administration, draft recommendations, and priorities. At least one meeting should be in person, open to discuss other meetings in an alternative format such as virtual.
- Attend a minimum of three (3) community meetings to discuss community needs and parks design preferences and receive public input.

- Prepare and present a PowerPoint presentation to: Long Range Planning Committee and District Board of Directors for final Plan approval.
6. Bid-Alternates
- The District is seeking cost proposals on the following additional or alternate items:
 - Trails & Connectivity Plan: Identify and recommend existing and opportunities for future trails for recreational use within park facilities, as well as recommend greenway corridors and linkages to areas outside of Camarillo:
 - Identify the existing network of pedestrian and bicycle paths, nature trails, greenways and linear linkages that connect to parks and popular destinations.
 - Identify stakeholders and encourage cooperative agreements and partnerships with other governmental jurisdictions to achieve a county wide trail system.
 - Provide a conceptual plan that will help to develop a framework for building an integrated system of pathways to link residents to the outdoors.
 - Maintenance Management Plan & Capital Improvement Plan: Identify and prepare a maintenance management plan with an accompanying Capital Improvement Plan for park grounds and facilities maintained by the Pleasant Valley Recreation and Park District. The plan should identify routine and preventative maintenance schedules, asset lifecycle management and performance measurements.

Submission Requirements

Interested proposers must submit five (5) copies, plus one electronic version (PDF format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Electronic copies should be sent to jpuckett@pvrpd.org. Proposals shall not exceed 30 pages including any attachments (staff resumes do not count toward the page limit). Font size shall be no less than 11 pt. Any proposal that does not contain the information outlined below shall not be considered.

1. **Transmittal Letter to the Selection Committee**

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. **Description and Qualifications of the Firm**

- a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience.

The District desires a team who ideally brings the following experience:

- 1. Describe the firm's methods for collaborating with your teams, stakeholders, community, and District staff.

2. Past work on similar projects incorporating any of the following themes of sustainability, inclusion, equity, environmental stewardship, fire safety, preservation, and cultural character.
3. Past design of public use facilities to include accessibility improvements in parks or public spaces.
4. Discuss any innovative or creative approaches the firm has used to address challenges in previous projects.
5. Past design for projects of similar size, scope, or complexity to this Project. Provide your firm's strategies for engaging the public in park-related projects.

3. Staffing

- a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager(s) and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
 - i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

4. References

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.
- b. A maximum of four (4) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide the following information for each project, along with project images and narratives, using the checklist below and organizing the information in the same sequence:
 - i. Project name, location, and current status
 - ii. Population of community
 - iii. Project description (including a description of professional services provided)
 - iv. Project owner (reference's current: name, address, telephone number, and email)
 - v. Project duration
 - vi. Cost of Master Planning effort
 - vii. Individual responsible for day-to-day contact with the client.
 - viii. Key team members including sub-consultants responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed a similar project.

5. Scope of Work

- a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
- b. Approach to the project, highlighting the methodology and process to be used, components, and expected deliverables.

- c. The proposed project timeline to include a schedule that shows how tasks fit within the project timeline and related to appropriate milestones and project deliverables.

6. Project Budget & Other Financial Information

The total allocated project budget is \$125,000.

- a. The proposer shall provide the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
 - i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
 - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
 - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings.
 - iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract as well as other cost factors which would be needed to price extra work.
 - v. A total not-to-exceed price for the project.
 - vi. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project’s goals and objectives within a reasonable budget and not-to-exceed project budget of \$125,000. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work; Recommended Methodology & Process to include High Public Engagement	25
Project Components, Timeline, and Deliverables	15
Demonstrated Expertise in Performing Similar Work	20
Qualifications and Experience of Key Staff	20
References & Past Project Samples	15
Proposed Project Cost	15
Total Points Available Per Proposal	110

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified firm is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and/or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. The contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into

negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	Thursday, April 4, 2024
Questions/Clarifications Due	Friday, April 19, 2024
Answers Provided by	Friday, April 26, 2024
Deadline for Proposals	Friday, May 10, 2024
Evaluation of Proposals	May 13-14, 2024
Announce Decision	Wednesday, June 5, 2024
Contract Negotiations	June 2024
Desired Project Close Out	<i>(no later than)</i> June 30, 2025

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Jessica A. Puckett, CPRE, Administrative Analyst via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Ms. Puckett.

Name: Jessica A. Puckett, CPRE, Administrative Analyst

Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010

Email: jpuckett@pvrpd.org

Submittal Instructions

Proposals must be received no later than 2:00 p.m. PDT on Friday, May 10, 2024.

Proposals shall be mailed to:

Pleasant Valley Recreation & Park District

Attn: Jessica A. Puckett, CPRE

1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Comprehensive Master Plan RFP."

Attachments & Addendums

Attachment 1: Sample Professional Services Agreement

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND APPROVAL OF THE
RENEWAL OF AGREEMENT WITH AMILIA
TECHNOLOGIES USA, INC. FOR SMARTREC ONLINE
REGISTRATION SOFTWARE**

BACKGROUND

On June 4, 2021, the District entered into an agreement with Amilia Technologies USA, Inc. for access to their SmartRec online registration software. This software has been instrumental in streamlining the registration process for various programs and activities offered by the District, as well as processing and tracking rentals. The initial agreement was for a period of three years, with a monthly cost of \$2,049.

The agreement is set to expire on June 30, 2024, coinciding with the end of the current fiscal year. To ensure uninterrupted access to the SmartRec software, it is necessary to renew the agreement. Amilia Technologies USA, Inc. has proposed a new agreement with revised terms.

ANALYSIS

The proposed new agreement with Amilia Technologies USA, Inc. will allow for a continuation of services for another three years, starting from July 1, 2024, until June 30, 2027. There is an adjustment in the monthly cost, which would increase from \$2,049 to \$2,882. This represents an increase of approximately 40%.

Despite the increase in the monthly cost, it is important to note that the SmartRec software has proven to be highly beneficial for the District. It has enhanced efficiency in registration processes, improved customer experience, and allows for the tracking of rental dates, times, and locations. These functions allow the District to provide better services for the community.

Additionally, the payment processing fees associated with credit card and eCheck transactions will remain the same under the new agreement. Credit card transactions will continue to incur a fee of 2.75% plus \$0.30 per transaction, while eCheck transactions will incur a fee of 1% plus \$0.50 per transaction.

FISCAL IMPACT

The renewal of the agreement with Amilia Technologies USA, Inc. at the revised monthly cost of \$2,882 will result in an annual increase of \$9,996 compared to the previous agreement's annual cost of \$24,588. This increase will be accounted for in the upcoming fiscal years.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal

- 4.3: Effectively utilize technology to make program and facility registrations easy.

RECOMMENDATION

It is recommended the Board direct the General Manager to enter into a professional services agreement between the District and Amilia Technologies USA, Inc. for a three-year contract renewal beginning July 1, 2024.

ATTACHMENT

- 1) Amilia Contract (11 pages)



AMILIA
SmartRec

SOFTWARE AS A SERVICE (SAAS) AGREEMENT

SmartRec Platform

Prepared for:

Pleasant Valley Recreation and Park
District



This Software as a Service (SaaS) Agreement (the “Agreement”) is entered into by and between:

<p>Pleasant Valley Recreation and Park District, a company/corporation/other (as applicable incorporated under the laws of California having its registered office at: 1605 E. Burnley Street Camarillo 93010 United States represented herein by: Mary Otten, General Manager</p> <p>(“Customer” or “you”)</p>	<p>AMILIA TECHNOLOGIES USA, INC., a company incorporated under the laws of Delaware having its registered office at 1209 Orange Street, City of Wilmington, County of New Castle, 19801 and its principal place of business at 1751 Richardson Street, Suite 3.105, City of Montreal, Province of Quebec, Canada, represented herein by Graham Hussey, Director of Client Services;</p> <p>(“Amilia”)</p>
<p>(Collectively, the “Parties”)</p>	

The Parties agree to the following terms and conditions:

<p>A. Initial Term</p>
<p>Initial Term: 36 months Commencement Date: July 1 2024 Expiration Date: June 30 2027</p> <p>Month-to-month price of \$2049/month from previous contract to continue until 30 June 2024.</p>
<p>B. Access and Service Fees</p>
<p>Access fees: \$2882/month to be invoiced monthly. <input checked="" type="checkbox"/> Plus Plan</p>
<p>C. Payment processing Fees</p>
<p>Credit cards (Visa, Mastercard, Discover): 2.75% + \$0.30 per transaction to be invoiced monthly. eCheck (ACH): 1% + \$0.50 per transaction to be invoiced monthly.</p> <p>Additional fees passed through directly from credit card companies may be applied, including but not limited to, credit card chargebacks, reversals, and retrievals, and returns on e-checks due to insufficient funds.</p>

D. Notice and Communication

Any notice or other communication given under the terms of this Agreement shall be in writing and may be delivered personally, by courier, or by prepaid registered mail, addressed as follows, until changed by notice given in accordance herewith:

if to Amilia: at 1751 Richardson Street, Suite 3.105, Montreal, Quebec, Canada

if to Customer: at the address above.

Any such notice or other communication shall be effective when actually received and, if received after normal business hours, shall be effective the next business day after receipt.

The foregoing shall also apply, as applicable, as regards to any payment made to Amilia under the terms of the Agreement.

E. Legal Conditions

This Agreement incorporates all the terms and conditions specified in Appendix A – Terms and conditions.

In the event of a conflict between any provisions in the Appendix A and any other provision in the Agreement or any other appendix or exhibit to the Agreement, the terms provided in the Appendix A shall govern.

AMILIA TECHNOLOGIES USA, INC. By:	Pleasant Valley Recreation and Park District By:
Name: Graham Hussey	Name: Mary Otten
Title: Director of Client Services	Title: General Manager
Date: 2024-02-29	Date:

APPENDIX A TERMS AND CONDITIONS

1. The SmartRec Solution

a. Platform & API. Amilia provides (i) an e-commerce platform (the “**SmartRec Platform**”) that is designed to increase the revenue and streamline the operations of programs and (ii) an application program interface (“**API**”) to enable access to the SmartRec Platform (the API and the SmartRec Platform are collectively designated as the “**SmartRec Solution**”). The uses of the SmartRec Solution (including use of the API through a third-party product that accesses the SmartRec Platform) are subject to the terms and conditions of this Agreement.

b. Provision of Access. Subject to you paying the Platform Fees and any other fees stipulated and agreed upon with Amilia herein and compliance with all the other terms and conditions of this Agreement, Amilia grants you a personal, limited, non-exclusive, revocable, non-transferable, non-sublicensable right to access and use the SmartRec Solution (the “**Access**”) during the Initial Term or Renewal Term and solely for use by you and the End Users (as defined below) in accordance with the terms and conditions herein. The Access includes access to all features, modules (except Community Segments), SmartRec Solution, and API/Web Hook end points/connections developed by Amilia. The SmartRec Solution includes any software, programs, documentation, tools, internet-based services, components, and any updates (including software maintenance, service information, help content, bug fixes or maintenance releases) thereto provided to you by Amilia. Amilia will provide you the necessary passwords and network links or other connections to allow you to access and use SmartRec Solution. Subject to the terms and conditions of this Agreement, Amilia hereby grants you a non-exclusive, non-sublicensable, non-transferable license to use the Documentation (as defined hereunder) during the Initial Term and Renewal Term solely for your internal business purposes in connection with you use of the SmartRec Solution. Amilia reserves for itself all other rights and interest not explicitly granted under this Agreement. Except for the limited rights and licences expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to you or any third party any intellectual property rights or other right, title, or interest in or to the Amilia’s Intellectual Property Rights (as defined hereunder).

c. Platform fees and Payment terms. You agree to pay to Amilia via direct debit or electronic funds transfer (additional fees may apply if payment is made by cheque) all Platform Fees and any other fees stipulated and agreed upon with Amilia herein within thirty (30) days of date of invoice issued by Amilia. If you fail to make any payment to Amilia when due, you must, without prejudice to any other right or remedy of Amilia (a) pay interest on the amount outstanding, at a monthly rate equal to 1.25% or a per annum rate equal to 15%; and (b) reimburse

Amilia for all reasonable costs and expenses incurred by it in relation to the outstanding debt and collection of said debt. Platform Fees do not include local, state, provincial, or federal taxes or duties of any kind and any such taxes will be assumed and paid by you. Notwithstanding any provision to the contrary, all payments required to be made hereunder shall be timely made, and no payments to Amilia shall be withheld, delayed, reduced, or refunded if Amilia has fully performed its material obligations and its inability to meet any schedule or delivery requirements is caused by your failure to provide certain of its information (including End User Information as defined hereinafter) as are required to perform any of Amilia’s obligations hereunder. It is solely your responsibility to determine what, if any, taxes apply in connection with the use of the SmartRec Solution, and to assess, collect, report, or remit the correct taxes to the proper tax authority. Amilia has no obligation to determine whether taxes apply, or calculate, collect, report, or remit any taxes to any tax authority arising from any transactions made in connection with your use of the SmartRec Solution.

d. Customer/End User Service Support. Amilia will use commercially reasonable efforts to resolve any technical issues relating to your Amilia account (“**Account**”) and your use of the SmartRec Solution. You are solely responsible for all customer service issues to your end users of the SmartRec Solution (the “**End Users**”) relating to your Access for your services, including pricing, order fulfillment, order cancellation by you or the customer, returns, refunds and adjustments, rebates, functionality and warranty, technical support and feedback concerning experiences with your personnel, policies, or processes. In performing customer service, you will always present yourself as a separate entity from Amilia. You acknowledge that you shall comply with Amilia’s guidelines for making available your End User Information (as defined hereinafter) to be imported and processed through the SmartRec Platform. You further acknowledge that Amilia does not control the import of such information from its point of origin and shall not be held liable for any delays to your and your customer’s access to the SmartRec Platform caused by your non-compliance to such import guidelines.

e. Security. Amilia maintains administrative, technical, and physical procedures to protect End User Information stored on Amilia servers from unauthorized access, accidental loss, or modification. Those procedures shall, at a minimum, meet the standards of the industry to protect End User Information from unauthorized access, accidental loss, or modification. Amilia guarantees that its data center infrastructure will be available and extends to all network infrastructure under Amilia’s direct control. The only exceptions to this guarantee are planned system maintenance and Force Majeure events. Amilia agrees to store and process Customer’s data only in the continental United States or

in Canada. Amilia will protect Customer's data with routine backups and off-site storage of the data in the event of a disaster. Amilia shall report, either orally or in writing, to Customer any use or disclosure of Customer's data not authorized by this Agreement, or in writing by the Customer including any reasonable belief that an unauthorized individual has accessed Customer's data. Amilia shall make the report to Customer immediately upon discovery of the unauthorized disclosure, but in no event more than two (2) business days after Amilia reasonably believes there has been such unauthorized use or disclosure. Amilia's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) Customer's data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Amilia has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Amilia has taken or shall take to prevent future similar unauthorized use or disclosure. Amilia shall provide such other information, including a written report, as reasonably requested by Customer. Notwithstanding the foregoing, Amilia does not guarantee that unauthorized third parties will never be able to defeat those measures or use such information for improper purposes. For purposes hereof, "End User Information" means such End User's information or data created, collected, generated, licensed, leased, on your behalf or information or data otherwise under the control or responsibility of you wherever located, including, but not limited to, Personal Information or Sensitive Personal Information, that are disclosed or otherwise made available to Amilia by you pursuant to or as part of this Agreement. To the extent that you provide Amilia any data that may constitute Personal Information, the Parties agree that you determine the purpose and means of processing such Personal Information, and Amilia processes such information on your behalf, you acting as a controller and Amilia as a processor under relevant applicable law. In such case, you are responsible to provide the necessary information to the identified or identifiable natural person whose Personal Information are collected, processed, or stored and shall obtain all required consents under applicable laws to allow Amilia and its affiliates, subcontractors, agents and third-party service providers to process such Personal Information in connection with the SmartRec Solution. Upon request, you will provide Amilia with copies of such consent. "Personal Information" means all information or data (regardless of format) that (i) identifies or can be used to identify, contact, or locate an individual, or (ii) that relates to an individual, whose identity can be either directly or indirectly inferred, including any information that is linked or linkable to that individual regardless of the citizenship, age, or other status of the individual. Personal Information includes but is not limited to first and last name; last name plus data regarding birth; phone number; email address; street address; geolocation; customer number or identifier; government identifier; or account number or identifier.

"Sensitive Personal Information" is a subset of Personal Information, which due to its nature has been classified by law as deserving additional privacy and security protections. Sensitive Personal Information consists of: (i) all government-issued identification numbers (including social security, passport, national ID and driver's license numbers); (ii) all financial account numbers (including payment or credit card numbers and bank account numbers); (iii) individually identifiable health information; (iv) biometric information; (v) all data obtained from a consumer reporting agency (such as employee background investigation reports, credit reports, and credit scores); and (vi) data elements revealing race, ethnicity, national origin, religion, trade union membership, sex life or sexual orientation, and criminal records or allegations of crimes.

f. Availability. Subject to any emergency maintenance performed on an unscheduled basis and any downtime resulting from such emergency maintenance and except for all planned downtime, Amilia will use commercially reasonable efforts to operate and maintain the SmartRec Solution to make it available 24 hours a day, 7 days a week. The number and the duration of any planned downtime shall be at Amilia's sole discretion, provided, however, that Amilia intends to use commercially reasonable efforts to schedule such planned downtime during evening and weekend hours (Eastern Time).

g. Amilia Representations and Warranties. Amilia represents and warrants to you that: (i) it has all necessary rights in the SmartRec Platform and its intellectual property to grant to you the Licence under this Agreement; (ii) the SmartRec Platform will perform substantially in accordance with the Documentation, and (iii) it shall at all times comply with all applicable laws in connection with providing services under this Agreement, including PCI compliance as defined by the Payment Card Industry Security Standards Council to ensure all credit card information is protected, and that it will continue to meet such standards during the term of this Agreement including any extensions thereto. Amilia does not guarantee that the SmartRec Platform will perform error free or uninterrupted. Customer acknowledges that Amilia does not control the transfer of data over communications facilities, including the internet and that the SmartRec Platform may be subject to limitations, delays, and other problems inherent in the use of such communications facilities. For purposes of this Agreement, "Documentation" means the user guides, online help, release notes, training materials and other documentation provided or made available by Amilia to you regarding the use or operation of the SmartRec Platform, as may be amended from time to time by Amilia, at its sole discretion. EXCEPT AS EXPRESSLY STATED IN THIS SECTION OR AS REQUIRED BY APPLICABLE LAW, THE SMARTREC PLATFORM, THE API AND THE DOCUMENTATION ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT ANY WARRANTIES, EITHER EXPRESS, IMPLIED, OR

STATUTORY, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH ABOVE, AMILIA MAKES NO WARRANTY OF ANY KIND THAT THE SMARTREC SOLUTION, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET YOURS OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

h. Aggregate Statistics. Notwithstanding anything to the contrary in this Agreement, Amilia may monitor your use of the SmartRec Solution and collect and compile data and information related to your use of the SmartRec Solution that is used by Amilia in an aggregate and anonymized manner, including to compile statistical and performance information related to the provision and operation of the SmartRec Solution (the "Aggregate Statistics"). As between Amilia and you, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by Amilia. You acknowledge that Amilia may compile Aggregated Statistics based on your data input into the SmartRec Solution. You agree that Amilia may (i) make Aggregated Statistics publicly available in compliance with applicable law, and (ii) use Aggregated Statistics to the extent and in the manner permitted under applicable law; provided that such Aggregated Statistics do not identify you or your Confidential Information.

2. Your Engagement.

a. Use. You shall not use the SmartRec Solution and the Documentation for any purposes beyond the scope of the access granted in this Agreement. You are responsible and liable for all uses of the SmartRec Solution and Documentation resulting from access provided by you, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. You represent, warrant and covenant that you: (i) shall use the SmartRec Solution as contemplated by this Agreement, (ii) have the sole responsibility for the accuracy, quality, integrity, legality and reliability of your data; (iii) shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the SmartRec Solution, and promptly notify Amilia of any such unauthorized use; (iv) are, and will remain during the Initial Term or any Renewal Term, in compliance with all applicable laws in connection with your use of the SmartRec Solution; and (v) shall use the trademarks, names, references, logos or other marks owned or licensed by Amilia (collectively, the "Amilia Trademarks") strictly in accordance with the restrictions and policies that Amilia may provide you with from time to time. You

will not, at any time, directly or indirectly, and shall not otherwise permit someone to: (i) license, sublicense, sell, resell, rent, lease, assign, distribute, timeshare or otherwise commercially exploit or make the SmartRec Solution available to any third party, other than as contemplated in this Agreement; (ii) send spam or otherwise duplicative or unsolicited messages using directly or indirectly the SmartRec Solution in violation of applicable law; (iii) send, store or use obscene, threatening, libellous or otherwise unlawful or tortious material using directly or indirectly the SmartRec Solution; (iv) send, store or use any material violating third party rights including, but not limited to, Intellectual Property Rights (as defined herein) or privacy rights using directly or indirectly the SmartRec Solution; (iv) send, store or use material containing harmful computer codes, files, scripts, agents or programs using directly or indirectly the SmartRec Solution; (v) interfere with or disrupt the integrity or performance of the SmartRec Solution or the data contained therein; (vi) attempt to gain unauthorized access to the SmartRec Solution or its related systems or networks; (vii) modify, copy or create derivative works based on the SmartRec Solution or Amilia's Intellectual Property Rights therein; (viii) create internet links to or from the SmartRec Solution, or frame or mirror any content forming any part of the SmartRec Platform other than on your own website for the purposes hereof or otherwise for your own internal business purposes; (ix) disassemble, reverse engineer, decompile, decode, adapt, or otherwise attempt to derive or gain access to the SmartRec Solution, in whole or in part, for any purpose or reason; (x) remove any proprietary notices from the SmartRec Solution or Documentation; or (v) use the SmartRec Solution or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law.

c. Suspicion of Unauthorized or Illegal Use. Amilia reserves the right to decline any transaction submitted to the SmartRec Platform which Amilia reasonably suspects, in its sole discretion, (i) is in violation of this Agreement or any other Amilia Agreement to which you are a party or is in violation of applicable law, or (ii) exposes either party to harm, including but not limited to fraud and other criminal acts. You hereby grant Amilia authorization to share information with law enforcement about you, your transactions, or your Account if Amilia reasonably suspects that your Account has been used for an illegal or criminal purpose. Amilia will give you prompt advance notice of any impending disclosure of your information to law enforcement and grant you, or your attorneys, the possibility to participate in any police investigation or legal proceeding.

d. Your Content. For the Initial Term or any Renewal Term, you grant a non-exclusive, non-transferable, royalty-free, fully-paid, worldwide license, to use, copy, publicly perform, publicly display, reformat, translate, excerpt (in whole or in part), sublicense,

distribute, prepare derivative works of, or incorporate into other works, and otherwise use, display and perform all acts as may be necessary for Amilia to provide the SmartRec Solution to you regarding any and all information about your goods and services (“**License for your services**”), including any trademarks, trade names, service marks, logos, images, descriptions or other text, telephone numbers, and addresses therein, for any purpose, whether on the Amilia public website, third-party websites, mobile applications, syndicated advertisements or otherwise to, and only to provide the services contemplated by this Agreement, unless otherwise agreed to in writing with Customer. The license rights granted hereby will apply to any form, media, or technology. The creation, distribution, transmission, public display and performance, accessing, downloading and copying of your information pursuant to the license rights granted to Amilia herein, to the best of your knowledge, does not and will not infringe any rights, including but not limited to Intellectual Property Rights or privacy rights, of any third party.

d. Privacy. You acknowledge having reviewed the Amilia Privacy Policy (<https://www.amilia.com/legal/privacy>) relating to the collection, use and safeguard of the personal information provided to Amilia on its website. If you receive information about others using the SmartRec Solution, you must keep such information confidential and only use it in connection with the SmartRec Solution and your policies relating to the use of information that is confidential or personal or as otherwise permitted by applicable law. You may not disclose or distribute any such information to a third party or use any such information for marketing purposes unless you received express written consent to do so.

e. Your Representations and Warranties. You represent and warrant to Amilia that: (a) you are eligible to register and use the SmartRec Solution and have the right, power, and ability to enter into and perform under this Agreement; (b) the name identified by you when registering is your name or business name under which you sell goods and services; (c) any sales transaction submitted by you will represent a bona fide sale by you; (d) any sales transactions submitted by you will accurately describe your license for your services sold and delivered to your customers; (e) you will fulfill all of your obligations to each customer for which you submit a transaction and will resolve any consumer dispute or complaint directly with your customer; (f) all transactions initiated by you will comply with all applicable laws, rules, and regulations applicable to your business, including any applicable tax laws and regulations; and (g) you will not use the SmartRec Solution, directly or indirectly, for any fraudulent undertaking or in any manner so as to interfere with the use of the SmartRec Solution in accordance with the terms of this Agreement.

3. Initial Term, Renewal Term, Suspension and Termination

a. Initial Term. This Agreement (and the Access granted herein) commences upon the Commencement Date and expires on the Expiration Date specified herein, unless otherwise terminated in accordance with the provisions herein. Notwithstanding the foregoing, this Agreement shall be subject to annual budget appropriation, as applicable, and may be extended for additional one-year terms on the Expiration Date (each, a "Renewal Term") and on each successive anniversary of the Expiration Date (each, a "Renewal Date"), , unless and until (i) either party gives written notice of non-renewal at least 60 business days before the Expiration Date or any Renewal Date; or (ii) the Agreement is terminated earlier in accordance with its terms.

b. Suspension. With reasonable advance notice to you, Amilia may suspend your Account and your access to the SmartRec Solution, at its sole discretion, if (i) Amilia reasonably determines in its sole discretion that your use of the SmartRec Solution is causing immediate, material and ongoing harm to the SmartRec Solution (or Amilia’s Intellectual property Rights) or its use by others or abuse or excessively frequent requests to the SmartRec Platform via the API, as determined by Amilia in its sole discretion; (ii) Amilia reasonably determines in its sole discretion that your use of SmartRec Solution disrupts or poses a security risk to the SmartRec Solution or to any other customer of Amilia; (iii) Amilia reasonably determines in its sole discretion that you are using the SmartRec Solution for fraudulent or illegal activities; or (iv) if you fail to make any payment to Amilia when due and such failure is not cured within ten (10) days after receipt of a notice from Amilia. Amilia is not liable to you or any other person for any damages resulting from a suspension under these circumstances. Amilia will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that you or any End User may incur as a result of a suspension.

c. Termination by either party. This Agreement may be immediately terminated by you or by Amilia: (i) set forth herein and in Sections 6.a or 7.i; (ii) if the other party is in material breach of any of the provisions of the Agreement and such breach is not cured within sixty (60) days after receipt of notice from the non-breaching party; or (iii) if either party commits an Act of bankruptcy. For purposes of this Section 3.c. iii), an “Act of bankruptcy” shall mean, (i) the entry of a decree or order for relief of a party by a court of competent jurisdiction in any involuntary case involving a party under any bankruptcy, insolvency, or other similar law now or hereafter in effect; (ii) the appointment of a receiver, liquidator, assignee, custodian, trustee, or other similar agent for a party or for any substantial Part of a party’s assets or property; (iii) the filing with respect to a party of a petition in any such involuntary bankruptcy case, which petition remains undismissed for a period of ninety (90) days or which is

dismissed or suspended pursuant to any provision of any United States bankruptcy law, including under the *Federal Bankruptcy Code*; (iv) the commencement by a party of a voluntary case under any bankruptcy, insolvency, or other similar law now or hereafter in effect; or (v) the making by a party of any general assignment for the benefit of creditors.

d. Termination by you. To the extent that the Initial Term is for a period exceeding 12 months, you may terminate this Agreement at the expiration of the 12-month period starting as at the Commencement Date of the Initial Term by giving a written notice of 90 days to Amilia. The effective date of such termination shall be at the expiration of such 90-days notice.

e. Effects of Suspension or Termination. Upon suspension or termination of this Agreement, you agree: (i) to immediately deactivate your Account and your access to the SmartRec Platform; (ii) to immediately cease use of the SmartRec Solution; (iii) to discontinue use of any Amilia Trademarks or other Intellectual Property Rights of Amilia and to immediately remove any Amilia Trademarks from your website; (iv) that the Access granted by Amilia to you under this Agreement shall terminate; and (iv) that Amilia may immediately deactivate your Account and your access to the SmartRec Platform and after sixty (60) days, Amilia may delete your Account from Amilia's "live" site. During such 60 days and upon your written request, Amilia will grant you limited access to the SmartRec Platform for the sole purpose of allowing you to retrieve your data, provided you have paid in full all amounts owed to Amilia up to the date of suspension or termination of this Agreement; (v) that you will not be refunded the remainder of any fees that you paid for the SmartRec Solution prior to such termination or suspension; and (vi) that Amilia will not be liable to you for compensation, reimbursement, or damages in connection with your use, termination, suspension of the SmartRec Solution or deletion of your information or account data.

f. Termination Due to Lack of Appropriations. To the extent applicable, all payment obligations under this Agreement are subject to the availability of legislative appropriations at the federal, state, or local level, for this purpose. You will use reasonable efforts to ensure appropriated funds are available. For the term of this Agreement which extends into fiscal years subsequent to that in which it is approved, such continuation of the Agreement is contingent on the appropriation and availability of funds for such purpose, as determined by you in good faith. If, in your judgment, sufficient funds are not appropriated to maintain the services set forth in this Agreement the function performed in this Agreement and for the payment of the fees hereunder, you may unilaterally terminate this Agreement effective on the final day of the fiscal year through which you have funding, provided that you agree to give written notice of termination to Amilia at least ninety (90) written notice prior to the end of its then current fiscal year, stating its reasons for termination. In

the event of termination due to a lack of appropriations, you will pay Amilia for all fees and expenses related to the services you have received, or Amilia has incurred or delivered, prior to the effective date of termination. You agree that should it terminate in accordance with this paragraph, it shall not obtain services which are substantially equal to or similar to those for which this Agreement was entered into during the same fiscal year to which the termination applies and this provision shall not be construed to allow you to terminate the Agreement, in order to acquire similar licenses or services from a third party.

4. Confidential Information.

a. "Confidential Information" means any information provided by either party (a "**Disclosing Party**") and any information received by the other party (a "**Receiving Party**") in connection with this Agreement, including the terms and conditions of this Agreement, which is not otherwise available to the general public without restriction as well as any and all other Intellectual Property Rights, proprietary knowledge, trade secrets, customer lists or information concerning the Disclosing Party's internal affairs, technical information, specifications, drawings, documentation and "know-how" of every kind and description supplied by the Disclosing Party, or indirectly by any of its affiliates, under this Agreement or otherwise. All Confidential Information of a Disclosing Party is, and shall remain, the exclusive property of the Disclosing Party. The Receiving Party shall treat and protect the Confidential Information of the Disclosing Party as confidential and shall not reproduce or divulge the Confidential Information of the Disclosing Party in whole or in part to any third party, except as authorized in writing by the Disclosing Party or as permitted by this Agreement. The Receiving Party may disclose Confidential Information only to its affiliates, employees, directors, or officers on a "need to know" basis, provided that each such affiliates, employee, director or officer, as applicable, shall have signed a confidentiality undertaking no less restrictive than the provisions of this Section 4. Notwithstanding any provisions contained in this Agreement, the Receiving Party shall not be required to maintain in confidence the following information: (i) information which, at the time of disclosure to the Receiving Party, is in the public domain; (ii) information which, after disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement by the Receiving Party; (iii) information that was in the Receiving Party's possession at the time of disclosure by the Disclosing Party, provided that such information was not obtained, directly or indirectly, from the Disclosing Party on a confidential basis; (iv) information that the Receiving Party can demonstrate resulted from its own research and development, independent of disclosures by the Disclosing Party; or (v) information that the Receiving Party received from third parties, provided that such information was not obtained, directly or indirectly, from the Disclosing Party on a confidential basis.

Notwithstanding anything in this Agreement to the contrary, the Receiving Party may disclose confidential information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar requirement, provided that the Receiving Party promptly, to the extent legally permissible and practicable, notifies the Disclosing Party in writing of such demand for disclosure so that the Disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the confidential information. The Receiving Party shall not oppose and shall cooperate with efforts by the Disclosing Party with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Disclosing Party is unable to obtain or does not seek a protective order and the Receiving Party is legally requested or required to disclose such confidential information, disclosure of such confidential information may be made without liability. The Receiving Party shall, upon any request by the Disclosing Party, immediately return or destroy the Disclosing Party's Confidential Information and all portions and copies thereof, which are in Receiving Party's possession or control. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of this Section 4, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, without the requirement of posting a bond, it being specifically acknowledged by the Parties that any other available remedies are inadequate. Each party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five (5) years from the date first disclosed to the Receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

5. Intellectual Property Rights.

All patents, patent applications, copyright, names, trademarks, service marks, trade dress, know-how, trade secrets, industrial designs, other similar instruments, or rights whether proprietary or otherwise, whether registered or unregistered, and all rights in relation to any of the foregoing which are recognized in any jurisdiction ("**Intellectual Property Rights**") owned or held by Amilia shall always remain Intellectual Property Rights of Amilia. Nothing in this Agreement shall be construed or interpreted as conferring upon you any right or interest in the Intellectual Property Rights owned or held by Amilia, whether in the SmartRec Platform, the API or otherwise, other than as expressly set forth in this Agreement. All data entered or uploaded by you, except for transaction data shared with the user, is your sole and exclusive property. Amilia is free to use or disclose any comments

or ideas that you submit to Amilia without any compensation to you. You further acknowledge that, by acceptance of your suggestions for any feature or aspect of the SmartRec Platform or the API, Amilia does not waive any rights to use similar or related ideas previously known to Amilia, or developed by your employees, or obtained from sources other than yours.

6. Liability

a. Amilia Liability. To the full extent permitted by applicable law and subject to Section 6.c., Amilia, at its own expense, will defend and indemnify you from and against all claims, suits and proceedings ("**Claims**") (i) alleging that the SmartRec Platform, and your use of the SmartRec Platform in accordance with this Agreement, infringes the Intellectual Property Rights or other rights of a third party; (ii) arising out of Amilia's breach of Section 4 (Confidential Information); (iii) arising out of Amilia's breach of Section 1.g. (Amilia Representations and Warranties); or (iv) arising out of the negligence or wilful misconduct by its employees or agents. If a Claim is brought or threatened against you alleging infringement of the Intellectual Property Rights of a third party, Amilia will, at its sole option and expense, use commercially reasonable efforts either (a) to procure a license (or other rights) that will protect you against such Claim without cost to you; (b) to modify or replace all or portions of the SmartRec Platform as needed to avoid infringement, such update or replacement having substantially similar or better capabilities; or (c) if (a) and (b) are not commercially feasible, terminate the Agreement. The rights and remedies granted to you in this section state Amilia's entire liability, and are your exclusive remedy, with respect to any claim of infringement of the Intellectual Property Rights of a third party. [This Section will not apply to the extent that the alleged infringement arises from: (A) use of the SmartRec Solution in combination with data, software, hardware, equipment, or technology not provided by Amilia or authorized by Amilia in writing; (B) modifications to the SmartRec Solution not made by Amilia; (C) your data or Content.

b. Your Liability. To the full extent permitted by applicable law and subject to Section 6.c., you will, at your own expense, defend and indemnify Amilia, its shareholders, affiliates, directors, officers, affiliates, agents, employees and representatives (the "**Amilia Parties**") harmless from and against all Claims (i) alleging that your data or any of your trademarks, or Amilia's use thereof in accordance with this Agreement, infringes the Intellectual Property Rights or other rights of, or has caused harm to, a third party; (ii) arising out of your breach of Section 4 (Confidential Information); (iii) arising out of your access to or use of the SmartRec Solution other than in accordance with the terms of this Agreement; (iv) arising out of your breach of Section 2 e) (Your Representations and Warranties); or (v) arising out of the negligence or wilful misconduct by you or any of your employees or agents; and will hold the Amilia Parties harmless from and against all liability, damages, expenses and costs finally awarded or agreed to be paid

in settlement (including, without limitation, reasonable legal fees) (collectively, “Losses”) to the extent based upon such a Claim.

c. Limitation of Liability

(i) IN NO EVENT SHALL (I) EITHER PARTY, (II) ITS RESPECTIVE SUPPLIERS OR LICENSORS, AS APPLICABLE OR (III) ANY OF THE RESPECTIVE AFFILIATES, AGENTS, SHAREHOLDERS, DIRECTORS, OFFICERS AND EMPLOYEES OF ANY OF THE ENTITIES LISTED IN (I) OR (II) ABOVE, BE LIABLE FOR ANY LOST PROFITS, LOSS OF DATA, OR ANY INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES ARISING OUT OF, IN CONNECTION WITH OR RELATING TO THIS AGREEMENT OR THE SMARTREC PLATFORM OR THE API.

(ii) UNDER NO CIRCUMSTANCES WILL AMILIA BE RESPONSIBLE FOR: (A) INCREASED COSTS, DIMINUTION IN VALUE, OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (B) LOSS OF GOODWILL OR REPUTATION; (C) ANY DAMAGE OR LOSS RESULTING FROM HACKING, TAMPERING OR OTHER UNAUTHORIZED ACCESS OR USE OF THE SMARTREC PLATFORM, THE API, YOUR ACCOUNT, THE SMARTREC PLATFORM SERVERS OR ANY INFORMATION CONTAINED THEREIN (EXCEPT FOR BREACHES OF AMILIA’S OBLIGATIONS RELATING TO PERSONAL INFORMATION OR SENSITIVE INFORMATION AS DESCRIBED IN SECTION 1.e.); (B) LOSS OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO OR USE OF THE SMARTREC PLATFORM OR THE API (EXCEPT TO THE EXTENT SUCH LIMITATION IS NOT PERMITTED BY APPLICABLE LAW); (C) INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE SMARTREC PLATFORM OR THE API, NOT CAUSED BY THE GROSS NEGLIGENCE OR WILFUL MISCONDUCT OF AMILIA; (D) ANY BUGS, VIRUSES, TROJAN HORSES, OR OTHER HARMFUL CODE THAT MAY BE TRANSMITTED TO OR THROUGH THE SMARTREC PLATFORM OR THE API, NOT CAUSED BY THE GROSS NEGLIGENCE OF AMILIA; (E) ERRORS, INACCURACIES OR OMISSIONS IN ANY CONTENT OR INFORMATION PROVIDED BY YOU OR ANY THIRD PARTY; (F) COST OF REPLACEMENT GOODS OR SERVICES, AND/OR (G) THE DEFAMATORY, OFFENSIVE, OR ILLEGACONDUCT OF ANY THIRD PARTY, IN EACH CASE REGARDLESS OF WHETHER AMILIA WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE.

(iii) WITHOUT LIMITING THE FOREGOING PROVISIONS OF THIS SECTION AND EXCEPT FOR LIABILITY ARISING OUT OF THE GROSS NEGLIGENCE OR WILFUL MISCONDUCT OF AMILIA, THE CUMULATIVE LIABILITY OF (I) AMILIA, (II)

SUPPLIERS OR LICENSORS OF AMILIA, AND (III) ANY OF THE RESPECTIVE AFFILIATES, SHAREHOLDERS, AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES OF ANY OF THE ENTITIES LISTED IN (I) OR (II) ABOVE SHALL BE LIMITED TO DIRECT DAMAGES AND IN ALL EVENTS SHALL NOT EXCEED IN THE AGGREGATE THE AMOUNT OF ACCESS FEES PAID BY YOU TO AMILIA DURING THE THREE (3) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM FOR LIABILITY OR THE LOSS. THE LIMITATIONS APPLY EVEN IF AMILIA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE AND SUCH DAMAGE FAILS TO ITS ESSENTIAL PURPOSE.

d. Amilia Insurance coverage. Amilia will, at its expense and at all times during the Initial Term or any Renewal Term, hold and maintain commercially reasonable insurance policies, as determined by Amilia in its own discretion.

7. General Terms

a. Disputes; Choice of Law; Jurisdiction and Venue. The validity of this Agreement, the construction and enforcement of its terms, and the interpretation of the rights and duties of the parties shall be governed by the laws of the state of Delaware, without regard to conflict of law rules and to the exclusive jurisdiction of the courts of the state of Delaware for any legal controversy arising in connection with this Agreement. NOTWITHSTANDING ANY PROVISIONS TO THE CONTRARY IN THIS PROVISION, IN THE EVENT OF ANY VIOLATION OF THIS AGREEMENT, EITHER PARTY MAY INITIATE AN ACTION SEEKING INJUNCTIVE RELIEF BEFORE ANY COURT OF COMPETENT JURISDICTION IN THE STATE OF DELAWARE.

b. No Waiver or Limitation. A party’s failure to assert any right or provision under this Agreement shall not constitute a waiver of such right or provision. This Agreement does not limit any rights that either party may have under trade secret, copyright, patent, or other laws.

c. Right to Change. At any time during the Initial Term or any Renewal Term, Amilia has the right to change, delete, discontinue, or impose conditions on any feature or aspect of the SmartRec Platform or the API that Amilia in its sole discretion deem to be reasonable in the circumstances, including by way of a notice on its website, by email or any other website maintained or owned by Amilia for the purposes of providing services in connection with this Agreement, provided that the SmartRec Platform shall continue to perform substantially in accordance with the Documentation. Any use of the SmartRec Platform after its publication of any such changes shall constitute your acceptance of such change.

d. Amendment. Unless otherwise stated in this Agreement, this Agreement may not be amended or modified except in writing signed by both parties.

e. Disclosures and Notices. You agree and accept that Amilia can provide disclosures and notices regarding the SmartRec Platform and the API to you by

posting such disclosures and notices on its website or emailing them to the administrator's email address listed in your Account. Any use of the SmartRec Platform after its publication of any such changes shall constitute your acceptance of such change.

f. Independent Contractor. Nothing in this Agreement shall be construed in any manner to create between the parties the relationship of joint venturers or partners, employer and employee, master or servant. Neither party shall be obligated nor bound by any agreements, representations or warranties made by the other party.

g. Successors and Assignment. This Agreement is binding upon the parties and their respective successors and permitted assigns.

h. Third Party Platforms and Links to Other Websites. You may be offered services, products and promotions provided by third parties and not by Amilia, and the Amilia website may contain links to third-party websites as a convenience to you. If you decide to use these third-party services, you will be responsible for reviewing and understanding the terms and conditions associated with these services. Amilia is not responsible for the performance of these services and does not approve of, endorse, or warrant the performance of these services. When you use any such link to go from Amilia's websites to another website, the Amilia Privacy Policy is no longer in effect.

i. Force Majeure. "Force Majeure Event" means fire, telecommunications failures, utility failures, power failures, equipment failures, labour strife, riots, war, terrorist attack, public health emergency, non-performance of vendors or suppliers, acts of God or other cause over which the Affected Party has no reasonable control. If either party (an "**Affected Party**") is delayed from performing any of its obligations (except payment obligations) under this Agreement because of a Force Majeure Event then performance is excused for the period of the delay to the extent the delay is due to a Force Majeure Event and the Affected Party will not be in default under this Agreement. As soon as reasonably practicable after the start of a Force Majeure Event, the Affected Party will give to the other party written notice of the nature and expected duration of such event. If the delay continues for more than 15 days, then the party entitled to performance may give to the Affected Party notice of immediate termination of this Agreement.

j. Entire Agreement. These terms and conditions and the content of this Agreement to which this Appendix A is attached constitute the entire agreement between the parties with respect to the matters covered by such Software as a Service Agreement and this Appendix A.

k. Severability. Whenever possible, each provision or portion of any provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision or portion of any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any

applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision or portion of any provision in such jurisdiction, and this Agreement shall be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision or portion of any provision had never been contained herein.

l. Survival. Any provision that is reasonably necessary to accomplish or enforce the purpose of this Agreement remain in effect in accordance with its terms upon the termination of this Agreement, including without limitation Sections 3 and 4 of this Agreement.

m. Currency. Monetary amounts stated, advanced, paid or calculated in or pursuant to this Agreement are and shall be stated, advanced, paid or calculated in United States dollars.

n. Counterpart. This Agreement may be executed in any number of counterparts, and each such counterpart hereof will be deemed to be an original instrument, but all such counterparts together will constitute but one agreement. Transmitted copies (reproduced documents that are transmitted via photocopy, facsimile or any other process that accurately transmits the original, for example by email receipt of scanned documents) are considered documents equivalent to original documents and signatures so transmitted and received shall be treated for all purposes of this Agreement as original signatures and shall be deemed valid, binding, and enforceable by and against the parties.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matt Parker, Park Services Manager

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND APPROVAL OF UPDATED
TURF POLICY REVISIONS**

SUMMARY

The Pleasant Valley Recreation & Park District (District) coordinates and issues permits for the use of District parks, open space, sports fields, an aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports. The District develops, manages, and maintains over 50 acres of sports turf. The Sports Turf Policy provides direction and guidance for Staff to accomplish a primary District goal of delivering safe athletic fields that are maintained at the highest standards possible for all users including participants, officials, and spectators.

BACKGROUND

Recreational turf provides for both healthy activities and an important entertainment value for the community. Unlike ornamental turfgrass on residential and commercial properties, recreational surfaces are exposed to different stresses and provide a uniquely different function. While recreational turf has always existed in District parks, the function and usage has evolved over the last two decades to meet the changing trends in sports and turf management. Instead of strictly passive, leisure usage and recreational sports, competitive level sports play for all ages has become a standard category of activity the community not only desires but has come to expect.

In order to meet that expectation, within our system of 28 parks, the District has four (4) defined ‘Sports Parks’: Freedom Park, Pleasant Valley Fields, Bob Kildee Community Park, and Mission Oaks Park. These parks serve as a location to host activities which through casual or organized participation provide competition. Each of these locations have unique turf species, soil types, drainage concerns as well as usage, and wear patterns.

In November 2022, the Board of Directors approved the District’s Sports Turf Policy which outlines the guidelines and procedures for the permitted use of District sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields for all users including but not limited to League, Practices, and Tournament users. The current Sports Turf Policy consists of the following sections:

- Definition of Terms
- General Policy
- Footwear/Turf Shoes

- Turf Preservation & Field Maintenance
- Field Lining/Marking
- Turf Recovery & Field Closures
- Field and/or Facility Modifications
- Inclement Weather Procedures
- Turf Policy Violations

In February 2024, Staff brought suggested revisions back to the Policy Committee for review.

ANALYSIS

Effective and properly managed natural turf can withstand a significant amount of play without wearing out the turf. Abuse, however, can cause permanent damage that cannot be overcome by regular maintenance. Maintaining dense turf is essential to producing high-quality play surfaces on intensively used sports fields. While the District can take various steps to help with winter play, nothing changes the fact that less sunlight and cooler temperatures limit how well grass will recover during the warmer seasons.

Since its approval in 2022, Staff have identified a few areas that need adjustments.

1. General Policy #5 – Fueling or refueling of any equipment powered by an internal combustion engine is strictly prohibited on the turf area.
2. General Policy #6 – AR Lines shall be moved a minimum of ten (10) feet in alternating direction every 4 weeks unless directed otherwise by the Park Services Manager or designee.
3. General Policy #10 – Changed the contact phone number for field misuse reporting.
4. General Policy #11 – Clarified and updated contacts for reporting maintenance and hazard emergencies during weekdays, weekends, holidays, and after hours.
5. General Policy #13 – Addition of Frost Advisory Guidance
6. Turf Recovery & Field Closures #1.b. – Changed 90 teams to 80 for Winter months (November 1 – March 15) and increased to 100 teams for Summer months (March 16 – October 31) only at Pleasant Valley Fields and for Zones 1-4. Tournaments with more than 110 teams require General Manager Approval.

Staff's recommended adjustments to the Turf Recovery & Field Closure section are rooted in the turf's ability to recuperate and mend from wear caused by activities. The turf at PV Fields consists of warm-season turfgrass, with its growth peaking from mid-April before gradually declining around mid-October through November. Depending on environmental factors such as soil temperatures, this can induce dormancy in the turf, halting growth entirely. Staff believes that implementing winter team tournament limits will aid in field preservation during periods of minimal growth. Conversely, staff is proposing a compromise to increase tournament team limits during the summer months, when the turf is actively growing and has greater potential for recovery, thereby avoiding the need for field closures for 100 or less teams.

FISCAL IMPACT

There is no fiscal impact to this Policy.

RECOMMENDATION

It is recommended the Board of Directors approve the updated Sports Turf Policy revisions.

ATTACHMENTS

- 1) Sports Turf Policy CLEANLINE (9 pages)
- 2) Sport Turf Policy Redline (9 pages)



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPORTS TURF POLICY

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports.

The District issues permits for sports field use through an allocation system with priority given in the following order: District programming, Community Service Organizations (CSO), Resident Organizations or 501(c)3 Non-profit Organizations, In-District Residents, and all other requests.

Reservable fields can be reserved at any time based on the availability of the field(s) or up to six (6) months in advance and a minimum of 30 days prior to the requested date. The District closes fields periodically throughout the year for rest and maintenance periods.

Purpose

The purpose of the District Sports Turf Policy (“Policy”) is to establish policies and procedures governing the use of District owned and managed sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields. The District’s primary role in providing athletic opportunities is to make certain its fields remain safe and are maintained in the highest standards possible for participants, spectators, and officials.

The District takes great pride in maintaining its sports fields and has an overriding interest and expectation in providing quality playing surfaces. This is accomplished through the implementation of athletic turf field preservation and management to maintain wear tolerance and provide quality sports fields. This Policy establishes the following guidelines for anyone who interacts with the District through District-managed sports turf maintenance.

Definition of Terms

Cleats – shall mean a shoe with a rigid outsole. Cleats feature spikes or studs (fixed/molded or detachable) spread evenly over the outsole of the shoe. There are three main types of studs: bladed, hard round and round/conical. The studs may be made of plastic, rubber or metal tipped.

Community Park – shall mean a park that generally ranges in size from 10 acres to larger that serves as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, sports fields, and offer active and passive space.

District – shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

General Use Policy – shall mean the procedures used in the application of approved District policies.

Neighborhood Park – shall mean a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.

Sports Fields/Facilities – shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively “Sports Parks”) or other fields as may be designated by the District.

Turf Tarps – shall mean an artificial covering to be placed on the field to protect and promote healthy turf development.

Turf Shoes – shall mean a durable rubber outsole. Turf shoes feature dozens of small rubber studs or patterns on the outsole of the shoe with very little spacing between each stud. They have a somewhat flexible bottom resembling that of a tennis shoe and not of spiked cleats.

Turf Wear Tolerance – shall mean Athletic field turf should be able to tolerate the weight of people running and jumping, and the tearing associated with sports.

User Group – shall refer to the users of the field, including Community Service Organizations, resident organizations, in-district residents, and out-of-district residents.

Vendor - a person or company offering food, snacks, merchandise, or services for sale.

Winter Rules – shall refer to the following rules during the dates of **November 1-March 15**:

- Turf/athletic shoes must be worn for all practices at PV Fields.
- Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedules during the wintertime period (November 1 – March 15).
- This shall also apply to any practices on the infields at Bob Kildee Community Park and Freedom Park Fields.

General Policy

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. Rotate use of areas (e.g., use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. Ladder training drills shall not be conducted on Turf in order to prevent excessive wear and tear on the turf.
4. Overcrowding fields by scheduling multiple practices and games in reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
5. Use of any equipment must be stated on the permit application/Community Service Organization Field Facility Allocation and Use. Removal of all equipment daily is required unless prior District approval is granted. Fueling or refueling of any equipment powered by an internal combustion engine is strictly prohibited on the turf area. Such activities are only permitted in the parking lot, where a spill containment pan must be used underneath the equipment.
6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during any season to help eliminate excessive turf wear as well as moving teams' seating areas. AR lines shall be moved by a minimum of ten (10) feet in alternating direction every 4 weeks unless directed otherwise by the Park Services Manager or designee.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.

8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy and with District staff which may include the General Manager, Recreation Services Manager, Recreation Supervisor, Park Services Manager, Park Supervisors, Crew Leads and Board of Directors.
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact the Parks Department **805-482-1996** who will inform the appropriate personnel.
11. To report maintenance and hazard emergencies (such as broken water lines, pressurized sprinkler heads, restroom facilities issues, etc.), promptly contact the Parks Department at **805-482-1996** during regular business hours from Monday to Friday. For emergencies occurring on weekends or after regular business hours from Monday to Thursday, please direct your calls to the Park Rangers at **805-432-0708**. To report emergencies that occur on holidays and after hours from Friday to Sunday contact PVRPD On-call personnel at **805-432-3394**. When making the call, please ensure you fully identify yourself, provide your location, and describe the specific nature of the emergency or hazard.
12. Games being played during the Winter months will start at **9:00 am** or later. This will assist with excess moisture and cooler temperatures typically seen during the mornings of the winter season. The limited sunlight in the winter months or season means the fields dry much more slowly compared to the other months of the year.
13. If a frost advisory is in effect for the area, no persons or equipment may be on the turf until 9:00am or later to ensure excess turf damage does not occur.

Approved Footwear

1. **Pleasant Valley Fields (“PV Fields”):**
 - a. Footwear is restricted to molded plastic cleats (max 1/2”), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
 - b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
 - c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.
 - d. Referees shall wear turf or athletic shoes only.
 - e. Plastic cleats no longer than 1/2” are acceptable as footwear during league scheduled games.

- f. Turf shoes are mandatory for year-round practices. Cleats are not permitted during Winter months.
- g. League scheduled games should not begin sooner than 9:00 am during winter months.
- h. When fields are wet, practices should not occur in goal boxes.

Approved Footwear Examples:



2. Freedom Park:

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

3. Bob Kildee Park:

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

4. Mission Oaks Park:

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
- b. Metal cleats or spikes are prohibited unless approved by the General Manager or designee.

Turf Preservation & Field Maintenance

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf are as follows:

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury and/or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightning, earthquakes, or other reasons as decided by the District.
2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's Field Condition Hotline at [805-947-5125](tel:805-947-5125) to receive updated information

on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 1:00 pm on weekdays and by 7:00 am on weekends.** Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.

- a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District:
 - i. If it rains any more than 0.25" (quarter inch) the District has the right to close down the fields for safety and for the turf management.
 - ii. If water rises when turf is stepped on, the field is too wet to be played on.
 - iii. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
 - iv. Standing water (puddles) within the playing areas.
 - v. Player footprints fill with water in most of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.
4. No personal vehicles of any kind (cars, golf carts, scooters, etc.) are allowed on District property, other than parking lots, without prior written permission notated on the field use permit issued by District.

Sports Field Lining/Marking

1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by the District. White, Blue or Green Paint is acceptable, any other color must obtain the General Manager or designee's approval. **NO CHALK ON TURF.**
3. Burning lines on the District fields is prohibited. If this happens the parties responsible will pay to have the turf replaced at their sole expense.
4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility, as well as for all damages occurring to the facility with the potential of termination of field use permit.

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The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

1. Pleasant Valley Fields ("PV Fields"):

- a. Fields and zones usage will not exceed a maximum of 1,100 hours of use. This does not include lining and league/tournament prep unless authorized by the General Manager or designee.
- b. Required mandatory rest period of 5 days after all tournaments that host more than 80 teams during winter months (November 1 – March 15) and 100 teams during spring and summer months (March 16 – October 31) only at PV Fields and for Zones 1-4. Tournaments exceeding 110 teams will require General Manager approval with a minimum of 30 days notice.
- c. Lining the fields for the next week's games will be permitted.
- d. Fields will close three (3) times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest.
 - i. Approximate Dates:
 - 1. November 1st -January 2nd
 - 2. April—May
 - 3. June—July

2. Freedom Park Fields: Second week of July—early September; Third week of December to the first week of January

3. Bob Kildee Community Park: Third week of December to first week of January

4. Mission Oaks Park: Thanksgiving week to January 1

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks depending upon the request of the project. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Incident Weather Procedures

Always remain aware and alert for incoming weather while using fields. This is a large open area and subject to lightning and other weather-related hazards:

Thunder/Lightning Storms

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening, play should be stopped immediately. User groups should not resume outdoor activities until 30 minutes after the storm has passed. For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning, please visit: <https://www.weather.gov/safety/lightning-sports>.

Turf Policy Violations

The District recognizes that from time-to-time, field/facility renters may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their reservation. The District will work with renters to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Should violations occur, District staff will follow Ordinance 8 and the General Use Policy to address the issues which may include but are not limited to the prevention of future use and collecting reimbursement due to field or facility damage.

*It is the responsibility of the Permittee to ensure all participants, vendors, spectators, volunteers, and staff under their supervision understand and abide by this process. The District reserves the right to skip steps in this process at the discretion of District Staff if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. An example of an egregious act would be playing on the fields after being notified that the fields were closed. Egregious violations for annual permits will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager or designee.

Any user failing to comply with established guidelines and notification requests are subject to reimbursement of District costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

All renter violations and their frequency will be recorded by District Staff. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

I. First Violation

District Staff will provide a written notice of violation to the renter evaluating remedies to ensure the violation does not reoccur. District Staff will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit or addition charge for damages. Such warning shall also be indicated in writing to the facility user and saved for record. District Staff will indicate the consequences of a second offense should the renter reach that stage.

II. Second Violation

Depending on the nature of the violation and the response of the renter to the repeated warning and District Staff assistance at preventing subsequent violations, the District may issue a third warning or may cancel reservation. Receipt of paid funds from a cancelled reservation due to policy violations may be prohibited at the discretion of the General Manager.

III. Third Violation

Depending on the nature of the violation, the renter may be denied future access to District facilities for reservation in question and/or renter may be suspended from access to additional District facility reservations for a time determined by District staff. Note that such restrictions would apply to reservations in which violating renter is involved regardless of reservation name changes or renter leadership changes for the reservation in question.

Violation examples include but are not limited to:

1. Use of facility or field without a permit.
2. Use of facility or field that has been closed due to inclement weather.
3. Use of facility or field prior to or beyond permit time.
4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another renter.
6. Driving a personal vehicle(s) of any kind (cars, golf carts, scooters, etc.) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Intentionally misleading District Staff as to the likely attendance of the reservation resulting in major attendance discrepancies.
9. Intentionally leaving trash, damaging District property, or vandalizing District property.

*This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPORTS TURF POLICY

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports.

The District issues permits for sports field use through an allocation system with priority given in the following order: District programming, Community Service Organizations (CSO), Resident Organizations or 501(c)3 Non-profit Organizations, In-District Residents, and all other requests.

Reservable fields can be reserved at any time based on the availability of the field(s) or up to six (6) months in advance and a minimum of 30 days prior to the requested date. The District closes fields periodically throughout the year for rest and maintenance periods.

Purpose

The purpose of the District Sports Turf Policy (“Policy”) is to establish policies and procedures governing the use of District owned and managed sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields. The District’s primary role in providing athletic opportunities is to make certain its fields remain safe and are maintained in the highest standards possible for participants, spectators, and officials.

The District takes great pride in maintaining its sports fields and has an overriding interest and expectation in providing quality playing surfaces. This is accomplished through the implementation of athletic turf field preservation and management to maintain wear tolerance and provide quality sports fields. This Policy establishes the following guidelines for anyone who interacts with the District through District-managed sports turf maintenance.

Definition of Terms

Cleats – shall mean a shoe with a rigid outsole. Cleats feature spikes or studs (fixed/molded or detachable) spread evenly over the outsole of the shoe. There are three main types of studs: bladed, hard round and round/conical. The studs may be made of plastic, rubber or metal tipped.

Community Park – shall mean a park that generally ranges in size from 10 acres to larger that serves as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, sports fields, and offer active and passive space.

District – shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

General Use Policy – shall mean the procedures used in the application of approved District policies.

Neighborhood Park – shall mean a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.

Sports Fields/Facilities – shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively “Sports Parks”) or other fields as may be designated by the District.

Turf Tarps – shall mean an artificial covering to be placed on the field to protect and promote healthy turf development.

Turf Shoes – shall mean a durable rubber outsole. Turf shoes feature dozens of small rubber studs or patterns on the outsole of the shoe with very little spacing between each stud. They have a somewhat flexible bottom resembling that of a tennis shoe and not of spiked cleats.

Turf Wear Tolerance – shall mean Athletic field turf should be able to tolerate the weight of people running and jumping, and the tearing associated with sports.

User Group – shall refer to the users of the field, including Community Service Organizations, resident organizations, in-district residents, and out-of-district residents.

Vendor - a person or company offering food, snacks, merchandise, or services for sale.

Winter Rules – shall refer to the following rules during the dates of **November 1-March 15**:

- Turf/athletic shoes must be worn for all practices at PV Fields.
- Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedules during the wintertime period (November 1 – March 15).
- This shall also apply to any practices on the infields at Bob Kildee Community Park and Freedom Park Fields.

General Policy

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. Rotate use of areas (e.g., use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. Ladder training drills shall not be conducted on Turf in order to prevent excessive wear and tear on the turf.
4. Overcrowding fields by scheduling multiple practices and games in reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
5. Use of any equipment must be stated on the permit application/Community Service Organization Field Facility Allocation and Use. Removal of all equipment daily is required unless prior District approval is granted. Fueling or refueling of any equipment powered by an internal combustion engine is strictly prohibited on the turf area. Such activities are only permitted in the parking lot, where a spill containment pan must be used underneath the equipment.
6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during any season to help eliminate excessive turf wear as well as moving teams' seating areas. AR lines shall be moved by ~~XX~~ a minimum of ten (10) feet in alternating direction every ~~timeframe~~ ~~weeks/months~~ 4 weeks unless directed otherwise by the Park Services Manager or designee.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.

Commented [MT1]: MP/NM enter parameters

Commented [MP2R1]: 15 ft shift every 4 weeks should leave a decent amount of time and buffer zone for the areas to recover.

8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy and with District staff which may include the General Manager, Recreation Services Manager, Recreation Supervisor, Park Services Manager, Park Supervisors, Crew Leads and Board of Directors."
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact the Parks Department ~~805-482-5396~~ 1996 who will inform the appropriate personnel.
11. To report maintenance and hazard emergencies (such as broken water lines, pressurized sprinkler heads, restroom facilities issues, etc.), promptly contact the Parks Department at 805-482-1996 during regular business hours from Monday to Friday. For emergencies occurring on weekends or after regular business hours from Monday to Thursday, please direct your calls to the Park Rangers at 805-432-0708. To report emergencies that occur on holidays and after hours from Friday to Sunday contact PVRPD On-call personnel at 805-432-3394. When making the call, please ensure you fully identify yourself, provide your location, and describe the specific nature of the emergency or hazard. Report maintenance and hazard emergencies (e.g., broken water lines, pressurized sprinkler heads, restroom facilities, etc.) promptly to the Parks Department 805-482-5396 who will inform appropriate personnel. Please be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard when you make the call.
12. Games being played during the Winter months will start at **9:00 am** or later. This will assist with excess moisture and cooler temperatures typically seen during the mornings of the winter season. The limited sunlight in the winter months or season means the fields dry much more slowly compared to the other months of the year.
- ~~12-13.~~ If a frost advisory is in effect for the area, no persons or equipment may be on the turf until 9:00am or later to ensure excess turf damage does not occur.

Commented [MP3]: Should we include weekend after hours/ oncall phone number?

Approved Footwear

1. **Pleasant Valley Fields ("PV Fields"):**
 - a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
 - b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
 - c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.

- d. Referees shall wear turf or athletic shoes only.
- e. Plastic cleats no longer than 1/2" are acceptable as footwear during league scheduled games.
- f. Turf shoes are mandatory for year-round practices. Cleats are not permitted during Winter months.
- g. League scheduled games should not begin sooner than 9:00 am during winter months.
- h. When fields are wet, practices should not occur in goal boxes.

Approved Footwear Examples:



2. Freedom Park:

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

3. Bob Kildee Park:

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

4. Mission Oaks Park:

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
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1. Use of facility or field without a permit.
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4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another renter.
6. Driving a personal vehicle(s) of any kind (cars, golf carts, scooters, etc.) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
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9. Intentionally leaving trash, damaging District property, or vandalizing District property.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matthew Parker, Park Services Manager

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND APPROVAL OF DESIGN
OPTION FOR THE COMMUNITY CENTER
AUDITORIUM STAGE ADA IMPROVEMENTS**

BACKGROUND

In the approved FY 2023-2024 Budget, an allocation of approximately \$621,769 from Quimby fee funds originating from the Crestview, KB Homes, and Fairfield LLC projects has been earmarked for specific Capital Improvement Projects (CIP) at the Community Center Campus. The enhancements encompass a range of endeavors, such as achieving ADA compliance for the Senior Center restrooms, advancements to the Community Center Auditorium stage, and implementing Audio/Visual upgrades for the Senior Center and Room 6. All these initiatives fall within the confines of the allocated budget. The initial plans for the Auditorium ADA upgrades encompass the integration of an ADA-compliant wheelchair lift onto the stage and making necessary modifications to ensure ADA access compliance for the Senior Center's restroom facilities.

The Auditorium and the Senior Center were both originally built in 1968, however; in 1982, an addition was built onto the Senior Center to increase building capacity and better serve the growing community. Both the Auditorium stage and Senior Center restrooms are of original design building standards from when they were constructed before the ADA was passed in 1990 and are out of compliance with ADA accessibility standards.

At the regular November 2023 Board Meeting, the Board approved Staff's recommendation to enter into a professional services agreement with Lauterbach & Associates, Inc. for Architectural Design Services. Staff met with architects Mark Petit and Everett Scofield onsite to discuss the objective and scope of the project. Staff provided the direction for the architects to focus on providing design options for ADA compliance issues surrounding accessibility to the Auditorium stage, stage dressing rooms, and associated restrooms as well as the Senior Center's restrooms.

The design options were then presented to the Board of Directors at the regular January 2024 Board meeting to select the options for the Lauterbach design team to proceed with developing plans and construction documents. The Board selected to move forward with reconfiguring the restrooms in both the Auditorium dressing rooms/restrooms and the Senior Center restrooms. However, the Board expressed the necessity for additional information and instructed staff to collaborate with the Lauterbach team to obtain construction cost estimates for various options regarding the ADA wheelchair lift for the Auditorium stage.

ANALYSIS

Lauterbach has provided the following three options for the Auditorium Stage ADA wheelchair lift. The table below lists the costs associated with design, engineering, demolition, and construction for each of the three stage wheelchair lift options.

<i>Designs found in Attachment #1; Pricing found in Attachment #2:</i>		
Options	Description	Cost
1 <i>“Basic”</i>	Basic design showing the wheelchair lift simply bolted to the concrete subfloor and stage. <ul style="list-style-type: none">• This is probably the most economical option.	\$53,650
2 <i>“Bulb-outs”</i>	Matching Bulb-outs on both stage-left and stage-right with the lift incorporated in the stage-left bulb-out (Option 2, page 1). <ul style="list-style-type: none">• Identified on pages 2 & 3• This option would look more intentional and less conspicuous.	\$78,350
3 <i>“Stair Removal”</i>	Demolishing the stage-left stairs and their replacement with the wheelchair lift. <ul style="list-style-type: none">• With this option, the stair access would be lost and has the most unknown potential for additional engineering and structural work to move a wall and incorporate it into the existing architecture above the stage.	\$91,300

FISCAL IMPACT

There is minimal fiscal impact as it relates to the design and engineering of this project with the Board action on this item. However, depending on the option selected, there will be an estimated \$25,000 to \$50,000 delta for demolition and construction once the construction phase of the project is completed.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goals and Strategies:

- 2.1 D: Identify features and amenities within the existing Community Center facility to be updated or improved (Fire Codes /ADA/etc.) as part of the larger project.
- 3.2 F: Develop, communicate, and begin implementation of an Americans with Disabilities Act (ADA) Transition Plan.

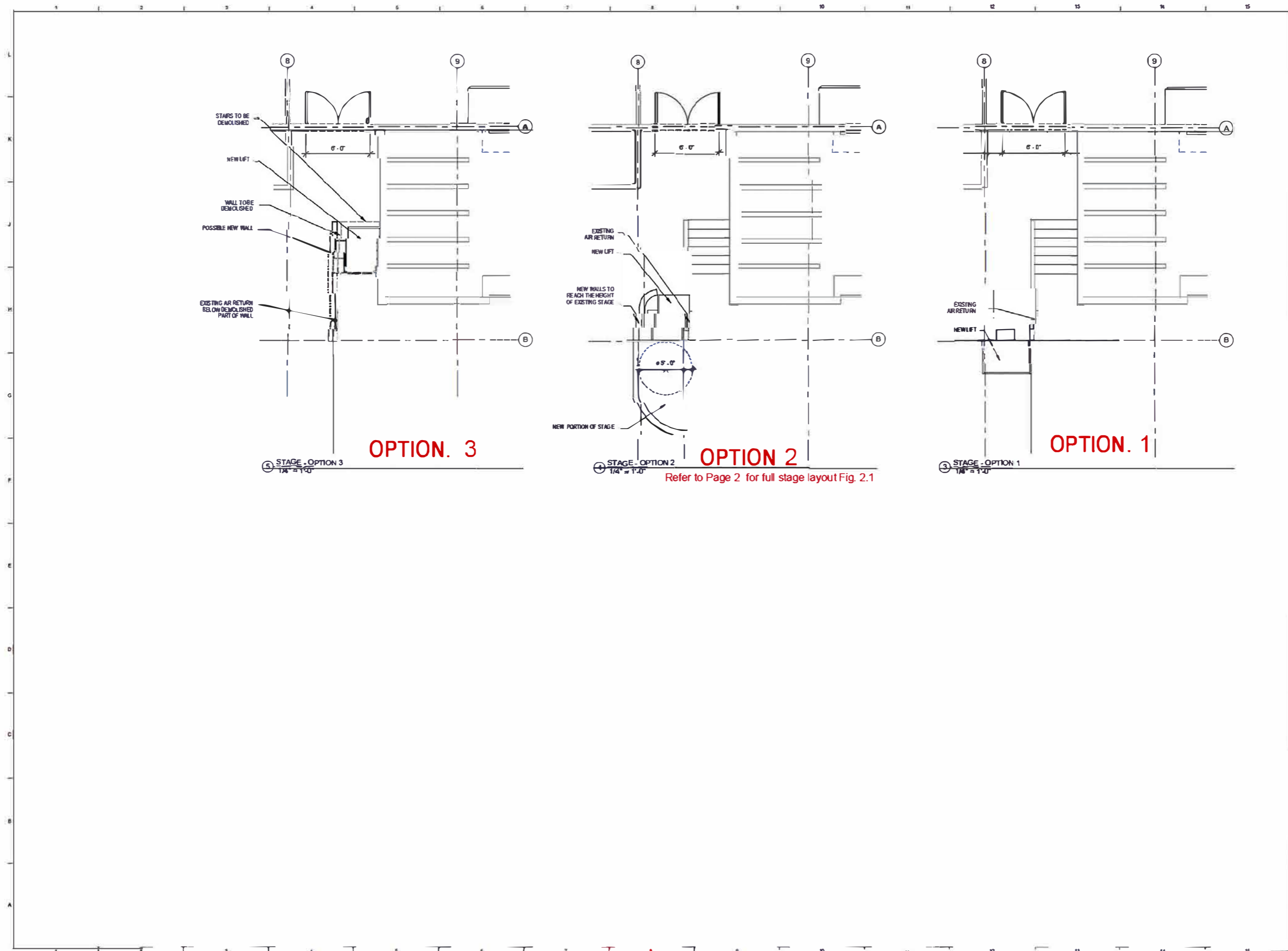
RECOMMENDATION

It is recommended the Board of Directors consider and recommend a design option for Staff to provide direction to the Lauterbach & Associates, Inc. team.

ATTACHMENTS

- 1) Lauterbach & Associates Inc. Design Sketches (4 pages)
- 2) Lauterbach & Associates Inc. Cost Estimates (2 page)

©2021 Project 32048 P/R/1 & P/R/2 E. Gurney St. Cam-Ad. Local. P/R/1 & P/R/2 Auditorium Renovation Rev. 07/21



5 STAGE - OPTION 3
1/4" = 1'-0"
OPTION. 3

4 STAGE - OPTION 2
1/4" = 1'-0"
OPTION 2
Refer to Page 2 for full stage layout Fig. 2.1

3 STAGE - OPTION 1
1/4" = 1'-0"
OPTION. 1

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PVRPD
AUDITORIUM
RENOVATION
1005 BURWELL ST., OAKLAND, CA 94610

PVRPD

NO.	DESCRIPTION	DATE

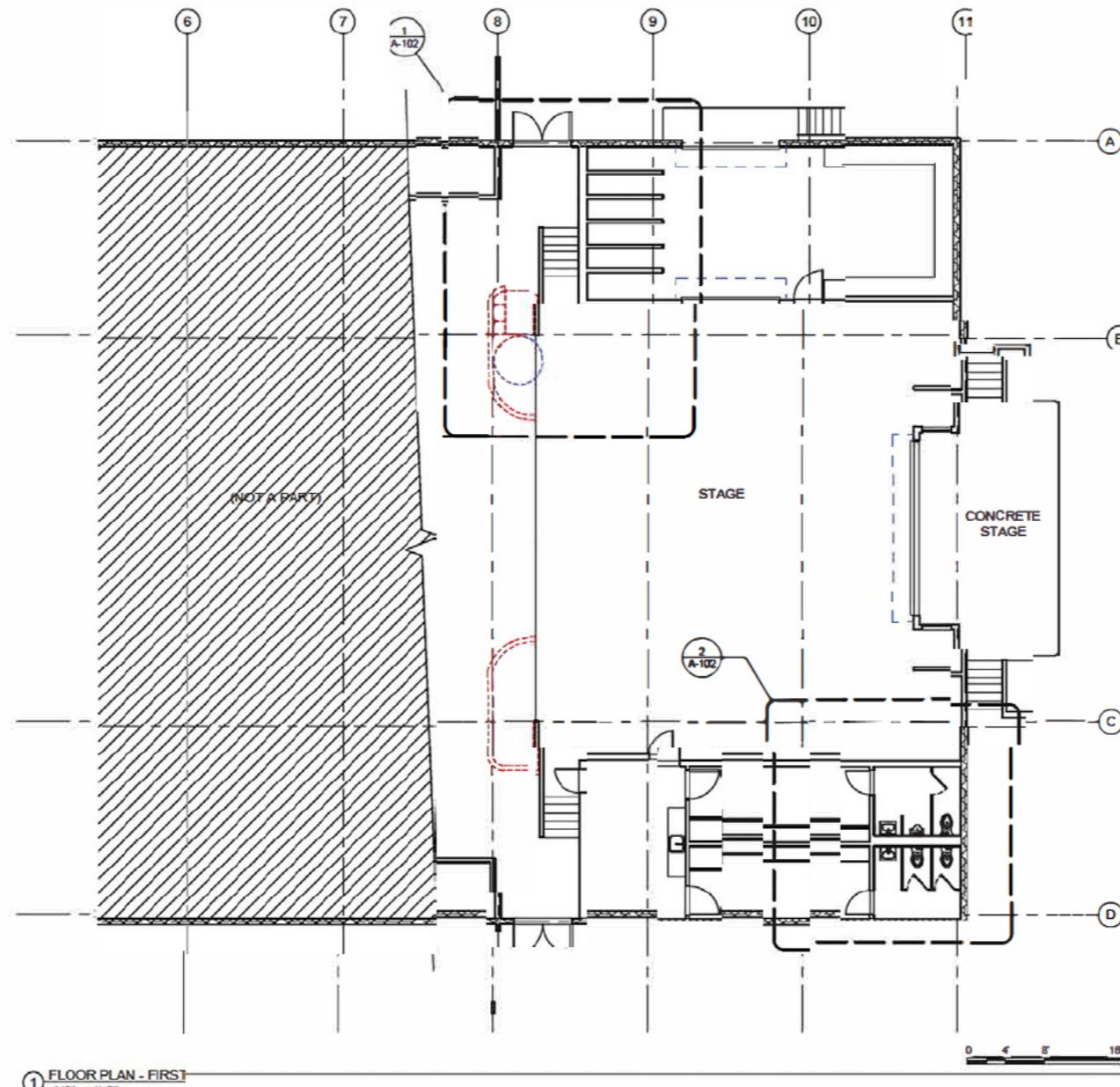
JOB NO. _____ Proj# Number _____
 DRAWN BY: _____ Author _____
 CHECKED BY: _____ Checker _____
 PROJECT MANAGER: _____ Approver _____
 ISSUE DATE: _____ DATE: 01/05/24

ENLARGED
PLANS

A-1 02

115/146

STAGE OPTION 2



1 FLOOR PLAN - FIRST

KEYNOTES

GENERAL NOTES

1. NOTE ONE
2. NOTE TWO IS A LONGER NOTE TO ILLUSTRATE THAT THE TEXT WILL WRAP AUTOMATICALLY IF THERE IS A LOT OF INFORMATION
3. NOTE THREE
4. NOTE FOUR
5. NOTE FIVE

LEGEND

- (X) CASEWORK SEE CASEWORK SCHEDULE ON SHEET A-XXX
- (101) DOOR SEE DOOR SCHEDULE ON SHEET A-XXX
- (11) FLOOR SYSTEM SEE FLOOR ASSEMBLY SCHEDULE ON SHEET A-XXX
- (12) WALL SEE WALL ASSEMBLY SCHEDULE ON SHEET A-XXX
- (13) WINDOW SEE WINDOW SCHEDULE ON SHEET A-XXX

ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.
 LAUTERBACH & ASSOCIATES ARCHITECTS, INC.
 300 MONTELEONE AVENUE, OXFORD, CALIFORNIA 95631 (YAK 866-847-2451) | www.la-arch.com

**PVRPD
 AUDITORIUM
 RENOVATION**
 1605 BURNLEY ST.
 CAMARILLO, CA 93010

FIRST PLAN CHECK SUBMITTAL Issue Date

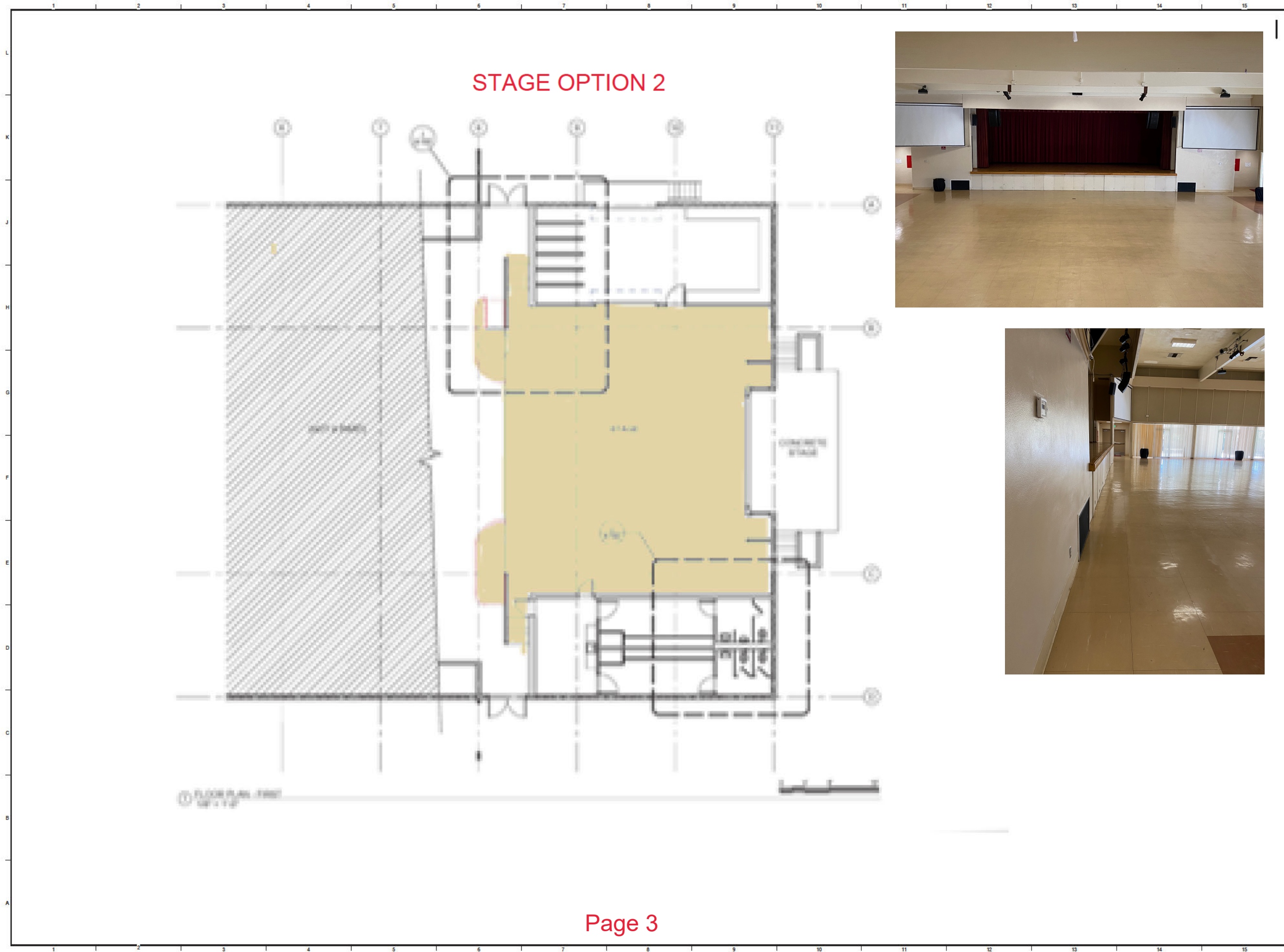
NO	DESCRIPTION	DATE
ISSUE		


JOB NO.	Project Number
DRAWN BY:	Author
CHECKED BY:	Checker
PROJECT MANAGER	Approver
	1/10/2024 11:34:12 AM

FLOOR PLAN -
STAGE

A-101

116/146





LAUTERBACH & ASSOCIATES

ARCHITECTS INC.

David C. Keaton, Architect • Ilona Scott, Architect • Mark S. Petrie, Architect
300 MONTGOMERY AVENUE, OXNARD, CALIFORNIA 93038 | 805-988-9912 | FAX 805-981-4510 | www.la-arch.com

PVRPD
AUDITORIUM
RENOVATION

1605 BURNLEY ST.
CAMARILLO, CA 93010

NO	DESCRIPTION	DATE

ISSUE

JOB NO. _____ Project Number _____

DRAWN BY: _____ Author _____
 CHECKED BY: _____ Checker _____
 PROJECT MANAGER: _____ Approver _____
 PRINT DATE: 1/10/2024 11:14:12 AM

FLOOR PLAN -
STAGE

A-101

Auditorium Stage Existing Conditions



PVRPD - ACCESSIBLE LIFT OPTIONS - PRELIMINARY PRICING ESTIMATES.

DATE
PROJECT
LOCATION
CONTACT

		Option1 (In front of Stage)		Option 2 (Pop Outs)		Option 3 (Staircase)	
		Contract	Allowance	Contract	Allowance	Contract	Allowance
DESIGN:							
101	CONSTRUCTION DOCUMENTS	\$11,350.00		\$11,350.00		\$11,350.00	
102	PERMITS AND FEES	\$2,500.00		\$2,500.00		\$2,500.00	
103	UTILITY FEES & CONNECTIONS	N/A		N/A		N/A	
104	BUSINESS LICENSE						
105	SURVEYS						
106	BONDS						
107	ENGINEERING	\$1,000.00		\$2,500.00		\$4,500.00	
108	DEPUTY INSPECTIONS (EPOXY BOLTING)	\$400.00		\$400.00		\$400.00	
	TOTAL DESIGN:						
GEN COND:							
201	SUPERVISION	\$8,500.00		\$8,500.00		\$8,500.00	
202	INSURANCE/COURSE OF CONSTRUCTION	\$3,000.00		\$3,000.00		\$3,000.00	
205	SHOP DRAWINGS/SUBMITTALS						
212	FENCES & BARRICADES	\$250.00		\$250.00		\$250.00	
213	JOB SITE SECURITY						
214	DUST CONTROL	\$400.00		\$400.00		\$400.00	
218	EQUIPMENT RENTAL	\$600.00		\$600.00		\$600.00	
219	MISCELLANEOUS EXPENSE						
220	GENERAL LABOR/CLEAN UP	\$2,000.00		\$2,500.00		\$3,500.00	
221	JANITORIAL SERVICE						

ASSOCIATE BUILDERS

222	TEMPORARY DUMPSTER	\$1,800.00			\$1,800.00	
223	SCAFFOLDING					
TOTAL GENERAL CONDITIONS:		\$16,550.00			\$17,050.00	\$18,050.00
BUILDING:						
401	CONCRETE					
402	DEMOLITION	\$2,000.00			\$3,500.00	\$7,500.00
407	ROUGH CARPENTRY	\$2,500.00			\$4,500.00	\$6,500.00
408	ROUGH LUMBER	\$800.00			\$2,800.00	\$4,000.00
412	MILLWORK	\$500.00			\$2,500.00	\$2,500.00
413	FINISH CARPENTRY Match Existing Stage (Flooring)	\$1,000.00			\$2,500.00	\$1,000.00
414	FINISH LUMBER SIDING - Labor	\$250.00			\$250.00	\$500.00
431	DRYWALL & PATCHING 5/8"	\$800.00			\$5,000.00	\$9,000.00
435	RESILIENT FLOORING (VCT)	\$1,000.00			\$1,000.00	\$2,500.00
438	PAINTING - Interior	\$1,500.00			\$6,500.00	\$8,500.00
444	H/C LIFT	\$7,000.00			\$7,000.00	\$7,000.00
445	H/C LIFT INSTALLATION	\$3,500.00			\$3,500.00	\$3,500.00
450	ELECTRICAL ELECTRICAL - Fixtures	\$1,000.00			\$2,000.00	\$2,000.00
451	HVAC					
TOTAL BUILDING:		\$53,650.00			\$78,350.00	\$91,300.00

Building Subtotal Contract + Allowance

SUMMARY:

DESIGN:

GENERAL CONDITIONS:

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matthew Parker, Park Services Manager

DATE: April 3, 2024

**SUBJECT: CONSIDERATION AND APPROVAL OF BID AWARD
FOR THE POOL DECK RESURFACING AT THE
PLEASANT VALLEY AQUATIC CENTER**

BACKGROUND

During the FY 2023-2024 budget workshops, the Board of Directors (Board) was presented with a list of Capital Improvement Projects (CIP) for the coming year by Staff. One of the top priorities identified by Staff was the resurfacing of the decking at the Pleasant Valley Aquatic Center (Aquatic Center). The urgency stemmed from safety concerns related to slip, trip, and fall hazards associated with the condition and slickness of the concrete pool decking, dating back to the 2007 pool renovation/remodel.

Recognizing the critical need for improvement, the Aquatic Center's pool deck replacement was identified as a high-priority project in the CIP for this current fiscal year. The adopted FY 2023-2024 Budget designates \$100,000 from the General Fund for this project. Despite efforts, the pool deck has lost its original slip resistance due to the wear and chemical erosion from the constant contact with the chlorinated pool water. Staff has tried numerous techniques, from acid washing to using degreasers with abrasive scrubbers, with no success.

In evaluating several options for pool deck resurfacing, including consultation with other aquatic facility operators and concrete coating professionals, Staff is recommending a two-part polyurethane coating system with fine aggregate texture for slip resistance. This option is the most cost-effective and practical from an application standpoint, allowing the product to be applied with roll coating applicators, avoiding the need to drain the pool. This option not only reduces the downtime of the Aquatic Center's programming but also saves the District the additional cost of having to refill the pool upon completion of the resurfacing.

At the January 6, 2024, Board Meeting, the Board approved the Request for Proposal and Bid Specifications for the resurfacing of the pool deck. Staff held a mandatory job walk on January 24, 2024, which two contractors attended. Bids were due February 9, 2024, and only one bid was received by National Pools, Inc. for \$92,800. The addition of a standard, but low contingency of 10% would place the total project cost at \$102,080, exceeding the budgeted amount allocated for this project. In consideration of not receiving other competitive bids to compare the sole bidder's pricing to, staff did not feel comfortable recommending the Board to approve the bid, therefore, at the regular March Board meeting, Staff recommended rejecting National Pools, Inc.'s bid and

allow staff time to reevaluate the project details and explore Staff's options to advance this project then bring this item back to the Board for direction. The Board voted in favor of Staff's recommendation of action.

ANALYSIS

Following the March 6th Board meeting, Staff examined all options to advance this project. Realizing the critical timing to have this project completed prior to the Aquatic Center's busy summer season, staff investigated utilizing a Cooperative Purchasing Alliance to streamline the job procurement contracting process. Staff contacted Sourcewell, a cooperative purchasing source that the District has utilized for past projects and learned that they had current contracts that fit the criteria for the pool deck resurfacing project. Staff met with MDJ Management, LLC, a partnered contractor with Sourcewell and received a bid totaling of \$49,488. Factoring in a 10% staff contingency, the projected project total would amount to \$54,437.

By utilizing a Cooperative Purchasing Agreement, the District gains access to pre-vetted vendors, meeting its procurement requirements efficiently. Cooperative contracts streamline processes and save the District money, facilitating an expedited schedule for the project's completion by the projected date of May 24, 2024, without the need for formal bidding.

FISCAL IMPACT

The Board of Directors allocated \$100,000 in the Fiscal Year 2023-2024 Capital Budget for this project. With the bid coming back at \$49,488 and an additional 10% contingency of \$4,949 totaling \$54,437, there will be a savings of \$45,563 in the General Fund Capital Budget specifically designated for this project.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy:

- 3.1: Renovate and modernize existing parks and recreation facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

RECOMMENDATION

It is recommended that the Board of Directors authorize and approve the General Manager to enter into a cooperative purchasing agreement with MDJ Management, LLC., a Sourcewell contractor for the resurfacing of the pool deck for an amount not to exceed \$54,437.

ATTACHMENTS

- 1) Received Bid (9 pages)
- 2) Agreement (8 pages)
- 3) Technical Provisions (6 pages)

Work Order Signature Document

EZIQC Contract No.: CA-R7-GB-101723-MDJ			
<input checked="" type="checkbox"/> New Work Order		<input type="checkbox"/> Modify an Existing Work Order	
Work Order Number.: 125470.00	Work Order Date: 03/12/2024		
Work Order Title: PVRPD - Aquatic Center Pool Deck			
Owner Name: Pleasant Valley Recreation & Park District	Contractor Name: MDJ Management		
Contact: Nick Marienthal	Contact: Matt McMillon		
Phone: (805) 482-5396 x304	Phone: 310-490-1521		

Work to be Performed	
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R7-GB-101723-MDJ.	
<u>Brief Work Order Description:</u>	

Time of Performance	Estimated Start Date:
	Estimated Completion Date:
Liquidated Damages	Will apply: <input type="checkbox"/> Will not apply: <input checked="" type="checkbox"/>

Work Order Firm Fixed Price: \$49,487.54
Owner Purchase Order Number:

Approvals

Pleasant Valley Recreation & Park District	Date	MDJ Management	Date
--	------	----------------	------

Detailed Scope of Work

To: Matt McMillon
MDJ Management
531 Main St #611
El Segundo, CA 90245
310-490-1521

From: Nick Marienthal
Pleasant Valley Recreation & Park District
1605 Burnley St
Camarillo, CA 93010
(805) 482-5396 x304

Date Printed: March 12, 2024

Work Order Number: 125470.00

Work Order Title: PVRPD - Aquatic Center Pool Deck

Brief Scope:

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached

Subject to the terms and conditions of eziQC Contract **CA-R7-GB-101723-MDJ**.

MDJ Management

Date

Pleasant Valley Recreation & Park District

Date



MDJ Management, LLC
License # 1044711
DIR # 1000061313
531 Main St. #611 El Segundo CA 90245
310-490-1521

Job Name: PVRPD - Aquatic Center Pool Deck
Location: 1030 Temple Ave. Camarillo, CA 93010
Customer: Pleasant Valley Recreation and Parks Department

Submission Date: 03/12/2024

Detailed Scope of Work
ROM Pricing

Pool Deck

- Installation of new pool deck coating
 - Pressure wash and chemically clean the existing deck
 - Patch all cracks and spalled concrete.
 - Apply Polytuff Classic polyurethane coating.
 - Application includes using the required system
 - Priming basecoat, and color coat sealer
 - Sand finish for slip resistant finish.
 - Upon being awarded project, we can do a multiple samples using different sand grits for approval
- Interior room and office floors to match
 - NOTE: Polytuff systems require a flat concrete subfloor before application
 - Upon removal of flooring (done by others) if a self leveling concrete application is required then there will be a change order

Notes:

- Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.
- Price includes all labor (**Normal Working Hours - Prevailing Wage**), materials, equipment to complete this scope of work.
- Construction Exclusions:
 - Client to drain 1 foot of water from pool to allow
 - Customer responsible for moving furniture and equipment in office area
 - Customer responsible for removing existing vinyl flooring in office area
 - Leveling existing subfloor of office area if required
 - Both restroom and locker room excluded

CLARIFICATIONS AND EXCLUSIONS:

- Please note that this provided quote is a Rough Order of Magnitude from MDJ Management and not an actual proposal to be used for an exact amount for the anticipated project. Once the agency/city reviews the details of the quote and is ready to move forward with an approved budget, Gordian and MDJ will proceed with providing a full/detailed Work Order Package from the eGordian software system that utilizes MDJ's Sourcewell construction contract and exact price schedule.
- Warranty
 - One year warranty against workmanship
 - Manufacturer's warranty varies
- We exclude plans, permits, permit fees, related fees, testing and/or testing fees, inspection fees, survey or survey fees, and engineering fees unless specified above
- We exclude utilities and hazardous or contaminated material
- Construction water, power, and sanitary facilities available on site for MDJ's use at no cost
- We exclude premium time unless specified above
- We exclude anything not specifically mentioned above
- MDJ reserves the right to review, change, and/or delete any provisions of any prime contract or subcontract, which results from this quotation
- All terms to be net 30 days in full upon receipt of invoice. Interest will be charged at the rate of 2% monthly on the unpaid balance.

ROM PRICE: See Price Proposal

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **See Price Proposal**. Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.

Bid price is good for thirty (30) days only.

Any controversy or claim based on, arising out of, or relating to this agreement, or breach thereof, including any claim based on the work performed pursuant to this agreement, shall be submitted to the American Arbitration Association for binding arbitration in accordance with its rules. If any arbitration, legal action is brought to enforce this agreement, or arising out of or relating to the agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees and costs incurred, in addition to any and all other relief to which that party may be entitled.

Submitted by:



Matthew McMillon
President MDJ
310.490.1521
matt@buildwithmdj.com

Contractor's Price Proposal - Summary

Date: March 12, 2024

Re: IQC Master Contract #: CA-R7-GB-101723-MDJ
Work Order #: 125470.00
Owner PO #:
Title: PVRPD - Aquatic Center Pool Deck
Contractor: MDJ Management
Proposal Value: \$49,487.54

General	\$2,126.78
Office Area	\$2,250.68
Pool Area	\$45,110.08
Proposal Total	\$49,487.54

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: March 12, 2024

Re: IQC Master Contract #: CA-R7-GB-101723-MDJ
 Work Order #: 125470.00
 Owner PO #:
 Title: PVRPD - Aquatic Center Pool Deck
 Contractor: MDJ Management
 Proposal Value: \$49,487.54

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
General					
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$1,064.80
			Installation	Quantity 968.00 x Unit Price 1.00 x Factor 1.1000 = Total 1,064.80	
				Bond = \$48,422.74 x 2%	
2	01 74 19 00 0016		EA	40 CY Dumpster (5 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$1,061.98
			Installation	Quantity 1.00 x Unit Price 884.98 x Factor 1.2000 = Total 1,061.98	
				construction debris	
Subtotal for General					\$2,126.78
Office Area					
3	01 56 16 00 0003		SF	6 Mil, Plastic Sheeting, Applied To Walls	\$235.20
			Installation	Quantity 400.00 x Unit Price 0.49 x Factor 1.2000 = Total 235.20	
				Protective plastic for walls, equipment, windows, ...	
4	03 01 30 71 0010		SF	Patch Decks Or Floors With White Aluminum Oxide Grit (Non-Slip Aggregate)	\$64.80
			Installation	Quantity 100.00 x Unit Price 0.54 x Factor 1.2000 = Total 64.80	
				sand for slip resistance	
5	03 01 30 71 0011		CF	Patch Decks Or Floors With Rapid Set Polymer Concrete Methylmethacrylate	\$241.06
			Installation	Quantity 1.00 x Unit Price 200.88 x Factor 1.2000 = Total 241.06	
				Patch and repair concrete	
6	07 18 13 00 0002		SQ	Porous Concrete Primer (Garland Dura-Walk® FC Primer Kit)	\$183.11
			Installation	Quantity 1.00 x Unit Price 152.59 x Factor 1.2000 = Total 183.11	
				Primer for new polyurethane	
7	07 18 13 00 0003		SQ	32 mils, Base Coat, One-Component, Polyurethane, Elastomeric Plaza Deck System (Garland Dura-Walk®)	\$559.80
			Installation	Quantity 1.00 x Unit Price 466.50 x Factor 1.2000 = Total 559.80	
				Base for new polyurethane	
8	07 18 13 00 0005		SQ	16 mils, Top Coat, One-Component, Polyurethane, Elastomeric Plaza Deck System (Garland Dura-Walk®)	\$379.92
			Installation	Quantity 1.00 x Unit Price 316.60 x Factor 1.2000 = Total 379.92	
				Top coat for new polyurethane	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 125470.00
Work Order Title: PVRPD - Aquatic Center Pool Deck

Office Area

9	07 18 13 00 0023	SF	Single Component Polyurethane Coating, Ure-Shield Aluminum U-6006						\$324.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				100.00	2.70	1.2000		324.00		
			Polyurethane main coat							
10	07 18 16 00 0002	SF	Grinding Of Existing Concrete Floor Prior To Installation Of Deck Coating						\$120.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				100.00	1.00	1.2000		120.00		
			Prep for concrete patching							
11	09 01 90 52 0005	SF	Chemical Clean, Brush And Wash, Concrete And Masonry Surfaces, Surface Preparation						\$78.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				100.00	0.65	1.2000		78.00		
			Chemical clean concrete							
12	09 01 90 52 0008	SF	2,000 To 5,000 PSI Pressure Wash, Concrete And Masonry Surfaces, Surface Preparation						\$64.80	
			Installation	Quantity	Unit Price	Factor	=	Total		
				100.00	0.54	1.2000		64.80		
			Pressure wash concrete							

Subtotal for Office Area **\$2,250.68**

Pool Area

13	01 56 16 00 0002	SF	6 Mil, Plastic Sheeting, Applied To Floors						\$1,824.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				4,000.00	0.38	1.2000		1,824.00		
			protective plastic for pool							
14	01 56 16 00 0003	SF	6 Mil, Plastic Sheeting, Applied To Walls						\$3,645.60	
			Installation	Quantity	Unit Price	Factor	=	Total		
				6,200.00	0.49	1.2000		3,645.60		
			Protective plastic for walls, equipment, windows, ...							
15	03 01 30 71 0010	SF	Patch Decks Or Floors With White Aluminum Oxide Grit (Non-Slip Aggregate)						\$3,240.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5,000.00	0.54	1.2000		3,240.00		
			sand for slip resistance							
16	03 01 30 71 0011	CF	Patch Decks Or Floors With Rapid Set Polymer Concrete Methylmethacrylate						\$1,446.34	
			Installation	Quantity	Unit Price	Factor	=	Total		
				6.00	200.88	1.2000		1,446.34		
			Patch and repair concrete							
17	07 18 13 00 0002	SQ	Porous Concrete Primer (Garland Dura-Walk® FC Primer Kit)						\$915.54	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5.00	152.59	1.2000		915.54		
			Primer for new polyurethane							
18	07 18 13 00 0003	SQ	32 mils, Base Coat, One-Component, Polyurethane, Elastomeric Plaza Deck System (Garland Dura-Walk®)						\$2,799.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5.00	466.50	1.2000		2,799.00		
			Base for new polyurethane							
19	07 18 13 00 0005	SQ	16 mils, Top Coat, One-Component, Polyurethane, Elastomeric Plaza Deck System (Garland Dura-Walk®)						\$1,899.60	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5.00	316.60	1.2000		1,899.60		
			Top coat for new polyurethane							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 125470.00
Work Order Title: PVRPD - Aquatic Center Pool Deck

Pool Area

20	07 18 13 00 0023	SF	Single Component Polyurethane Coating, Ure-Shield Aluminum U-6006						\$16,200.00	
			Installation	Quantity		Unit Price		Factor	Total	
				5,000.00	x	2.70	x	1.2000	= 16,200.00	
			Polyurethane main coat							
21	07 18 16 00 0002	SF	Grinding Of Existing Concrete Floor Prior To Installation Of Deck Coating						\$6,000.00	
			Installation	Quantity		Unit Price		Factor	Total	
				5,000.00	x	1.00	x	1.2000	= 6,000.00	
			Prep for concrete patching							
22	09 01 90 52 0005	SF	Chemical Clean, Brush And Wash, Concrete And Masonry Surfaces, Surface Preparation						\$3,900.00	
			Installation	Quantity		Unit Price		Factor	Total	
				5,000.00	x	0.65	x	1.2000	= 3,900.00	
			Chemical clean concrete							
23	09 01 90 52 0008	SF	2,000 To 5,000 PSI Pressure Wash, Concrete And Masonry Surfaces, Surface Preparation						\$3,240.00	
			Installation	Quantity		Unit Price		Factor	Total	
				5,000.00	x	0.54	x	1.2000	= 3,240.00	
			Pressure wash concrete							

Subtotal for Pool Area **\$45,110.08**

Proposal Total **\$49,487.54**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Subcontractor Listing

Date: March 12, 2024

Re: IQC Master Contract #: CA-R7-GB-101723-MDJ
Work Order #: 125470.00
Owner PO #:
Title: PVRPD - Aquatic Center Pool Deck
Contractor: MDJ Management
Proposal Value: \$49,487.54

Name of Contractor	Duties	Amount	%
Refined Construction		\$42,000.00	84.87

**PLEASANT VALLEY RECREATION & PARK DISTRICT
SERVICES AGREEMENT**

This agreement is made and entered into on this **3rd** day of **April 2024** between the **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency ("District"), and **MDJ MANAGEMENT, LLC**, ("Contractor").

RECITALS

WHEREAS, the District desires to contract with Contractor for certain services necessary for **the resurfacing of the Pleasant Valley Aquatic Center pool deck located at 1030 Temple Ave, Camarillo, CA 93010**.

WHEREAS, Contractor 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

Contractor shall perform the professional services required to complete the Project for the District as described in the Scope of Work attached as Exhibit "B" and incorporated by reference herein. All work and services by Contractor shall be performed in a diligent and professional manner.

2. Term of Contract

Unless otherwise earlier terminated as specified in Section 10, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than **May 24, 2024**. Contractor shall complete all work in accordance with the timelines set forth in the Proposal.

3. Working Hours

The Contractor's working hours shall be between 7:00 a.m. and 5:00 p.m. Monday through Friday. Deviation from these hours will not be allowed without prior consent of the District.

4. 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 Contractor, 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 Contractor 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 Contractor be entitled to recover damages against the District for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

5. Independent Contractor Relationship

It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Contractor to District being that of an independent contractor. Contractor 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. Contractor will supply all tools and instruments required to perform its services under this Agreement. Neither the District nor any of its employees shall have any control over the manner or means by which Contractor or its staff perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role.

Contractor represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any time or in any manner represent that it or any of its employees are employees of District. District shall not

in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Contractor. In the event that Contractor or any staff of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the District, then Contractor shall indemnify, defend, and hold harmless the District for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the District as a consequence of, or in any way attributable to, the assertion that Contractor or any staff Contractor used to provide services under this Agreement are employees of the District.

6. Ownership of Documentation

All documentation (other than Contractor's drafts, notes, and internal memoranda), including duplication of same prepared by Contractor in the performance of these services, shall become the property of the District and shall be retained by the Contractor 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.

7. Compliance with Laws

Contractor 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 Contractor's work, including but not limited to those relating to copyright, trademark, or other intellectual property matters.

8. Wages.

Contractor shall ensure that all work performed pursuant to this Agreement are provided in accordance with all applicable laws and regulations relation to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination.

9. Environmental Laws.

Contractor shall comply with all applicable environmental laws, ordinances, codes, and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

10. Licenses, Permits, Fees and Assessments.

Contractor 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. Contractor 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 Contractor'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.

11. Payment to Contractor

District shall pay Contractor upon completion of the work within thirty (30) days after receipt of Contractor'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. No payment made under this Agreement shall be conclusive evidence of Contractor's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Contractor's work.

Total Project Cost Not to Exceed: **\$54,437.00**

or **FIFTY-FOUR THOUSAND FOUR HUNDRED THIRTY-SEVEN.**

12. Warranty

Minimum acceptable warranty will be for a period of 1 year(s) from the date of project completion. Warranty shall cover defects in material and workmanship and shall cover all costs associated with the repair or replacement of defective materials or parts including labor, parts, transportation costs, travel time and expense, and any other costs associated with such repair or replacement. If anytime during the warranty period the product does not perform in accordance to contractor's specification, the contractor will be notified in writing.

13. Termination of Contract

Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the District's General Manager. In the event this Agreement is terminated, all data, specifications, documents, and information generated by Contractor in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Contractor. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the District's General Manager thereafter in accordance with the Schedule of Compensation and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

14. Insurance

Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance in Exhibit "A" – Liability Insurance Requirements.

The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager. Such insurance shall name the District, its officers, employees, agents, and volunteers as additional insureds prior to the commencement of this Agreement. If a copy of the insurance certificate is not on file prior to the commencement of the term of this Agreement, the District may deny Contractor access to the Property. Contractor agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. All of the above policies of insurance shall be primary insurance. The general liability policy shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. Failure on the part of Contractor, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District's self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits

maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

15. Indemnification

Contractor shall defend, indemnify, and hold harmless the District, its officers, employees, volunteers, and agents ("District Parties") from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including actual or alleged claims, causes of action, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, unless such claims are solely caused by the gross negligence or willful misconduct of District and/or District Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement to the District and the District's Parties for all legal expenses and costs incurred by each of them. Contractor's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties.

16. 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.

17. Prohibition Against Subcontracting or Assignment

The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the District to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the District.

18. 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 Contractor: MDJ Management, LLC
Attn: Matt McMillon
531 Main St.

El Segundo, Ca 90245

To District: Pleasant Valley Recreation and Park District
Attn: Nick Marienthal
1605 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.

19. No Waiver

No failure or delay by District in asserting any of District's rights and remedies as to any default of Contractor shall operate as a waiver of the default, of any subsequent or other default by Contractor, 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.

20. 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.

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

Contractor 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.

Contractor 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. Contractor 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.

[Signatures on following page]

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

CONTRACTOR:
MDJ Management, LLC.

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

DRAFT

EXHIBIT "A"
LIABILITY INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified. The following is required for all Certificates of Insurance and Additional Insured Endorsements.

Certificate of Insurance (COI) – Coverage shall be primary and non-contributory and at least as broad as and include or state the following:

- ❖ **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence, **\$4,000,000** aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- ❖ **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- ❖ **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. Waiver of Subrogation Endorsement required.
- ❖ **Professional Liability (Errors and Omissions):** *When applicable* – Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- ❖ **Umbrella Liability (Excess Liability)** *When applicable* - If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation and the work will include contact with minors, Contractor shall obtain and maintain a SAM policy covering with a limit no less than **\$2,000,000** per occurrence or claim and **\$2,000,000** aggregate.
- ❖ **Insured:** Must match entity named within the agreement.
- ❖ **Insurer's Affording Coverage:** Must have an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District.
- ❖ **Policy Effective/Expiration Date:** Must cover dates of service or event.
- ❖ **Description of Operations:** Must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured." Include address, date, and name/type of event or description of project.
- ❖ **Certificate Holder:** Must read "Pleasant Valley Recreation and Park District 1605 Burnley Street, Camarillo, CA 93010" (*No abbreviations accepted*)

Additional Insured Endorsements (AIE) – Endorsements must include or state the following:

- ❖ **Policy Number:** Must match policy numbers on COI.
- ❖ **Additional Insured – Designated Person or Organization:** Must state "This endorsement changes the policy."
- ❖ **Schedule – Name Of Additional Insured Person(s) or Organization(s):** Must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees."
- ❖ **Primary and Noncontributory** – Endorsement must be provided.
- ❖ **Waiver of Subrogation** – Endorsement must be provided.

Notice of Cancellation – A cancellation clause shall state the following:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage, PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

EXHIBIT "B"
SCOPE OF WORK

Contractor will furnish all labor and materials necessary to complete the work as identified:

Application of Liquid-applied polyurethane slip-resistant waterproofing coating (see Technical Provisions attachment) on approximately 5,000 square feet of concrete pool deck, floor space behind the reception desk and office of the Aquatic Center at 1030 Temple Ave. Camarillo, Ca. 93010.

DRAFT

TECHNICAL PROVISIONS

PLEASANT VALLEY RECREATION & PARK DISTRICT

PV POOL DECK RESURFACING PROJECT

THE PRODUCT: Liquid-applied polyurethane waterproofing coating on ICC rating on deck surfaces.

1. The waterproofing coating system:
 - a. Is seamless;
 - b. Fully bonds to substrates both adhesively and mechanically;
 - d. Can be applied to OSB or plywood and metal substrates;
 - e. Can be used in a broad variety of exposed conditions such as balconies, pedestrian bridge decks, observation decks and roof decks.
 - f. Is fast curing.
 - g. Meets California VOC and SCAQMD Requirements

COORDINATION: Section 07180 defines requirements for the liquid applied polyurethane waterproofing coating system itself. It is important to define certain substrate requirements and requirements of adjacent trades in pertinent other sections of your specification as follows:

1. Section 03300 - Cast-in-place concrete:
 - a. Concrete that is substrate to the coating system should have a finish equal to light steel troweling followed by a fine hair broom.
 - b. An appropriate wet curing procedure should be used on the concrete.
 - c. Control joints in the concrete, if required, should be in accordance with pertinent ACI and PCA standards.
 - d. Drain flanges at coating level should be integrally cast into, and be flush with, concrete deck surfaces that slope to drain..
4. Section 06125 - Plywood decking:
 - a. Plywood that is substrate to the waterproofing coating system must be exterior grade minimum 5/8" thick with A-side up, fastened with ring-shank nails, blocked under every joint unless it is tongue-and-groove minimum 1-1/8" thick.
 - b. Deck surfaces should slope to drain.
 - c. Deck drains must have flanges at the coating level that are flush with the deck surface.
 - d. Particle boards are not suitable substrates.
5. Section 07600 - Flashing and sheet metal:
 - a. Metal flashings that are substrate to the waterproofing coating system should be a minimum of 24 gage aluminum, copper, galvanized, or stainless steel.
 - b. Set metal flashings in continuous bedding bead of hybrid sealant installing sealant S-bead between metal laps and mechanically fastening to substrate along leading edges at every 4" on center, staggered linearly, to lay flat and without fishmouths.

END OF COVER PAGE(s)

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes: Provide a complete polyurethane waterproofing coating system where indicated on the Drawings, including all applicable sealants and elastomeric flashings needed to ensure a complete waterproof and weathertight system for deck, ramp, stair and landing surfaces at locations indicated.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.

1.02 SUBMITTALS

- A. Comply with pertinent provisions of Section 01330.
- B. Product data:
 - 1. Materials list of items proposed to be provided under this Section.
 - 2. Manufacturer's specifications and other data needed to prove compliance with the specified requirements.
 - 3. Shop Drawings or catalog illustrations in sufficient detail to show installation and interface of the work of this Section with the work of adjacent trades.
 - 4. Manufacturer's current recommended installation procedures which, when reviewed by Architect, will become the basis for accepting or rejecting actual installation procedures used on the Work.
 - 5. Written documentation of applicator's qualifications, including reference projects of similar scope and complexity, with current phone contacts of architects and owners for verification.

1.03 QUALITY ASSURANCE

- A. Use adequate numbers of skilled workmen thoroughly trained and experienced in the necessary crafts and completely familiar with the specified requirements and methods needed for proper performance of the work of this Section.
- B. Applicator qualifications:
 - 1. Applicator shall have at least three years experience in installing materials of types specified and shall have successfully completed at least three projects of similar scope and complexity.
 - 2. Applicator shall designate a single individual as project foreman who shall be always on site during installation.
- C. Convene a pre-installation job-site conference four weeks prior to commencing work of this Section:
 - 1. Secure attendance by Architect, Contractor, applicator, and authorized representatives of the coating system manufacturer and interfacing trades.
 - 2. Examine Drawings and Specifications affecting work of this Section, verify all conditions, review installation procedures, and coordinate scheduling with interfacing portions of the Work.

1.04 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to job site in manufacturer's unopened containers with all labels intact and legible at time of use.
- B. Maintain the products in accord with manufacturer's recommendations with proper precautions to ensure fitness of material when installed.
- C. Comply with pertinent provisions of Section 01660.

1.05 SUBSTRATE CONDITIONS

- A. General:
 - 1. Provide applicator with surfaces that are broom clean, dry, sound and free of protrusions, excessive roughness, foreign matter, frost, ice and other contaminants which may inhibit application or performance of the waterproofing coating system.
 - 2. Using suitable abrasive methods, remove residue of form release, curing compound, chemical retarders and other surface treatments, laitance, mortar smear, saw cutting residue, mill scale, rust, loose material and other contaminants from concrete, masonry and ferrous metal surfaces to receive the work of this Section.
- C. Concrete Where work of this Section will be applied to 14-28 day cured concrete and a minimum of 3,500 psi compressive strength
- D. Decks:
 - 1. Slope deck surfaces to drains that have flanges at coating level which are flush with deck surfaces.
 - 2. Rigidly install pipe, vents, and other surface protrusions, properly flash them, and cover to prevent entry of coating materials.
- E. Metal flashings: Where metal flashings are substrate to waterproofing coating, set the flashings in continuous bedding bead of hybrid PolyTuff sealant; install sealant S-bead between metal laps and mechanically fasten to substrate along leading edges at every 4" on center, staggered linearly, to lay flat without fish mouths. Metal flashings shall be taped with polyester woven fabric with hotmelt acrylic pressure sensitive adhesive.
- F. Joints: Configuration shall be consistent with this Section and with all other requirements of the Contract Documents.

1.06 WARRANTY

- A. Deliver to the Architect signed copies of the following written warranties against defective materials and workmanship for a period of two years following date of completion. Warrant that installed waterproof coating system shall be free of defects including adhesive failure, cohesive failure, weathering deficiencies and waterproofing failure resulting from substrate cracking up to 1/16 inch.
 - 1. Manufacturer's material ten (10) year warranty covering materials.
 - 2. Applicator's standard warranty covering workmanship.

PART 2 PRODUCTS

2.01 GENERAL

- A. Provide a complete liquid applied polyurethane waterproofing coating system having the following minimum attributes:
 - 1. System designed for waterproofing decks utilizing metal lath and plywood subject to pedestrian traffic.
 - 2. Complying with a Class A fire rating on plywood substrates.
 - 3. Color to be selected by Architect from manufacturer's standard color range.
 - 4. Acceptable products:
 - a. PSI P-Tuff Classic Base or E-Tuff 100 Base Membrane
 - b. PSI Topshield EST-FR (SC)
 - c. PSI Topshield EST (SC)

2.02 ACCESSORIES

- A. Primer: As recommended by coating system manufacturer.
- B. Joint backing: Closed-cell, polyethylene rod as recommended by coating manufacturer.
- C. Aggregate: 12-20 mesh silica sand, or EPDM rubber aggregate approved by coating manufacturer
- D. Sealants
 - 1. PTS E-101 Joint Sealant
 - 2. P-Tuff Classic

2.03 OTHER MATERIALS

- A. Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor and approved by the coating system manufacturer as compatible, subject to review of the Architect.

PART 3 EXECUTION

3.01 SURFACE CONDITIONS

- A. Coordinate as required with other trades to assure proper and adequate provision in the work of those trades for interface with the work of this Section.
- B. Applicator shall examine the areas and conditions under which work of this Section will be performed.
 - 1. Verify conformance with manufacturer's requirements;
 - 2. Report unsatisfactory conditions in writing to the Architect;
 - 3. Do not proceed until unsatisfactory conditions are corrected.

3.02 PREPARATION

- A. Surface preparation and detailing procedures to be in accord with waterproof coating system manufacturer's instructions and recommendations except where more stringent requirements are indicated.
- B. Clean all deck surfaces to receive coating system in accord with manufacturer's instructions; vacuum clean or blow clean with oil-free compressed air all surfaces to receive sealants, detailing materials or coatings immediately prior to installation.
- C. Rout, clean, prepare and detail surfaces in accord with manufacturer's instructions
- D. Clean metal surfaces to bright metal by mechanically abrading with an angle grinder and wire brush cup or mechanical etching or ; scuff-sand lead flashing and plastic surfaces.
- E. Prime surfaces in accord with manufacturer's instructions.
- F. Install E-Tuff or P-Tuff Classic mixed material at corner of all horizontal-to-vertical junctures subject to movement and cover with 1" detail cant of approved sealant; install 1" detail cants at projections, curbs and other horizontal-to-vertical junctures.
- G. Install detail coats, joint and crack treatments, and liquid flashings in accord with manufacturer's instructions.
- H. Allow detail applications to cure in accord with manufacturer's instructions prior to general application of coating.

3.03 APPLICATION

- A. Install waterproof coating system in accord with manufacturer's recommendations and instructions as applies to the Work except where more stringent requirements are indicated.
 - 1. Grid deck surfaces to assure proper coverage rates and verify coating wet-film mil thickness with gauges as work progresses.
 - 2. Retain empty product containers during course of work to aid in determining whether completed coating system complies with manufacturers average thickness requirements.
- B. Verify proper dry condition of substrate using method recommended by coating system manufacturer; perform adhesion checks prior to general application of coating system using field adhesion test method recommended by manufacturer.
- C. Mask off adjoining surfaces not to receive coating system.
- D. Wipe clean all detail coats with white rags wetted with Xylene solvent; do not saturate detail coat.
- E. Apply coating base coat uniformly and allow to cure in accord with manufacturer's instructions.
- F. Feather edge when entire area cannot be completed in one day; clean area 6" wide along edge of coating with Xylene solvent on clean white rags prior to startup on next working day; use interlaminary primer per manufacturer's instructions as needed; overlap existing work by 6" with new work.
- G. Apply coating system finish coats in accord with manufacturer's instructions.
 - 1. Immediately broadcast aggregate into wet material at rate recommended by manufacturer and backroll to evenly distribute and totally encapsulate.
 - 2. Allow to cure per manufacturer's instructions.

3.04 PROTECTION AND CLEAN-UP

- A. Promptly remove primer or coating material from adjacent surfaces with MEK, Toluene or Xylene; leave work area in broom clean condition.
- B. Allow completed Work to cure 24 hours before opening to pedestrian traffic.

END OF SECTION

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

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