

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
November 1, 2023**

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #753**

- 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. 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.
- 6. 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 October 4, 2023**  
Approval receives and files minutes.
  - B. Warrants, Accounts Payable & Payroll**  
District's disbursements dated on or before September 30, 2023.
  - C. Financial Reports**  
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for September 2023.
  - D. Review and Approval of Surplus Supplies and Equipment List**  
The District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.
- 7. NEW ITEMS – DISCUSSION/ACTION**
  - A. Consideration and Approval of Bid Proposal Award for Architectural Design Services for Lokker Park**  
Staff is seeking approval from the Board to award a contract for Architectural Design Services at Lokker Park, a 7-acre neighborhood park for replacement of the park’s playground equipment and surrounding concrete walkways.

Suggested Action: A MOTION to Approve and Authorize the General Manager to enter into an agreement with Jordan & Bain Landscape Architects, Inc. for Architectural and Design Services for Lokker Park for a total not to exceed \$45,632.

**B. Consideration and Approval of Bid Proposal Award for Architectural Design Services for ADA Upgrades/Retrofitting to the Senior Center and Auditorium**

District Staff are seeking authorization from the Board to award the bid proposal for architectural design services for ADA accessibility upgrades/retrofits to the Senior Center Restrooms and the Auditorium Stage.

Suggested Action: A MOTION to Approve and Authorize the General Manager to enter into a professional services agreement between the District and Lauterbach & Associates for Architectural Design Services for ADA accessibility upgrades/retrofits to the Senior Center Restrooms and Auditorium Stage.

**C. Consideration and Approval of Resolution No. 752 Approving and Adopting the First Quarter Budget Adjustments and Transfers for Fiscal Year 2023-2024**

Staff has identified revenue and expenditure line items in the FY 2023-2024 Budget needing formal adjustments or transfers.

Suggested Actions: A MOTION to Approve Resolution No. 752 to approve and adopt the mid-year budget adjustments and transfers for FY 2023-2024.

**8. 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 Magner**
- B. California Special District Association**
- C. Santa Monica Mountains Conservancy**
- D. Standing Committees – Finance**
- E. Ad Hoc Committees – City of Camarillo**
- F. Foundation for Pleasant Valley Recreation and Parks**
- G. General Manager’s Report**
- H. Board Members**

**9. ADJOURNMENT**

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

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

**Pleasant Valley Recreation and Park District  
Camarillo City Hall Council Chambers  
Minutes of Regular Meeting  
October 4, 2023**

**6:00 P.M.**

**REGULAR MEETING**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: All but Director Dransfeldt who was absent.

**4. AMENDMENTS TO THE AGENDA**

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

**Motion to  
Approve the  
Agenda as  
Presented**

Voting was as follows:

Ayes: Malloy, Roberts, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

**5. PUBLIC COMMENT**

Chair Magner received 3 speaker cards. Karen Block Davis of Camarillo stated that as a representative for Camarillo/Somis Yoga Center she wanted to address the new 2 hour minimum the District is charging for the outdoor yoga classes. The owner Audrey Walzer has been teaching yoga with the District for years and her outdoor classes at Encanto Park are now subject to a 2 hour minimum rental which increases the fees from the usual 1 hour class. She stated that Audrey already keeps her prices low and will not be able to withstand the increase in fees that are being assessed by the District.

Cheryl Fletcher of Camarillo stated that yoga saved her life during COVID because they were allowed to practice outside. She asked that the Board reconsider the imposition of the 2 hour minimum charge for the outdoor classes.

Pam Bogen of Camarillo asked the Board about their mission statement to keep people healthy and active. Ms. Bogen stated that increasing the fees and extending the minimum length of time for the outdoor rental should be reconsidered as they are both unrealistic and unreasonable.

**6. CONSENT AGENDA**

- A. Minutes for Regular Board Meeting of September 6, 2023
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Consideration and Approval of Regular Board of Director Meeting Dates for 2024
- E. Consideration and Approval of Bid Proposal Award for Purchase of Top-Dressing Material and Delivery Services at Pleasant Valley Fields Sports Complex
- F. Consideration and Adoption of Resolution No. 748 and Resolution No. 749 Approving Updated Bereavement and California Family Rights Act (CFRA) Sections of the Personnel Policy and Procedures Manual to Comply with 2023 Labor Laws

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

**Motion to Approve Consent Agenda**

Voting was as follows:

Ayes: Roberts, Malloy, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

Motion: Carried

**Carried**

**7. NEW ITEMS – DISCUSSION/ACTION**

- A. Consideration and Receipt of Evergreen Solutions, LLC Classification and Compensation Report

Administrative Services Manager Justin Kiraly introduced Mark Holcombe, project manager with Evergreen Solutions, LLC who reviewed the study goals, findings and recommendations for an employee classification and compensation implementation methodology that aligns within District means. Board discussion included the need to review on an annual basis and a recommendation to receive and file the report as the represented employees union is currently reviewing the report.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to receive and file the District-wide Classification and Compensation Study report by Evergreen Solutions, LLC which includes the consultant’s recommendations.

**Motion to Receive and File Class & Comp Report by Evergreen**

Voting was as follows:

Ayes: Roberts, Malloy, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

Motion: Carried

**Carried**

B. Consideration and Approval for District Audit and Energy Interdependency Program Development by SitelogIQ

Administrative Analyst Jennifer Strain presented a request to the Board to have SitelogIQ proceed with an audit and develop an energy interdependency program for the District. Ms. Strain introduced Josh Steeber with SitelogIQ, who presented a preliminary model which would be essentially self-funded and save the District money through utility cost savings. Board discussion included assessment of the 5 sports parks, outdated lighting and equipment costs, federal tax credit offset, coming mandates, and a necessary District contribution.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to approve and authorize the General Manager to enter into an agreement with SitelogIQ to audit District parks and facilities and develop an energy interdependency program.

**Motion to Approve SitelogIQ Agrmnt**

Voting was as follows:

Ayes: Roberts, Malloy, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

C. Consideration and Approval of a Three -Year Agreement between the Pleasant Valley Recreation and Park District and the Community Service Organizations

Recreation Supervisor Lanny Binney presented an updated 3-year agreement for the community service organizations (CSOs) which also covered updated information regarding insurance, safety and legal matters, a termination clause and reservation fees. Board discussion included: AB 1467 – AED’s at sports parks, concern of CSO termination parameters, liability insurance, streamlining of application process, and the need to table this item until further information is received regarding auto liability, suspension criteria, grace period for application submittal, and agreement wording.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to approve the extension of the CSO contracts through December 31, 2023.

**Motion to Approve CSO Extension to 12.31.23**

Voting was as follows:

Ayes: Roberts, Malloy, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Kelley to table this item until the November 1, 2023 Board Meeting.

**Motion to  
Table Item  
until Nov  
2023 Board  
Mtg**

Voting was as follows:

Ayes: Malloy, Kelley, Roberts, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

D. Consideration and Approval of California Public Employees Retirement System (CalPERS) Actuarial Valuation Information Report as of June 2022

Administrative Services Manager Justin Kiraly provided CalPERS annual report which includes employee and employer contributions, changes in valuation and funding levels.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to accept and file the report and direct staff to work with the Finance Committee on potential options to reduce future payments.

**Motion to  
Accept and  
File CalPERS  
Report**

Voting was as follows:

Ayes: Malloy, Roberts, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

E. Consideration and Approval of Review of Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities

Administrative Services Manager Justin Kiraly reviewed the clarifications, additions and changes from the first presentation of the revisions last month.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to approve and waive a second reading and adopt the amended Ordinance No. 8 titled – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities*.

**Motion to  
Approve and  
Adopt Ord  
No. 8**

Voting was as follows:

Ayes: Malloy, Roberts, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

F. Consideration and Approval of Resolution No. 750, Adopting the Updated General Use Policy

Administrative Services Manager Justin Kiraly reported that the last update for the General Use Policy was in December 2019. The document was revised to better align with the most current Ordinance No. 8. Board discussion included community service organizations and the relationship of facility reservations.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to approve Resolution No. 750, approving and adopting the updated General Use Policy.

**Motion to Approve Reso 750, General Use Policy**

Voting was as follows:

Ayes: Roberts, Malloy, Chair Magner

Noes: Kelley

Absent: Dransfeldt

**Carried**

Motion: Carried

G. Consideration and Approval of Resolution No. 751, Approving and Adopting the Updated Salary Schedule Adjusting General Manager Salary Range

Administrative Services Manager Justin Kiraly presented the updated salary schedule which includes the salary range for the General Manager’s position.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to approve Resolution No. 751, approving and adopting the updated salary schedule, adjusting only the General Manager salary range.

**Motion to Approve Reso 751, Updated Salary Schedule**

Voting was as follows:

Ayes: Malloy, Roberts, Kelley, Chair Magner

Noes:

Absent: Dransfeldt

**Carried**

Motion: Carried

**10. ORAL COMMUNICATION - INFORMATIONAL ITEMS**

A. Chair Magner – Ms. Magner reported on the last ad hoc committee with Miracle League and stated that registration is beginning for their spring season.

B. Ventura County Special District Association/California Special District Association – VCSDA – Director Malloy reported on the meeting which was held at the Camarillo Health Care District. CSDA - Chair Magner reported on CSDA’s tracking and positioning on legislative bills.

C. Santa Monica Mountains Conservancy – No report.

D. Standing Committees – Finance – Director Malloy reported that revenues and expenditures are up and that the District received \$1.7 million in developer fees. Personnel – Chair Magner stated they discussed consent agenda items and AB 2188.

E. Ad Hoc Committees –Miracle League – Pickleball – Chair Magner reported that they are looking at the Bob Kildee multi-use courts 5 & 6 as dedicated pickleball courts until the Freedom Park courts come online.

F. Foundation for Pleasant Valley Recreation and Parks – Chair Magner reported on the September 9<sup>th</sup> Party at the Parks and recent fundraisers.

G. 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.

H. Board Members – The Directors updated on the meetings and District events they attended for the month.

**9. ADJOURNMENT**

Chair Magner adjourned the meeting at 10:10 p.m.

**Respectfully submitted,**

**Approval,**

**Karen Roberts**  
**Recording Secretary**

**Elaine Magner**  
**Chair**



**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: November 1, 2023**

**SUBJECT: FINANCE REPORT SEPTEMBER 2023**

**ANALYSIS OF COMPARATIVE FINANCIALS THROUGH SEPTEMBER 30, 2023**

The District's Statements of Revenues and Expenditures for the period of September 1, 2023, through September 30, 2023, with a year-to-date comparison for the period of September 1, 2022, through September 30, 2022, are attached. The percentage rate used is 25% for Period 3 of the current fiscal year.

**REVENUES**

Total revenue including the 3<sup>rd</sup> month ending September 30, 2023, for Fund 10 (General Fund) has an overall increase of \$281,623 in comparison to Fiscal Year 2022-2023. The variance from the prior year includes: 1) increase in Rentals (5530) of \$83,463, 2) increase in Public Fees (5510-5520) received of \$53,064, and 3) increase in Interest Revenue (5310) received of \$73,889. 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 September 2023, the Assessment District Fund, was \$0.

Total revenue recorded for Fund 30 for September 2023, the Quimby Fund, was \$21,193 of interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for September 2023, the Park Impact Fees Fund, was \$1,771,314. 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 September 2023, the Community Development Block Grant (CDBG) Food Share Fund, was \$0. Reimbursement requests are made on a quarterly basis.

There was no revenue recorded for Fund 60 for September 2023, the Restricted Donations Fund. Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds.

**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 only \$11,617. This is due to the filling of positions that were vacant last year, cost of living and merit increases, as well

as a reallocation of staffing costs for Pleasant Valley Fields for the first quarter of the fiscal year leading to a less significant increase in costs. These staffing costs will be allocated to the General Fund in the next 3 quarters.

Fund 10 Service and Supply Expenditures show an increase of \$294,673 in comparison to the same period last year.

Excluding reserves, the increase in Services and Supplies year-to-date is \$276,876. This increase includes Insurance Liability (6410) being \$43,905 more than last year, an increase in IT Services (6220) of \$7,726 due to changing to an annual fee for the District website instead of monthly, an increase in Janitorial Supplies (6320) of \$10,505 due to purchasing supplies a month earlier, an increase in Professional Services (7100) of \$24,562 due to incorrect account recording of Summer Concert Series in 2023, and an increase in Utilities - Water (7820) of \$108,297 due to increases in water rates and lessening of drought restrictions, as well as some bills for August of 2022 being paid in October instead of September, leading to a more drastic year-over-year comparison for September.

Fund 10 Capital Expenditures shows an increase of \$3,215 in comparison to the same period last year.

Fund 10 Total Expenditures year-to-date are \$309,505 more compared to this point last year.

Fund 20 Expenditures are \$69,197 in Personnel and \$52,587 in Services and Supplies in total as of this month. A decision was made on Pleasant Valley Fields at the September 2023 Board meeting, and a budget adjustment will be presented in the November Board meeting updating budgets for the remainder of the year.

Fund 30 has Expenditures of \$3,172 for the Freedom Park Pickleball Sports Complex this month.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$3,295.51 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. A budget adjustment will be brought to the Board in November to adjust for this additional allocation.

Fund 60 has Expenditures of \$108,294 for this month. A budget adjustment will be brought to the Board in November to account for the final actual costs of the project.

### **FISCAL IMPACT**

Overall, the financials show the District is under the approved budget for Fund 10 by 75.98%, Fund 20 by 90.64%, Fund 30 by 99.88%, and Fund 60 by 34.37%. Fund 50 is over the original approved budget by 23.14%, however, a budget adjustment is being brought to the Board in November to adjust for the additional grant allocation beyond the initial budget. Fund 40 had no budget and no expenses.

### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for September 30, 2023, for Fund 10, Fund 20, Fund 30, Fund 40, Fund 50, and Fund 60.

## **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of September 30, 2023, Fund 10  
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of September 30, 2023, Fund 20  
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of September 30, 2023, Fund 30  
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of September 30, 2023, Fund 40  
(1 page)
- 5) Financial Statement of Revenue and Expenditures as of September 30, 2023, Fund 50  
(1 page)
- 6) Financial Statement of Revenue and Expenditures as of September 30, 2023, Fund 60  
(1 page)

General Ledger  
Fund 10 General Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apportionment	5110-5240	\$ -	\$ -	\$ -	\$ 8,109,714.00	\$ 8,109,714.00	0.00%
Restriected Donation	5576	\$ -	\$ -	\$ 5,098.00	\$ -	\$ (5,098.00)	-
Interest Earnings	5310	\$ -	\$ 8,568.31	\$ 82,457.76	\$ 230,000.00	\$ 147,542.24	35.85%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Park Patrol Citations	5506	\$ 335.82	\$ 880.74	\$ 1,559.14	\$ 2,300.00	\$ 740.86	67.79%
Bingo - Primary Revenue	5508	\$ 2,036.00	\$ 4,758.05	\$ 5,162.00	\$ 19,750.00	\$ 14,588.00	26.14%
Excess Bingo Revenue	5509	\$ 465.00	\$ 7,524.00	\$ 1,314.00	\$ 1,800.00	\$ 486.00	73.00%
Contract Classes-Public Fees	5510	\$ 22,538.63	\$ 64,737.54	\$ 78,073.30	\$ 183,357.00	\$ 105,283.70	42.58%
Public Fees	5511	\$ 18,271.25	\$ 132,256.34	\$ 172,517.09	\$ 305,964.00	\$ 133,446.91	56.38%
Public Fees-Entry Fees	5520	\$ 2,248.00	\$ 13,825.00	\$ 13,292.50	\$ 41,600.00	\$ 28,307.50	31.95%
Vending Concessions	5525	\$ -	\$ 952.25	\$ -	\$ 1,450.00	\$ 1,450.00	0.00%
Rental	5530	\$ 64,655.97	\$ 110,585.85	\$ 194,048.57	\$ 550,793.00	\$ 356,744.43	35.23%
Cell Tower Revenue	5535	\$ 16,809.84	\$ 30,268.99	\$ 50,473.63	\$ 159,600.00	\$ 109,126.37	31.63%
Parking Fees	5540	\$ 9,024.23	\$ 7,372.12	\$ 11,111.09	\$ 10,350.00	\$ (761.09)	107.35%
Advertising Revenue	5555	\$ (500.00)	\$ 3,000.00	\$ (550.00)	\$ 6,000.00	\$ 6,550.00	-9.17%
Sponsorships/Donations	5558	\$ -	\$ -	\$ 557.47	\$ 2,500.00	\$ 1,942.53	22.30%
Special Event	5561	\$ -	\$ (105.00)	\$ 11.00	\$ 125,120.00	\$ 125,109.00	0.01%
Staffing Cost Recovery - Parks	5563	\$ 3,415.50	\$ 12,787.00	\$ 9,071.50	\$ 41,212.00	\$ 32,140.50	22.01%
Special Event Permits	5564	\$ 300.00	\$ 700.00	\$ 900.00	\$ -	\$ (900.00)	-
Security Services - Recovery	5566	\$ 125.00	\$ 850.00	\$ 1,175.00	\$ -	\$ (1,175.00)	-
Contributions	5570	\$ 24.00	\$ -	\$ 299.32	\$ -	\$ (299.32)	-
Other Misc Revenue	5575	\$ 4,930.00	\$ 20,495.50	\$ 14,960.00	\$ 35,250.00	\$ 20,290.00	42.44%
Incentive Income	5585	\$ 772.92	\$ 757.98	\$ 795.80	\$ 1,700.00	\$ 904.20	46.81%
Reimbursement - ROPS	5600	\$ -	\$ 101,763.06	\$ 161,273.64	\$ 350,000.00	\$ 188,726.36	46.08%
<b>Revenue</b>		<b>\$ 145,452.16</b>	<b>\$ 521,977.73</b>	<b>\$ 803,600.81</b>	<b>\$ 10,193,460.00</b>	<b>\$ 9,389,859.19</b>	<b>7.88%</b>
<b>YTD Comparison</b>				<b>\$ 281,623.08</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 225,040.16	\$ 602,649.65	\$ 615,277.96	\$ 2,804,745.00	\$ 2,189,467.04	21.94%
Overtime Salaries	6101	\$ 3,189.71	\$ 4,589.11	\$ 5,499.67	\$ 28,035.00	\$ 22,535.33	19.62%
Car Allowance	6105	\$ 825.52	\$ 2,907.59	\$ 2,476.56	\$ 7,600.00	\$ 5,123.44	32.59%
Cell Phone Allowance	6108	\$ 1,150.00	\$ 3,940.49	\$ 3,464.07	\$ 15,960.00	\$ 12,495.93	21.70%
Part-Time Salaries	6110	\$ 22,828.67	\$ 144,371.15	\$ 148,684.14	\$ 628,173.00	\$ 479,488.86	23.67%
Retirement	6120	\$ 36,100.55	\$ 100,691.84	\$ 108,711.35	\$ 532,840.00	\$ 424,128.65	20.40%
457 Pension	6121	\$ 87.17	\$ 7,379.64	\$ 6,214.79	\$ 7,000.00	\$ 785.21	88.78%
Deferred Compensation	6125	\$ 399.46	\$ 1,177.22	\$ 1,198.38	\$ 5,193.00	\$ 3,994.62	23.08%
Employee Insurance	6130	\$ 27,619.87	\$ 64,155.04	\$ 68,974.16	\$ 432,616.00	\$ 363,641.84	15.94%
Workers Compensation	6140	\$ 11,514.64	\$ 40,116.48	\$ 36,708.38	\$ 186,770.00	\$ 150,061.62	19.65%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PERS Unfunded Liability	6170	\$ -	\$ 508,376.00	\$ 494,762.00	\$ 494,762.00	\$ -	100.00%
<b>Personnel</b>		<b>\$ 328,755.75</b>	<b>\$ 1,480,354.21</b>	<b>\$ 1,491,971.46</b>	<b>\$ 5,153,694.00</b>	<b>\$ 3,661,722.54</b>	<b>28.95%</b>
<b>YTD Comparison</b>				<b>\$ 11,617.25</b>			
			\$ 971,978.21	\$ 997,209.46			
				\$ 25,231.25			
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 1,856.84	\$ 5,053.43	\$ 5,289.13	\$ 21,692.00	\$ 16,402.87	24.38%
IT Services	6220	\$ 6,907.94	\$ 16,203.96	\$ 20,693.62	\$ 64,298.00	\$ 43,604.38	32.18%
IT Hardware	6230	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Hardware/Software Services	6240	\$ 10,324.89	\$ 18,193.66	\$ 19,046.02	\$ 73,586.00	\$ 54,539.98	25.88%
Pool Chemicals	6310	\$ 1,215.07	\$ 1,336.83	\$ 2,129.24	\$ 7,250.00	\$ 5,120.76	29.37%
Janitorial Supplies	6320	\$ 8,515.98	\$ 8,888.28	\$ 19,393.45	\$ 49,800.00	\$ 30,406.55	38.94%
Kitchen Supplies	6330	\$ 14.37	\$ 46.18	\$ 47.67	\$ 700.00	\$ 652.33	6.81%
Food Supplies	6340	\$ 875.97	\$ 629.94	\$ 1,326.99	\$ 6,625.00	\$ 5,298.01	20.03%
Water Maint & Service	6350	\$ 114.30	\$ 168.50	\$ 228.85	\$ 900.00	\$ 671.15	25.43%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 1,120.00	\$ 1,120.00	0.00%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 1,390.00	\$ 1,390.00	0.00%
Insurance Liability	6410	\$ -	\$ 144,889.00	\$ 188,794.00	\$ 347,734.00	\$ 158,940.00	54.29%
Equipment Maintenance	6500	\$ -	\$ 24.54	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Fuel	6510	\$ 6,861.06	\$ 13,346.34	\$ 13,215.25	\$ 68,475.00	\$ 55,259.75	19.30%
Vehicle Maintenance	6520	\$ 9,009.31	\$ 8,315.25	\$ 13,794.05	\$ 38,100.00	\$ 24,305.95	36.20%
Building Repair	6610	\$ 8,600.25	\$ 8,957.17	\$ 10,242.24	\$ 67,500.00	\$ 57,257.76	15.17%
HVAC Maintenance/Repairs	6620	\$ 2,392.17	\$ 1,201.01	\$ 2,392.17	\$ 8,820.00	\$ 6,427.83	27.12%
Playground Maintenance	6630	\$ -	\$ -	\$ 18.22	\$ 35,000.00	\$ 34,981.78	0.05%
Grounds Maintenance	6710	\$ 18,124.95	\$ 19,314.56	\$ 29,117.99	\$ 101,220.00	\$ 72,102.01	28.77%
Tree Care	6719	\$ -	\$ -	\$ (110.47)	\$ 30,000.00	\$ 30,110.47	-0.37%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 4,020.00	\$ 4,020.00	0.00%
Rubbish & Refuse	6740	\$ 9,316.20	\$ 15,265.25	\$ 17,048.05	\$ 84,330.00	\$ 67,281.95	20.22%
Vandalism/Theft	6750	\$ -	\$ 292.98	\$ 589.24	\$ 1,000.00	\$ 410.76	58.92%
Memberships	6810	\$ -	\$ 5,080.00	\$ 5,105.00	\$ 16,952.00	\$ 11,847.00	30.11%
Office Supplies	6910	\$ 5,652.25	\$ 297.60	\$ 7,380.20	\$ 33,950.00	\$ 26,569.80	21.74%
Postage Expense	6920	\$ 250.00	\$ 6,036.24	\$ 6,105.92	\$ 18,700.00	\$ 12,594.08	32.65%
Advertising Expense	6930	\$ (2,917.63)	\$ -	\$ 75.00	\$ 3,040.00	\$ 2,965.00	2.47%
Printing Charges	6940	\$ 573.19	\$ 2,158.62	\$ 1,847.50	\$ 13,126.00	\$ 11,278.50	14.08%
Bank & Registration Fees	6950	\$ 156.62	\$ 1,021.23	\$ 220.38	\$ 3,920.00	\$ 3,699.62	5.62%
Approp Redev/Collection Fees	6960	\$ 9,920.00	\$ -	\$ 9,920.00	\$ 684,039.00	\$ 674,119.00	1.45%
Minor Furn Fixture & Equip	6980	\$ 286.08	\$ 522.82	\$ 286.08	\$ 25,237.00	\$ 24,950.92	1.13%

General Ledger  
Fund 10 General Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fingerprint Fees (HR)	7010	\$ (80.00)	\$ 669.00	\$ 128.00	\$ 3,360.00	\$ 3,232.00	3.81%
Fire & Safety Insp Fees	7020	\$ 304.00	\$ 144.11	\$ 304.00	\$ 6,675.00	\$ 6,371.00	4.55%
Permit & Licensing Fees	7030	\$ 4.28	\$ 2,310.08	\$ 2,434.56	\$ 7,300.00	\$ 4,865.44	33.35%
Professional Services	7100	\$ 27,112.13	\$ 2,760.00	\$ 27,322.13	\$ 270,200.00	\$ 242,877.87	10.11%
Legal Services	7110	\$ 18,126.00	\$ 5,260.00	\$ 22,820.50	\$ 90,000.00	\$ 67,179.50	25.36%
Typeset and Print Services	7115	\$ -	\$ 11,390.79	\$ 11,681.76	\$ 36,600.00	\$ 24,918.24	31.92%
Instructor Services	7120	\$ 16,606.80	\$ 27,508.10	\$ 39,457.65	\$ 108,902.00	\$ 69,444.35	36.23%
PERS Admin Fees	7125	\$ 146.62	\$ 330.81	\$ 444.39	\$ 2,200.00	\$ 1,755.61	20.20%
Audit Services	7130	\$ -	\$ 4,000.00	\$ 750.00	\$ 17,425.00	\$ 16,675.00	4.30%
Medical & Health Svcs	7140	\$ 120.00	\$ 2,173.44	\$ 240.00	\$ 10,720.00	\$ 10,480.00	2.24%
Security Services	7150	\$ -	\$ 735.00	\$ 923.50	\$ 7,122.00	\$ 6,198.50	12.97%
Entertainment Services	7160	\$ (25,294.27)	\$ -	\$ 350.00	\$ 4,300.00	\$ 3,950.00	8.14%
Business Services	7180	\$ 5,846.78	\$ 29,788.00	\$ 32,949.88	\$ 95,805.00	\$ 62,855.12	34.39%
Umpire/Referee Services	7190	\$ 290.00	\$ 500.00	\$ 390.00	\$ 1,700.00	\$ 1,310.00	22.94%
Subscriptions	7210	\$ 406.45	\$ 19.98	\$ 416.44	\$ 2,375.00	\$ 1,958.56	17.53%
Rents & Leases - Equip	7310	\$ 3,771.51	\$ 1,155.20	\$ 5,418.77	\$ 48,720.00	\$ 43,301.23	11.12%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Division Supplies	7410	\$ 20.74	\$ 42.90	\$ 4,350.37	\$ 30,365.00	\$ 26,014.63	14.33%
Program/Event Supplies	7420	\$ (2,018.02)	\$ 840.38	\$ -	\$ -	\$ -	-
Bingo Supplies	7430	\$ -	\$ 508.37	\$ 288.13	\$ 4,800.00	\$ 4,511.87	6.00%
Sporting Goods	7440	\$ -	\$ 1,442.13	\$ 1,630.14	\$ 8,400.00	\$ 6,769.86	19.41%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 1,575.00	\$ 1,575.00	0.00%
Training Supplies	7460	\$ -	\$ 80.00	\$ -	\$ 3,970.00	\$ 3,970.00	0.00%
Small Tools	7500	\$ 394.21	\$ 998.54	\$ 489.32	\$ 6,000.00	\$ 5,510.68	8.16%
Safety Supplies	7510	\$ 293.34	\$ 390.00	\$ 507.63	\$ 4,415.00	\$ 3,907.37	11.50%
Uniform Allowance	7610	\$ -	\$ 416.62	\$ -	\$ 15,790.00	\$ 15,790.00	0.00%
Safety Clothing	7620	\$ -	\$ 193.94	\$ -	\$ 5,404.00	\$ 5,404.00	0.00%
Conference&Seminar Staff	7710	\$ -	\$ 6,649.00	\$ 4,795.00	\$ 19,665.00	\$ 14,870.00	24.38%
Conference&Seminar Board	7715	\$ -	\$ 88.00	\$ 750.00	\$ 2,625.00	\$ 1,875.00	28.57%
Conference&Seminar Travel Exp	7720	\$ 1,196.54	\$ 366.95	\$ 1,746.50	\$ 6,067.00	\$ 4,320.50	28.79%
Out of Town Travel Board	7725	\$ -	\$ 828.30	\$ -	\$ 2,970.00	\$ 2,970.00	0.00%
Private Vehicle Mileage	7730	\$ 3.80	\$ 400.02	\$ 5.77	\$ 4,847.00	\$ 4,841.23	0.12%
Buses/Excursions	7750	\$ 1,601.33	\$ 4,900.89	\$ 6,888.43	\$ 11,400.00	\$ 4,511.57	60.42%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
Utilities - Gas	7810	\$ 1,967.93	\$ 5,426.48	\$ 4,336.47	\$ 49,133.00	\$ 44,796.53	8.83%
Utilities - Water	7820	\$ 115,643.97	\$ 118,246.66	\$ 226,543.97	\$ 786,277.00	\$ 559,733.03	28.81%
Utilities - Electric	7830	\$ 27,878.84	\$ 21,028.34	\$ 36,573.25	\$ 232,694.00	\$ 196,120.75	15.72%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ 132.00	\$ 4,298.40	\$ 814.32	\$ 18,190.00	\$ 17,375.68	4.48%
Meals for Staff Training	7920	\$ 133.52	\$ -	\$ 227.83	\$ 3,500.00	\$ 3,272.17	6.51%
Employee Morale	7930	\$ -	\$ 165.00	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 343,214.00	\$ 343,214.00	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	100.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	100.00%
Reserve Dry Period	7973	\$ -	\$ 65,203.00	\$ 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	\$ -	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	100.00%
<b>Services and Supplies</b>		<b>\$ 292,658.31</b>	<b>\$ 668,501.82</b>	<b>\$ 963,174.50</b>	<b>\$ 4,267,389.00</b>	<b>\$ 3,304,214.50</b>	<b>22.57%</b>
<b>YTD Comparison</b>				<b>\$ 294,672.68</b>			
			\$ 533,298.82	\$ 810,174.50			
				\$ 276,875.68			
<b>Capital</b>							
General Capital	8400	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0.00%
Freedom Dog Park	8502	\$ 153.53	\$ -	\$ 3,214.68	\$ -	\$ (3,214.68)	-
Valle Lindo Court Resurface	8505	\$ -	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	0.00%
Epoxy Pool Deck	8506	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
Lokker Playground	8507	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0.00%
PV Fields Irrigation Pumps	8508	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
<b>Capital</b>		<b>\$ 153.53</b>	<b>\$ -</b>	<b>\$ 3,214.68</b>	<b>\$ 815,000.00</b>	<b>\$ 811,785.32</b>	<b>0.39%</b>
<b>YTD Comparison</b>				<b>\$ 3,214.68</b>			
<b>Expense</b>		<b>\$ 621,567.59</b>	<b>\$ 2,148,856.03</b>	<b>\$ 2,458,360.64</b>	<b>\$ 10,236,083.00</b>	<b>\$ 7,777,722.36</b>	<b>24.02%</b>
<b>YTD Comparison</b>				<b>\$ 309,504.61</b>			
<b>Revenue Total</b>		<b>\$ 145,452.16</b>	<b>\$ 521,977.73</b>	<b>\$ 803,600.81</b>	<b>\$ 10,193,460.00</b>	<b>\$ 9,389,859.19</b>	<b>7.88%</b>
<b>Expense Total</b>		<b>\$ 621,567.59</b>	<b>\$ 2,148,856.03</b>	<b>\$ 2,458,360.64</b>	<b>\$ 10,236,083.00</b>	<b>\$ 7,777,722.36</b>	<b>24.02%</b>
<b>YTD Revenue-Expenses</b>			<b>\$ (1,626,878.30)</b>	<b>\$ (1,654,759.83)</b>			
<b>YTD Comparison</b>				<b>\$ (27,881.53)</b>			

General Ledger  
Fund 20 Assessment Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ 103.50	\$ 10,138.64	\$ 20,000.00	\$ 9,861.36	50.69%
Assessment Revenue	5500	\$ -	\$ 4,685.02	\$ -	\$ 1,293,871.00	\$ 1,293,871.00	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ 4,788.52</b>	<b>\$ 10,138.64</b>	<b>\$ 1,313,871.00</b>	<b>\$ 1,303,732.36</b>	<b>0.77%</b>
<b>YTD Comparison</b>				<b>\$ 5,350.12</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 14,316.52	\$ 4,906.29	\$ 43,232.14	\$ -	\$ (43,232.14)	0.00%
Cell Phone Allowance	6108	\$ 42.00	\$ 48.51	\$ 111.93	\$ -	\$ (111.93)	0.00%
Part-Time Salaries	6110	\$ 1,044.12	\$ -	\$ 3,243.10	\$ -	\$ (3,243.10)	0.00%
Retirement	6120	\$ 2,809.78	\$ 799.17	\$ 8,473.52	\$ -	\$ (8,473.52)	0.00%
Employee Insurance	6130	\$ 3,559.25	\$ 936.59	\$ 8,973.64	\$ -	\$ (8,973.64)	0.00%
Workers Compensation	6140	\$ 1,690.10	\$ 539.61	\$ 5,163.13	\$ -	\$ (5,163.13)	0.00%
<b>Personnel</b>		<b>\$ 23,461.77</b>	<b>\$ 7,230.17</b>	<b>\$ 69,197.46</b>	<b>\$ -</b>	<b>\$ (69,197.46)</b>	<b>0.00%</b>
<b>YTD Comparison</b>				<b>\$ 61,967.29</b>			
<b>Services and Supplies</b>							
Incidental Costs - Assess	6709	\$ 11,269.13	\$ 9,607.13	\$ 11,269.13	\$ 19,444.00	\$ 8,174.87	57.96%
Grounds Maintenance	6710	\$ -	\$ -	\$ 9,150.85	\$ -	\$ (9,150.85)	0.00%
Tree Care	6719	\$ 6,638.10	\$ -	\$ 10,213.87	\$ 90,000.00	\$ 79,786.13	11.35%
Contracted LS Services	6720	\$ -	\$ 85,936.38	\$ 20,159.27	\$ 745,074.00	\$ 724,914.73	2.71%
Park Amenities - Assess	6722	\$ -	\$ -	\$ -	\$ 34,000.00	\$ 34,000.00	0.00%
Rubbish & Refuse	6740	\$ 947.39	\$ -	\$ 947.39	\$ -	\$ (947.39)	0.00%
Bank & Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
Rents & Leases - Equip	7310	\$ 846.65	\$ -	\$ 846.65	\$ -	\$ (846.65)	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 408,780.00	\$ 408,780.00	0.00%
<b>Services and Supplies</b>		<b>\$ 19,701.27</b>	<b>\$ 95,543.51</b>	<b>\$ 52,587.16</b>	<b>\$ 1,300,868.00</b>	<b>\$ 1,248,280.84</b>	<b>4.04%</b>
<b>YTD Comparison</b>				<b>\$ (42,956.35)</b>			
<b>Expense</b>		<b>\$ 43,163.04</b>	<b>\$ 102,773.68</b>	<b>\$ 121,784.62</b>	<b>\$ 1,300,868.00</b>	<b>\$ 1,179,083.38</b>	<b>9.36%</b>
<b>YTD Comparison</b>				<b>\$ 19,010.94</b>			
<b>Revenue Total</b>		<b>\$ -</b>	<b>\$ 4,788.52</b>	<b>\$ 10,138.64</b>	<b>\$ 1,313,871.00</b>	<b>\$ 1,303,732.36</b>	<b>0.77%</b>
<b>Expense Total</b>		<b>\$ 43,163.04</b>	<b>\$ 102,773.68</b>	<b>\$ 121,784.62</b>	<b>\$ 1,300,868.00</b>	<b>\$ 1,179,083.38</b>	<b>9.36%</b>
<b>YTD Revenue-Expenses</b>			<b>\$ (97,985.16)</b>	<b>\$ (111,645.98)</b>			
<b>YTD Comparison</b>				<b>\$ (13,660.82)</b>			

General Ledger  
Fund 30 Quimby Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ -	5,692.10	\$ 53,446.93	\$ 120,000.00	\$ 66,553.07 44.54%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>5,692.10</b>	<b>\$ 53,446.93</b>	<b>\$ 120,000.00</b>	<b>\$ 66,553.07 44.54%</b>
<b>Capital</b>							
General Capital	8400	\$ -	\$ -	-	\$ -	\$ 621,769.00	\$ 621,769.00 0.00%
Pickleball Sports Complex	8493	\$ 3,172.00	\$ -	5,848.87	\$ 3,439.89	\$ 1,300,000.00	\$ 1,296,560.11 0.26%
Multi-Generation Center	8504	\$ -	\$ -	-	\$ -	\$ 1,000,000.00	\$ 1,000,000.00 0.00%
<b>Capital</b>		<b>\$ 3,172.00</b>	<b>\$ -</b>	<b>5,848.87</b>	<b>\$ 3,439.89</b>	<b>\$ 2,921,769.00</b>	<b>\$ 2,918,329.11 0.12%</b>
<b>Expense</b>		<b>\$ 3,172.00</b>	<b>\$ -</b>	<b>5,848.87</b>	<b>\$ 3,439.89</b>	<b>\$ 2,921,769.00</b>	<b>\$ 2,918,329.11 0.12%</b>
<b>Revenue Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>5,692.10</b>	<b>\$ 53,446.93</b>	<b>\$ 120,000.00</b>	<b>\$ 66,553.07 44.54%</b>
<b>Expense Total</b>		<b>\$ 3,172.00</b>	<b>\$ -</b>	<b>5,848.87</b>	<b>\$ 3,439.89</b>	<b>\$ 2,921,769.00</b>	<b>\$ 2,918,329.11 0.12%</b>
<b>YTD Revenue-Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>(5,848.87)</b>	<b>\$ (3,439.89)</b>		
YTD Comparison				\$ -	\$ 2,408.98		

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		\$ 1,827,301.76	\$ 821,907.24	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		\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
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
<b>Total</b>	<b>\$ 11,090,795.40</b>	<b>\$ 7,822,201.95</b>			<b>\$ 4,806,579.08</b>	<b>\$ 6,523,099.33</b>	

\*Amount allocated exceeds fee total due to Valle Lindo Restroom Project, excess expenses to be allocated from KB Homes

\*\*Expenses for Valle Lindo above AMLI fee amount allocated here, full allocated amount yet to be spent

General Ledger  
Fund 40 Park Impact Fee Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ 86.90	\$ 2,024.77	\$ 8,000.00	\$ 5,975.23	25.31%
Park Impact Fees	5450	\$ 1,771,314.00	\$ 218.40	\$ 1,771,314.00	\$ -	\$ (1,771,314.00)	0.00%
<b>Revenue</b>		<b>\$ 1,771,314.00</b>	<b>\$ 305.30</b>	<b>\$ 1,773,338.77</b>	<b>\$ 8,000.00</b>	<b>\$ (1,765,338.77)</b>	<b>22166.73%</b>
<hr/>							
<b>Revenue Total</b>		<b>\$ 1,771,314.00</b>	<b>\$ 305.30</b>	<b>\$ 1,773,338.77</b>	<b>\$ 8,000.00</b>	<b>\$ (1,765,338.77)</b>	<b>22166.73%</b>
<b>Expense Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



General Ledger  
Fund 50 CDBG Fund  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
CDBG - Food Share	5577	\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,491.00</b>	<b>\$ 11,491.00</b>	<b>0.00%</b>
<b>Personnel</b>							
Full Time Salaries	6100	\$ 122.76	\$ 925.14	\$ 552.42	\$ 8,679.00	\$ 8,126.58	6.37%
Part-Time Salaries	6110	\$ 2,705.37	\$ 7,795.80	\$ 8,117.97	\$ 1,860.00	\$ (6,257.97)	436.45%
Retirement	6120	\$ 404.51	\$ 1,169.86	\$ 1,216.24	\$ 806.00	\$ (410.24)	150.90%
Employee Insurance	6130	\$ 29.22	\$ 9.51	\$ 73.05	\$ -	\$ (73.05)	0.00%
Workers Compensation	6140	\$ 33.65	\$ 175.93	\$ 109.02	\$ 146.00	\$ 36.98	74.67%
<b>Personnel</b>		<b>\$ 3,295.51</b>	<b>\$ 10,076.24</b>	<b>\$ 10,068.70</b>	<b>\$ 11,491.00</b>	<b>\$ 1,422.30</b>	<b>87.62%</b>
<b>Services and Supplies</b>							
Division Supplies	7410	\$ -	\$ -	\$ 4,081.80	\$ -	\$ (4,081.80)	0.00%
<b>Services and Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,081.80</b>	<b>\$ -</b>	<b>\$ (4,081.80)</b>	<b>0.00%</b>
<b>Expense</b>		<b>\$ 3,295.51</b>	<b>\$ 10,076.24</b>	<b>\$ 14,150.50</b>	<b>\$ 11,491.00</b>	<b>\$ (2,659.50)</b>	<b>123.14%</b>
<b>Revenue Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,491.00</b>	<b>\$ 11,491.00</b>	<b>0.00%</b>
<b>Expense Total</b>		<b>\$ 3,295.51</b>	<b>\$ 10,076.24</b>	<b>\$ 14,150.50</b>	<b>\$ 11,491.00</b>	<b>\$ (2,659.50)</b>	<b>123.14%</b>

General Ledger  
Fund 60 Restricted Donations  
September 2023 25.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ -	\$ 547.07	\$ 1,000.00	\$ 452.93	54.71%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 547.07</b>	<b>\$ 1,000.00</b>	<b>\$ 452.93</b>	<b>54.71%</b>
<b>Capital</b>							
Micracle League 805 Ballfield	8497	\$ 108,294.11	\$ -	\$ 196,880.16	\$ 300,000.00	\$ 103,119.84	65.63%
<b>Capital</b>		<b>\$ 108,294.11</b>	<b>\$ -</b>	<b>\$ 196,880.16</b>	<b>\$ 300,000.00</b>	<b>\$ 103,119.84</b>	<b>65.63%</b>
<b>Expense</b>		<b>\$ 108,294.11</b>	<b>\$ -</b>	<b>\$ 196,880.16</b>	<b>\$ 300,000.00</b>	<b>\$ 103,119.84</b>	<b>65.63%</b>
<b>Revenue Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 547.07</b>	<b>\$ 1,000.00</b>	<b>\$ 452.93</b>	<b>54.71%</b>
<b>Expense Total</b>		<b>\$ 108,294.11</b>	<b>\$ -</b>	<b>\$ 196,880.16</b>	<b>\$ 300,000.00</b>	<b>\$ 103,119.84</b>	<b>65.63%</b>

# CASH REPORT

	9/30/2023 Balance	9/30/2022 Balance
Debt Service - Restricted	\$ 146,269.25	\$ 140,605.17
457 Pension Trust Restricted	\$ 71,132.59	\$ 68,420.34
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,497,229.61	\$ 832,508.41
VC Pool Quimby- Restricted	\$ 2,579,202.12	\$ 5,636,856.68
Park Impact Fees	\$ 2,000,767.77	\$ 172,636.06
Miracle League 805	\$ 315,255.68	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,601.61
<b>Total</b>	<b>\$ 9,623,703.68</b>	<b>\$ 6,864,628.27</b>

### Semi-Restricted Funds

Assessment	\$ 1,019,403.44	\$ 964,397.54
LAIF - Capital	\$ 1,402,761.19	\$ 2,032,015.47
PacWest/CalCLASS - Capital	\$ 1,902,566.99	\$ 1,120,756.80
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ -
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 462,337.09	\$ 397,337.08
Contingency - Computer	\$ 25,000.00	\$ 20,000.01
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 300,000.00
Contingency - Compensated Absences	\$ 100,000.00	\$ 75,000.00
Contingency - Vehicle Replacement	\$ 30,000.00	\$ 30,000.00
<b>Total</b>	<b>\$ 6,042,396.51</b>	<b>\$ 5,219,834.70</b>

### Unrestricted Funds

Contingency	\$ 3,524,561.58	\$ 2,409,751.09
General Fund Checking	\$ 334,829.07	\$ 260,766.66
<b>Total</b>	<b>\$ 3,859,390.65</b>	<b>\$ 2,670,517.75</b>

### Total of all Funds

	<b>\$ 19,525,490.84</b>	<b>\$ 14,754,980.72</b>
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	10/12/2023 Balance	10/31/2022 Balance
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Debt Service - Restricted	\$ 146,269.25	\$ 140,752.10
457 Pension Trust Restricted	\$ 71,132.59	\$ 68,491.12
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,493,669.34	\$ 1,101,851.33
VC Pool Quimby- Restricted	\$ 2,579,202.12	\$ 5,636,856.68
Park Impact Fees	\$ 2,000,767.77	\$ 172,853.94
Miracle League 805	\$ 146,299.53	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,601.61
<b>Total</b>	<b>\$ 9,451,187.26</b>	<b>\$ 7,134,406.78</b>

### Semi-Restricted Funds

Assessment	\$ 576,622.69	\$ 385,214.35
LAIF - Capital	\$ 1,402,761.19	\$ 2,032,015.47
PacWest/CalCLASS - Capital	\$ 1,902,566.99	\$ 1,122,006.61
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ -
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 462,337.09	\$ 397,337.08
Contingency - Computer	\$ 25,000.00	\$ 20,000.01
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 300,000.00
Contingency - Compensated Absences	\$ 100,000.00	\$ 75,000.00
Contingency - Vehicle Replacement	\$ 30,000.00	\$ 30,000.00
<b>Total</b>	<b>\$ 5,599,615.76</b>	<b>\$ 4,641,901.32</b>

### Unrestricted Funds

Contingency	\$ 3,324,561.58	\$ 1,612,200.51
General Fund Checking	\$ 356,072.66	\$ 383,426.64
<b>Total</b>	<b>\$ 3,680,634.24</b>	<b>\$ 1,995,627.15</b>

### Total of all Funds

	<b>\$ 18,731,437.26</b>	<b>\$ 13,771,935.25</b>
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Pleasant Valley Recreation and Park District  
 Monthly AP, Payroll, Wire, Online Payment Report  
 September 2023

	Date	Amount	
Accounts Payables:	9/30/2023	\$ 603,598.83	
	<b>Total</b>	<b>\$ 603,598.83</b>	
Payroll (Total Cost):	9/14/2023	\$ 158,493.48	
	9/28/2023	\$ 160,065.11	
	9/29/2023	\$ 37,154.63	B. Lopez payout
	<b>Total</b>	<b>\$ 355,713.22</b>	
Payroll AP Payments	9/5/2023	\$ 41,223.32	PERS Health Insurance Premium
	9/5/2023	\$ 18,501.42	CALPERS - Ret PR 8/31/2023
	9/5/2023	\$ 3,308.89	Guardian
	9/5/2023	\$ 542.10	VSP
	9/5/2023	\$ 2,233.67	Hartford
	9/14/2023	\$ 18,354.71	CALPERS- Ret-PR-9/14/23
	9/28/2023	\$ 18,024.12	CALPERS- Ret-PR-9/28/23
	<b>Total</b>	<b>\$ 102,188.23</b>	
	<b>Grand Total</b>	<b>\$ 1,061,500.28</b>	

Developer		Project				Quimby Funds			GL Code
No.	Location	Description	Budgeted	Expended	Awarded	Balance	Committed Date	Allocation Date	Assigned
<b>AMLI</b>									
1	Nancy Bush	Nancy Bush Picnic Area(s)	\$ 45,600.00	\$ 29,585.62	\$ 615,709.00	\$ 615,709.00		7/31/2019	8446
2	Valle Lindo	Valle Lindo RR/Pavilion*	\$ 425,000.00	\$ 364,574.44		\$ 586,123.38	12/6/2018		8444
3	Nancy Bush	Nancy Bush Playground	\$ 250,000.00	\$ 221,548.94		\$ 221,548.94	10/3/2018		8445
<b>TOTALS</b>			<b>\$ 720,600.00</b>	<b>\$ 615,709.00</b>		<b>\$ -</b>			
<b>FAIRFIELD LLC</b>									
1	Freedom	Freedom Baseball Fields- Non- Contract Cost	\$ 1,100,000.00	\$ 504,121.78	\$ 2,250,489.70	\$ 2,250,489.70	11/7/2018	1/31/2020	8459
2	Freedom	Freedom Baseball Fields- Contract Cost	\$ 1,000,000.00	\$ 411,628.87		\$ 1,746,367.92			
3	PVAC	PVAC Restrooms and Showers	\$ 500,000.00	\$ 647,336.74		\$ 1,334,739.05			
4	PV Fields	Fertilizer Injector System	\$ 60,000.00	\$ 50,788.90		\$ 687,402.31			8469
5		Senior and Community Rec Fac Project	\$ -	\$ -		\$ 636,613.41			8478
6		Senior and Community Rec Fac Exterior Proj	\$ -	\$ -		\$ 636,613.41			
7		Community Center Kitchen Expansion	\$ 250,000.00	\$ 280,649.20		\$ 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							
<b>TOTALS</b>			<b>\$ 1,910,000.00</b>	<b>\$ 1,894,525.49</b>		<b>\$ 355,964.21</b>			
<b>ELACORA MISSION OAKS</b>									
1	Encanto	PG Equipment Installation	\$ 189,887.74	\$ 189,887.74	\$ 2,649,209.00	\$ 2,649,209.00	11/3/2016	8/8/2021	
2	Arnell Rich Pk	Arnell Ranch Park Renovation	\$ 1,500,000.00	\$ 1,496,641.96		\$ 2,459,321.26	11/5/2020		8464
3		Pickleball	\$ 1,400,000.00	\$ 140,772.06		\$ 962,679.30			8493
4		Camarillo Nature Center	\$ 300,000.00	\$ -		\$ 821,907.24			
5		Freedom Park Landscape and Walking Path	\$ 300,000.00	\$ -		\$ 821,907.24			
		Freedom Baseball Fields	\$ -	\$ -		\$ 821,907.24			
<b>TOTALS</b>			<b>\$ 3,200,000.00</b>	<b>\$ 1,827,301.76</b>		<b>\$ 821,907.24</b>			
<b>KB HOMES</b>									
1	Valle Lindo	Valle Lindo RR/Pavilion*	\$ 425,000.00	\$ 32,368.30	\$ 474,353.00	\$ 474,353.00		8/10/2021	8444
2	Mel Vincent	Mel Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78		\$ 441,984.70			8460
3	Nancy Bush	Nancy Bush Pavilion	\$ 65,000.00	\$ 31,537.74		\$ 244,193.18			8447
4		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -		\$ 244,193.18			
5		Do's Caminos Expansion and ADA	\$ -	\$ -		\$ 244,193.18			
<b>TOTALS</b>			<b>\$ 629,500.00</b>	<b>\$ 230,159.82</b>		<b>\$ 244,193.18</b>			
<b>CRESTVIEW</b>									
1		Senior/Community Center ADA	\$ 21,612.25	\$ -	\$ 21,612.25	\$ 21,612.25	6/7/2023	6/7/2023	
<b>TOTALS</b>			<b>\$ 21,612.25</b>	<b>\$ -</b>		<b>\$ 21,612.25</b>			
<b>HABITAT FOR HUMANITY</b>									
			\$ -	\$ -	\$ 35,242.00	\$ 35,242.00		3/6/2024	
<b>SHEA HOMES</b>									
1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00	7/5/2023	11/21/2024	8504
<b>TOTALS</b>			<b>\$ 1,000,000.00</b>	<b>\$ -</b>		<b>\$ 1,264,500.00</b>			
<b>Williams Homes</b>									
			\$ 2,840,447.45	\$ 2,840,447.45	\$ 2,840,447.45	\$ 2,840,447.45		7/29/2027	
<b>Somis Ranch Phase 1</b>									
			\$ 347,625.00	\$ 347,625.00	\$ 347,625.00	\$ 347,625.00		8/5/2027	
<b>Somis Ranch Phase 2</b>									
			\$ 278,100.00	\$ 278,100.00	\$ 278,100.00	\$ 278,100.00		10/20/2027	
<b>Barry 60 LP</b>									
			\$ 313,508.00	\$ 313,508.00	\$ 313,508.00	\$ 313,508.00		3/15/2028	
<b>Grand Total</b>			<b>\$ 7,481,712.25</b>	<b>\$ 4,567,696.07</b>		<b>\$ 6,523,099.33</b>			

### California CLASS

Investment Name	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>California CLASS</b>				1.51%	2.36%	2.61%	3.10%	3.80%	4.19%
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
<b>California CLASS</b>	4.53%	4.70%	4.77%	5.00%	5.15%	5.23%	5.29%	5.45%	5.48%

- Rates are determined at the end of the month

### Ventura County Pool

Investment Name	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Ventura County Pool</b>	0.51%	0.62%	0.82%	1.26%	1.55%	1.73%	1.92%	2.29%	2.74%
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
<b>Ventura County Pool</b>	3.01%	3.15%	3.11%	3.60%	3.49%	3.56%	3.49%	3.51%	3.64%

### Local Agency Investment Fund (LAIF)

Investment Name	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Local Agency Investment Fund (LAIF)</b>	0.52%	0.68%	0.86%	1.09%	1.28%	1.51%	1.77%	2.01%	2.17%
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
<b>Local Agency Investment Fund (LAIF)</b>	2.43%	2.62%	2.83%	2.87%	2.99%	3.17%	3.31%	3.43%	3.53%

### Pacific Western Bank

Investment Name	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Pacific Western Bank</b>	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
<b>Pacific Western Bank</b>	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: 10/02/2023 - 3:43PM  
 Date Range: 09/01/2023 - 09/30/2023  
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	AFLAC: BILLING PERIOD AUG 20	09/05/2023	661.44
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE S	09/05/2023	41,223.32
0	CALPERS PENSION	CALPERS: PR CONT 8/31/2023 / PL	09/05/2023	18,501.42
0	CALPERS PENSION	CALPERS: PR CONT 9/14/2023 / PL	09/14/2023	18,354.71
0	CALPERS PENSION	CALPERS: PR CONT 9/28/2023 / PL	09/28/2023	18,024.12
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT / STATE W/H/ PR 8	09/05/2023	4,275.35
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT PR 9/14/2023	09/14/2023	3,817.60
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE 88 PMT / LOPEZ, BRAND	09/28/2023	7,121.23
0	GUARDIAN	GUARDIAN DENTAL: BILLING DA	09/05/2023	3,308.89
0	HARTFORD LIFE & ACC. INSURAN	HARTFORD: BILLING PERIOD SEI	09/05/2023	2,233.67
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS 941 DEP - PR 8/31/2023	09/05/2023	28,399.45
0	INTERNAL REVENUE SERVICE - O	IRS: EFPTS 941 DEPOSIT / PR 9/14/	09/14/2023	25,371.56
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS / 941 PMT / LOPEZ, BR	09/28/2023	40,204.41
0	VSP	VSP: BILLING PERIOD SEPT 2023	09/05/2023	542.10
26472	IBEW LOCAL #952	IBEW LOCAL 952: CLEANING DEP	09/07/2023	200.00
26480	MARIA PILENO	PILENO, M: CLEANING DEP REFU	09/07/2023	50.00
26493	CAMARILLO COMMUNITY BAND	CAMARILLO COMM BAND: DEPC	09/21/2023	250.00
26496	CAPRI	CAPRI: WORKERS COMP / QTR 2 I	09/21/2023	59,146.00
26507	HUB INTERNATIONAL INSURANC	HUB: INSURANCE - AUGUST 2023	09/21/2023	2,259.00
26508	HUENEME HIGH SCHOOL REUNIO	HUENEME HS REUNION COMMIT	09/21/2023	100.00
26512	SUE LITTAUA	LITTAUA, S: CLEANING DEP REFU	09/21/2023	50.00
26513	ASHLEY NUNEZ	NUNEZ, A: CLEANING DEP REFU	09/21/2023	50.00
26516	SOCIETY FOR CREATIVE ANACHR	SOCIETY FOR CREATIVE ANACHI	09/21/2023	50.00
26517	VANESSA SOTELO	SOTELO, V: CLEANING DEP REFU	09/21/2023	50.00
Total for Department: 00 Non Departmentalized				274,244.27
Department: 03 Recreation				
0	AMAZON	AMAZON: 1ST AID SUPPLIES	09/07/2023	163.34
0	DEBRA GREENWOOD	GREENWOOD, D: JUL- AUG 2023	09/21/2023	882.70
0	KALEEN GAGE	GAGE, K: MILEAGE REIMB AUG 2	09/21/2023	3.80
0	KATIE SHINDEN	SHINDEN, K: KINDERMUSIK / 26 I	09/07/2023	1,318.20
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE CLASS	09/07/2023	747.50
0	SOCAL GAS COMPANY	SCG: BILLING PERIOD 2023-7/25 -	09/08/2023	1,589.28
0	SUPER SOCCER STARS	SOCCER STARS: JULY - AUG 2023	09/21/2023	3,244.80
0	US BANK	US BANK: CAL CARD STMT 8/22/2	09/12/2023	4,687.59
26459	AMERICAN RED CROSS	AMERICAN RED CROSS: 1ST AID/	09/07/2023	132.00
26460	MICHAEL ASHLEY	ASHLEY, M: PICKLE BALL CLASS	09/07/2023	988.00
26463	PETER BLACKWELDER	BLACKWELDER, P: SUMMER PAL	09/07/2023	100.00
26465	THOMAS COSTA	COSTA, T: PICKLEBALL CLASS / 3	09/07/2023	756.60
26468	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SVC: FIELD TF	09/07/2023	1,601.33
26470	CLIFTON G. GORE JR.	GORE, C: TAI CHI CLASSES / 44 E	09/07/2023	4,576.00
26471	DANIEL E. HOWARD	HOWARD, D: JU-JITSU CLASSES /	09/07/2023	414.70
26473	J.W. ENTERPRISES	JW ENTERPRISES: PORTABLE TOI	09/07/2023	2,759.50
26478	BRYAN MONKA	MONKA, B: SOCCER CLASSES / 18	09/07/2023	778.05
26482	MARIO SANCHEZ	SANCHEZ, M: SUMMER 2023 HEA	09/07/2023	250.00
26485	AUDREY WALZER	WALZER, A: YOGA CLASS / 15 EN	09/07/2023	965.25
26486	DUNCAN YOUNG	YOUNG, D: GYMNAS TIC CLASS /	09/07/2023	1,263.60
26500	LORENZO J. CRAWFORD JR.	CRAWFORD, L: FUNK CLASS / 9 E	09/21/2023	296.40

Check No.	Vendor/Employee	Transaction Description	Date	Amount
26502	CLINTON DINGMAN	DINGMAN, C: FORFEIT FEE 8/28/2	09/21/2023	40.00
26506	DANIEL E. HOWARD	HOWARD, D: JU-JITSU CLASS / 5 F	09/21/2023	162.50
26514	OAKS SERVICES, LLC	OAKS EVENT RENTALS: LIGHT T	09/21/2023	398.00
26520	VENTURA COUNTY FIRE DEPART	VC FIRE PROTECTION DISTRICT:	09/21/2023	304.00
26529	CARDIO PARTNERS INC.	CARDIO PARTNERS INC: ANNUVI	09/28/2023	130.00
26533	MISSION HOME HEALTH & HOSPI	MISSION HOME HEALTH & HOSPI	09/28/2023	25.00
Total for Department: 03 Recreation				28,578.14
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: CLEANING SUPPLIES	09/07/2023	565.41
0	ARAMSCO INC.	ARAMSCO: GLOVES / BIO-ZYME ,	09/21/2023	7,950.57
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	09/11/2023	37,045.09
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	09/28/2023	56,945.03
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET 3039446	09/07/2023	79.30
0	E.J.HARRISON AND SONS, INC.	E J HARRISON: AUG 2023 BILLINC	09/07/2023	4,459.31
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: SEPT 2023 BILLINC	09/28/2023	4,459.31
0	GRAINGER	GRAINGER: MOTOR START CAPA	09/07/2023	469.65
0	GRAINGER	GRAINGER: V-BELT/IGNITER/AN	09/21/2023	164.84
0	GRAINGER	GRAINGER: FAN PART / SHOP	09/28/2023	4.62
0	LINCOLN AQUATICS	LINCOLN AQUATICS: MULTI-CHL	09/07/2023	1,557.45
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: LANDSCAPE SUPPLIES	09/07/2023	1,614.03
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: ICV FILTER / PV FIELDS	09/21/2023	963.38
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES	09/28/2023	1,928.01
0	SOCAL GAS COMPANY	SCG: BILLING PERIOD 2023-7/27 -	09/08/2023	378.65
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-8/2 - 8/30 / PV	09/07/2023	15,797.05
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023 - 8/22 - 9/20/ \	09/22/2023	12,081.79
0	SPRINT	SPRINT: BILL DATE 2023-7/12 - 8/1	09/07/2023	231.30
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: SVC DATE 2023-8/10	09/07/2023	217.02
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: SVC DXR RR / SPRI	09/21/2023	179.97
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RR/ SINK SVC	09/28/2023	217.02
0	US BANK	US BANK: CAL CARD STMT 8/22/2	09/12/2023	4,616.87
0	WATER & SANITATION SERVICES	WATER & SANITATION: SVC DATE	09/21/2023	577.93
0	WEX BANK	WEX BANK: FUEL PURCHASES RI	09/07/2023	6,445.80
26461	ASTRA BACKFLOW INC.	ASTRA: RP W/BALL VALVE / FOO	09/07/2023	952.38
26462	B & B DO IT CENTER	B&B: GARDENER & BLOOME HA	09/07/2023	77.17
26464	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: IRRIGATION SU	09/07/2023	1,870.60
26467	DOG WASTE DEPOT	DOG WASTE DEPOT: 102 CASES D	09/07/2023	3,610.04
26469	FLO-SERVICES INC.	FLO SERVICES INC: EVALUATION	09/07/2023	3,022.43
26474	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL: BELL C	09/07/2023	179.66
26475	KASTLE KARE	KASTLE KARE: GOPHER MONTHI	09/07/2023	600.00
26477	LESLIE'S POOL SUPPLIES INC.	LESLIE'S POOL SUPPLIES: DIVE B	09/07/2023	86.39
26479	NAPA AUTO PARTS	NAPA: OIL FILTER / TRUCK # 23	09/07/2023	1,351.28
26481	PHILLIP RAMIREZ	RAMREZ, P: HAND HELD RADIO /	09/07/2023	16.08
26484	VENTURA COUNTY STAR	VC STAR: AD CUSTODIAN/LANDS	09/07/2023	396.46
26489	AIRGAS USA LLC	AIRGAS: WELDING / SHOP	09/21/2023	300.94
26491	B & B DO IT CENTER	B&B: TOPPER FOR DOG PARKS / S	09/21/2023	3,649.00
26492	BIGBRAND TIRE & SERVICE	BIG BRAND: TIRES / TRUCK#35	09/21/2023	1,153.88
26494	CAMARILLO TOWING INC.	CAMARILLO TOWING: TOW TRUC	09/21/2023	80.00
26495	CAMROSA WATER DISTRICT	CAMROSA: BILL DATE 2023-7/31 -	09/21/2023	20,992.85
26498	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: RECYLING JU	09/21/2023	138.86
26499	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: SOCKET ADPATI	09/21/2023	13.54
26501	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: SV	09/21/2023	83.07
26503	E.J. HARRISON ROLLOFFS	EJ HARRISON ROLLOFFS: THATC	09/21/2023	1,369.21
26504	ENVISION FORD LINCOLN OF OXI	ENVISION FORD LINCOLN - OXN.	09/21/2023	277.42
26505	FENCE FACTORY RENTALS	FENCE FACTORY: B BAND / WOO	09/21/2023	12.15
26507	HUB INTERNATIONAL INSURANC	HUB: INSURANCE - AUGUST 2023	09/21/2023	-92.46
26515	R & R PRODUCTS, INC.	R & R: REEL MOWER ROLLERS	09/21/2023	1,372.27
26518	STOVER SEED COMPANY	STOVER SEED: PRO SPORTFIELD	09/21/2023	2,310.73
26527	B & B DO IT CENTER	B&B: NEW KIOSK LOCKS / MISSI	09/28/2023	653.59
26528	BURKE OVERHEAD DOOR	BURKE OVERHEAD DOOR: POOL	09/28/2023	2,100.00
26530	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: SVC DATE 202	09/28/2023	258.72
26531	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: IRRIGATION SU	09/28/2023	80.04



Check No.	Vendor/Employee	Transaction Description	Date	Amount
26532	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL: TURF V	09/28/2023	2,864.65
26534	NAPA AUTO PARTS	NAPA: FILTER/ BRAKE PARTS CLI	09/28/2023	944.91
26537	THOMPSON BUILDING MATERIAL	THOMPSON BLDG MATERIALS: C	09/28/2023	34.98
Total for Department: 04 Parks				209,710.24
Department: 05 Administration				
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SV	09/21/2023	18,126.00
0	AMAZON	AMAZON: OFFICE SUPPLIES	09/28/2023	135.58
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE S	09/05/2023	146.62
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: EQUIP - POU COOLER	09/07/2023	35.00
0	ELAINE L. MAGNER	MAGNER, E: REIMB / MONTEREY	09/21/2023	665.27
0	J. THAYER COMPANY	J THAYER: OFFICE SUPPLIES	09/21/2023	506.02
0	KONICA MINOLTA PREMIER FINA	KONICA MINOLTA PREMIER FINA	09/28/2023	573.19
0	MARK C. MALLOY	MALLOY, M: REIMB / MONTEREY	09/21/2023	370.73
0	QUADIENT FINANCE USA INC.	QUADIENT FINANCE: POSTAGE 8	09/28/2023	250.00
0	QUADIENT LEASING USA, INC.	QUADIENT LEASING: BILL PERIO	09/28/2023	261.41
0	SPECTRUM BUSINESS	SPECTRUM: TV SVC 2023-8/17 - 9/	09/07/2023	17.08
0	SPRINT	SPRINT: BILL DATE 2023-7/12 - 8/1	09/07/2023	46.00
0	US BANK	US BANK: CAL CARD STMT 8/22/2	09/12/2023	646.19
26456	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: INTERNI	09/07/2023	1,567.59
26457	ALLCONNECTED, INC.	ALLCONNECTED: SUPPORT / MAI	09/07/2023	3,255.10
26458	AMERICAN LEGAL PUBLISHING C	AMERICAN LEGAL PUBLISHING:	09/07/2023	450.00
26466	DIGITAL ASSURANCE CERTIFICA	DAC: ANNUAL FEE EC	09/07/2023	2,500.00
26476	LENOVO (UNITED STATES) INC.	LENOVO: THINK PAD/THINK CEN	09/07/2023	4,259.99
26487	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: CHAMBER	09/07/2023	850.00
26497	CENTERS FOR FAMILY HEALTH	CENTERS FAMILY HEALTH: MEDI	09/21/2023	120.00
26511	PAUL LERMA	LERMA, P: HIKE 9/16/2023	09/21/2023	62.50
26519	CODY SWANSON	SWANSON, C: HIKE 8/19 & 8/27/20	09/21/2023	150.00
26525	ALLCONNECTED, INC.	ALLCONNECTED: SEPT MONTHL	09/28/2023	3,652.84
26536	SHOK ENTERPRISES, LLC.	SHOK ENTERPRISES: AED TEAM	09/28/2023	9,920.00
Total for Department: 05 Administration				48,567.11
Total for Fund:10 General Fund				561,099.76

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
26483	SCI CONSULTING GROUP	SCI: ASSESSMENT ADMIN FY 23 -	09/07/2023	11,269.13
26490	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: A	09/21/2023	947.39
26510	KELLY'S AFFORDABLE PORTABLE	AFFORDABLE PORTABLES: PORT.	09/21/2023	846.65
26521	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST: TREE TI	09/21/2023	5,082.98
26523	TROUTMAN PEPPER	TROUTMAN PEPPER: BRIGHTVIE	09/22/2023	13,519.92
26535	PERFORMANCE GARDENS	PERFORMANCE GARDENS: NEW	09/28/2023	1,555.12
Total for Department: 00 Non Departmentalized				33,221.19
Total for Fund:20 Assessment Fund				33,221.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
26526	ASSOCIATED TRANSPORTATION E	ASSOC TRANSPORTATION ENGIN	09/28/2023	3,172.00
Total for Department: 00				3,172.00
Total for Fund:30 Park Dedication Fund				3,172.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 60 Restricted Donations				
Department: 04 Parks				
26509	HUGHES GENERAL ENGINEERINC	HUGHES ENGINEERING: PMT API	09/21/2023	108,294.11
Total for Department: 04 Parks				108,294.11
Total for Fund:60 Restricted Donations				108,294.11

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		705,787.06

**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: November 1, 2023**

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

**BACKGROUND**

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a Surplus District Property Disposal Policy which outlines how the District disposes of surplus equipment and office supplies. This policy was updated on June 2, 2021.

**ANALYSIS**

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to events within the District such as the office redesign, upgraded IT infrastructure, and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on June 2, 2021, Staff has compiled the attached list for Board review.

**FISCAL IMPACT**

This action will have no significant fiscal impact on the FY 2023-2024 budget. A small amount of revenue may be generated if items are successfully sold.

**RECOMMENDATION**

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

**ATTACHMENTS**

- 1) Surplus Supplies and Equipment List (1 page)



**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: November 1, 2023**

**SUBJECT: CONSIDERATION AND APPROVAL OF BID  
PROPOSAL AWARD FOR ARCHITECTURAL DESIGN  
SERVICES FOR LOKKER PARK**

**SUMMARY**

As part of the District's efforts to commit and adhere to replacing aging and/or obsolete playgrounds and infrastructure, staff earmarked \$500,000 from the General Fund for this capital improvement project. Installation of the playgrounds and fitness equipment were installed in 2003, which now require replacement due to exceeding their life expectancy and failing standards as well as the surrounding amenities and walkways. The goal of the architectural design services is to create a flexible approach for the improvements to align with community needs and budget as well as an inviting, safe, and functional space that promotes physical activity, and social interaction, with the primary objective to modernize and update the playground equipment that caters to the diverse needs of users of all ages and abilities. The estimated completion date for this project is June 2024.

**BACKGROUND**

Lokker Park is a 7-acre neighborhood park that was developed in two phases; the first phase consisted of approximately 3 acres and was developed in 1994, and the remaining 4 acres were developed and relandscaped in 1997. The park is equipped with a variety of amenities: basketball court, sand volleyball court, horseshoe pits, and walking paths to name a few. Lokker is a popular park and attracts many throughout the community because it truly has something for almost everyone.

Lokker Park has two (2) playgrounds, one for 2-5 years of age and another for 5-12 years of age, incorporated with some fitness elements for all ages. Both playgrounds and fitness equipment were installed in 2003 and have exceeded their typical life expectancy (15-18 years). The playgrounds do not meet the current standards for ADA accessibility. In addition, the surrounding concrete walkways have lifted and buckled, creating trip hazards due to the expansion of adjacent tree root systems and, therefore, need to be repaired or replaced.

As part of the playground replacement plan, Lokker Park's playgrounds were identified and earmarked for replacement this fiscal year. The adopted FY 2023-2024 Budget designates \$500,000 from the General Fund for the Capital Improvement Projects (CIP). The current amenities, including the two playgrounds and fitness equipment, need significant upgrades to



enhance the overall experience for park visitors. In light of these planned improvements, this report intentionally maintains an open-ended approach regarding the future configuration of the footprint for those improvements. This approach allows for flexibility and creativity in determining the new features that will be integrated into the park space, ensuring that the final design aligns with the needs of the community and fits within the District's allocated budget.

**ANALYSIS**

Staff presented the Board with a recommendation to issue a public Request for Proposal (RFP) solicitation for Architectural Design Services for Lokker Park at the Board Meeting held on September 6, 2023. The RFP was published in the Ventura County Star on September 13, 2023. Proposals were due to the District by 2:00 p.m. on Friday, October 6, 2023. Proposals from the eligible providers were received as follows:

Service Provider	Bid Total
Lauterbach & Associates	\$30,700.00
Jordan & Bain Landscape Architects, Inc	\$39,680.00
RRM Design Group	\$60,548.00

The three proposals were received and evaluated by Staff utilizing the following criteria:

1. Understanding of scope of work; recommended methodology and process to include public engagement
2. Project components, timeline, and deliverables
3. Demonstrated expertise in performing similar work
4. Qualifications and experience of key staff
5. References and past project samples
6. Proposed project cost

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. While cost is important, other factors are also significant and the District is not required to select the lowest cost proposal. This comparison resulted in staff recommending Jordan & Bain Landscape Architects, Inc. The proposal by Jordan & Bain Landscape Architects, Inc. is included as Attachment 1. Their proposal successfully satisfied all the criteria set out in the RFP. Furthermore, as added value, they built-in to their scope of services and included in the price of their proposal the following tasks:

- **Construction Phase:**
  - Weekly or scheduled site meetings
  - Assistance with Request For Information and submittals
  - Review shop drawings and product submittals specified on the construction documents.
  - Prepare the final punch list.
- **Project close-out:**
  - Prepare as-built drawings, in AutoCAD, of the irrigation work based on the Contractor's record drawings.
  - Attend the final job site review with the District.

The District has past experience with the highest scoring proposer, Jordan & Bain Landscape Architects, Inc., as they completed the following projects and services for the District: Freedom Park Master Plan, Phase 1 Construction of the Freedom Park Baseball Fields, design and construction documentation for the Miracle League Field at Freedom Park, and the irrigation design and consultation for the Arneill Ranch Park Renovation.

**DELIVERABLES:**

- A. Conceptual/Schematic Design – to include community input.
- B. Design Development/Permitting Process with the City of Camarillo and Ventura County
  - a. Revise drawings, and documents per initial plans.
- C. Construction Documentation/District review of required changes per permitting.
- D. Bidding Assistance
  - a. Assist and determine qualified contractors.
  - b. Meet with successful contractor to review plans, schedule, and scope.
  - c. Coordinate with contractor and District on matters of construction contract, schedule, bonds, and permits.
- E. Contract Administration
  - a. Advise and consult with District during Construction Phase.
  - b. Review and analyze proposed change orders by contractor for accuracy and quality.
  - c. Assist, as part of the project team.

The estimated timeframe on this portion of the project is estimated to be complete by June 30, 2024. These estimates are based on the duration of the design phase as well as current City review times.

**FISCAL IMPACT**

The District allocated \$500,000 from the General Fund for this Design and Construction project; these funds were designated in the FY 2023-2024 budget. The cost for the scoped Architectural Design Services would be a total of \$39,680 plus a 15% contingency of \$5,952 for a total cost not to exceed \$45,632. The total remaining project balance would be \$454,368.

**STRATEGIC PLAN COMPLIANCE**

Meets 2021 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 approve and authorize the General Manager to enter into an agreement between the District and Jordan & Bain Landscape Architects, Inc. for Architectural Design Services for Lokker Park for a total not to exceed \$45,632.

**ATTACHMENTS**

- 1) Jordan & Bain Landscape Architects, Inc. Proposal (24 pages)
- 2) Abstract of Bids (1 page)
- 3) Draft Professional Agreement (10 pages)



October 4, 2023

Matthew Parker, Park Services Manager  
Pleasant Valley Recreation & Park District  
1605 East Burnley Street  
Camarillo, California 93010

**Subject:        *Statement of Qualifications***

It is a pleasure to respond to this RFP. Jordan & Bain Landscape Architects, Inc., have been providing landscape architectural services for PVRPD for the past 18 years. We look forward to completing many new projects in the future.

**Firm Information**

John J. Bain, III, CFO  
Jordan & Bain Landscape Architects, Inc.  
459 North Ventura Avenue; Ventura, CA 93003  
(805) 642-3641 Office: (805) 653-7874 Fax  
john@jordan-gilbert.com

If you have any questions, please feel free to contact me at your convenience.

Sincerely,  
**Jordan & Bain Landscape Architects, Inc.**

John J. Bain, III  
Landscape Architect #3193

JJB/cev

**STATEMENT OF QUALIFICATION  
FOR  
LANDSCAPE ARCHITECTURAL SERVICES**

**LOKKER PARK**

**848 Corte Vista Oro; Camarillo, CA 93010**

**FOR**

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

**1605 East Burnley Street**

**Camarillo, CA 93010**

**JORDAN & BAIN**

**Landscape Architects, Inc.**

459 North Ventura Avenue • Ventura, California 93001

(805) 642-3641 Phone • (805) 653-7874

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# FIRM QUALIFICATIONS

## I. FIRM'S ORGANIZATIONAL STRUCTURE, JURISDICTION, QUALIFICATIONS AND EXPERIENCE

Jordan & Bain Landscape Architects, Inc. is a Landscape Architectural firm located in Ventura since 1979. We have two Principal Landscape Architects, Paul Jordan and John Bain, an Associate Landscape Architect, Tod Chandler, an AutoCAD drafter, Mike Loza, and two Administrative Support Staff, Lora Ruffin, and Cynthia Valdez.

Our firm, over the last 10 years, has been primarily focused on designing projects for public agencies. We have been working with multiple school districts within the County of Ventura to enhance campus quads, create outdoor learning centers, design new sports fields, replace and upgrade play equipment for varying age groups, and redesign campus irrigation systems to improve efficiency and reduce maintenance man hours. Our firm has extensive experience working with multiple park districts within the County, including PVRPD, providing them with renovated sports field projects, complete park irrigation designs, and various pedestrian pathway and site improvements. Jordan & Bain's goal is to provide the best design solutions for our Client while striving to keep the project within the designated budget.

## II. FIRM'S METHODS FOR COLLABORATING WITH ITS TEAMS, STAKEHOLDERS, COMMUNITY AND DISTRICT STAFF

Jordan & Bain Landscape Architects, Inc. will use information gathered at community meetings and provided by the Client to prepare a new play equipment and adult exercise area for the park. The new design will incorporate not only new equipment, but any modifications needed to the existing sidewalk system to enhance the new activity areas as well as to satisfy accessibility requirements. The new designs will protect in place all Owner desired trees and incorporate these trees into the new equipment layout. If additional landscaping plantings are desired, the plant material will consist of low water using, Client approved plant selections supplemented by low volume irrigation systems.

In the last five years, Jordan & Bain Landscape Architects, Inc. has prepared multiple outdoor learning centers that included exercise and balance activities for various school districts. This required multiple meetings with teaching staff, administrators, and facility staff to integrate as many curriculum, budget, and maintenance considerations into the final designs. The use of native plantings, water features, patios, decks, solar powered energy sources, and varying walking surfaces such as field stones, pebbles, decomposed granite, and mulch provide a mix of textures and materials to stimulate users of such spaces. The outdoor learning centers afforded teachers a space to bring science to life and complement traditional classroom based instruction.

# FIRM QUALIFICATIONS

Our firm has designed multiple play structures and related exercise equipment spaces for Ventura Unified School District at Lemon Grove Elementary School; Simi Valley Unified School District at Sycamore Elementary School; Pleasant Valley School District at Pleasant Valley School of Engineering and Arts Early Education Center, Los Primeros School, and Las Posas Elementary School; and Rio School District for Rio Del Sol STEAM Academy.

### III. FIRM'S STRATEGIES FOR ENGAGING THE PUBLIC IN PARK RELATED PROJECTS

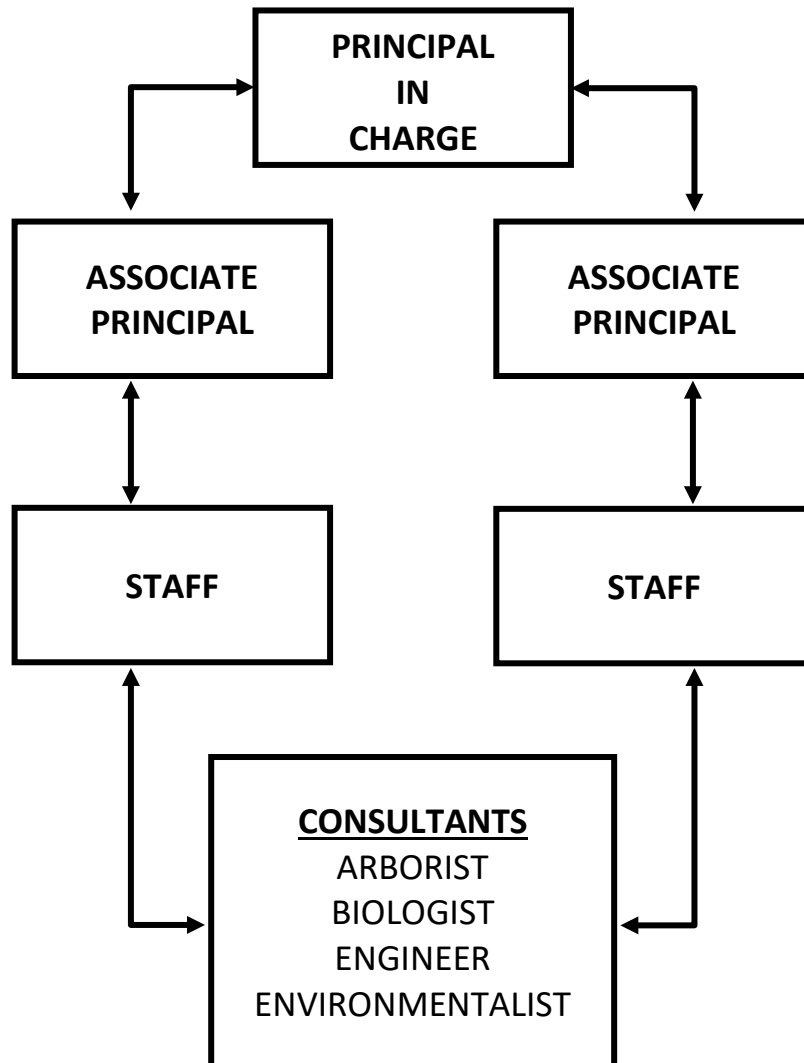
Jordan & Bain Landscape Architects, Inc. would engage the public for this park project by first mailing out a notification to the defined PVRPD area of residents that would be using this park regularly. The announcement would notify the residents of a community meeting where a landscape concept plan with supporting illustrations would be presented by our firm for the purpose of obtaining specific comments from the Stakeholders who use the park site. Our firm would then review the comments with PVRPD Staff to garner specific direction needed to revise the conceptual plan based on PVRPD approved comments. A second public meeting would be held to present the updated conceptual design for public approval. Any additional comments would be noted and incorporated into the construction drawings.

# FIRM PERSONNEL

## I. PROJECT MANAGEMENT TEAM

Jordan & Bain, Landscape Architects is a small firm that provides their Clients with direct principal contact. Depending on the project scope, Paul Jordan or John Bain would be the lead contact with staff support. Because our experience with school and public works projects, we have found that this approach provides our Clients with great results. Our staff has years of experience and complements our work efforts. Resumes of key personnel is provided in the Appendix.

With regards to emergency response time, we place a priority on all our projects especially when projects are in construction. Prompt response during construction will save valuable time and cost. John Bain is a resident of Camarillo and strives to ensure that projects designed in the City are provided with immediate attention during construction to facilitate a successful outcome.





# FIRM PERSONNEL

John Bain and Paul Jordan, both Principal Landscape Architects, will work directly with PVRPD and will provide coordination and oversight with staff members of the firm.

1. **John J. Bain, III, Landscape Architect #3193** – Lead Project Designer, Irrigation Designer, Construction Documents, Specifications, and Cost Estimates.

John has spent most of his adult life working in or designing for the construction industry. He has been a licensed Landscape Architect in California for 33 years. He has focused a concentrated effort into irrigation design and water management. John has a wealth of experience in designing and the construction of irrigation systems for large scale commercial, public works, federal housing, and environmental restoration projects. He has a great deal of experience designing computer-controlled irrigation systems for sports facilities, park districts and school districts.

John has been directly involved with a variety of Public Works landscape projects for many years in Ventura County. He has been the lead Principal Landscape Architect for numerous public parks and sports field projects for the Cities of Ventura and Oxnard, Pleasant Valley Recreation and Park District, and the Santa Barbara Parks Department. John has been a Senior Landscape Architect for numerous public school campus renovation projects for Ventura Unified School District, Simi Valley Unified School District, Oxnard School District, Oxnard Union High School District, Conejo Valley Unified School District, Pleasant Valley School District, Rio School District, and Santa Barbara School District. He is also the On-Call Landscape Architect for the City of Camarillo providing both on-call landscape design work for all city divisions as well as landscape plan check services for the City of Camarillo Planning Department and Public Works Department.

2. **Paul J. Jordan, Landscape Architect #1443** – Project Designer, Construction Documents and Specifications.

Paul Jordan is a practicing licensed Landscape Architect for 49 years. His experience includes campus planning, park design, commercial centers, and plan review services. He established the firm in Ventura in 1979. As an active member in the Ventura community, Paul has served on the Architectural Review Board, and the Street Tree Advisory Committee. He is a current member of the American Society of Landscape Architects. Paul graduated from Cal Poly Pomona in 1971 with a BS degree in Environmental Design. Paul recently completed the Lemon Grove Elementary School Play Area Renovation project and the Simi Valley High School Quad Renovation project, a 3.5-million-dollar landscape improvement project for Simi Valley Unified School District. Many other completed projects are listed in Appendix D of this proposal.

## FIRM PERSONNEL

- 3. Tod E. Chandler, Landscape Architect #4632** – Construction Documents, Landscape Details, and design support.

Tod is a licensed Landscape Architect in the State of California and has been working for Jordan & Bain Landscape Architects, Inc. for over 25 years as a Senior Project Manager. Projects include schools, commercial buildings, housing developments, parks, plazas, and visual impact assessments. Tod graduated with a BLA from the University of Oregon, worked for the US Forest Service for a number of years focusing on recreational design and forest level road design. He later established an office in Argentina and worked in mountain resort and community master planning as well as other recreational projects before returning to the United States. Recent work with Jordan & Bain includes Cypress Elementary School Outdoor Learning Center in Camarillo, California, and Aspire Park in Oxnard, California.

# REFERENCES

**I. Sandra Lovaas, Bond Manager**

Pleasant Valley School District  
600 Temple Avenue; Camarillo, CA 93010  
(805) 389-2100 x1160; SLoVaas@pleasantvalleypsd.org

Los Primeros Elementary School Kindergarten Playground Equipment – Renovation of playground equipment area that required design of a new irrigation system, concrete mow strips and new sod lawn. Project completed in August 2023 with a budget of \$ 280,000.

**II. Terri Allison, Director; Facilities**

Ventura Unified School District  
359 South Victoria Avenue; Ventura, CA 93003  
(805) 289-7981 x1002; Terri.Allison@venturausd.org

Lemon Grove Elementary School – Upgrade to the playground equipment that also required planting and irrigation retrofit work. Project completed in 2021 with a budget of \$445,000.

**III. Keith Henderson, Senior Project Manager**

Balfour Beatty Construction Management  
Rio School District  
(805) 616-8552; KHenderson@balfourbeattyus.com

Rio Del Sol STEAM Academy – Installed three (3) new play equipment areas, one for T-K, one for Kindergarten, and one large assembly for primary grade students. The campus was constructed without any play structures. The new areas had to be incorporated into several areas in the campus requiring significant modifications to the existing campus landscape areas. Project completed in 2023 for \$500,000.

# REFERENCES

## LOS PRIMEROS SCHOOL KINDERGARTEN PLAY EQUIPMENT

Camarillo, California

The existing play equipment was removed due to fatigue and heavy use. The entire play area was completely renovated with a much larger play equipment footprint. The age appropriate play equipment provides recreation and encourages age appropriate exercise and balance activities. The surrounding play yard was provided with a new irrigation system, concrete mow strips, and new sod lawn.

### Client

Pleasant Valley School District

### Budget

\$ 220,000

### Date Completed

August 2023



# REFERENCES

## LEMON GROVE SCHOOL PLAY AREA

Ventura, California

The play area replacement project included demolition of the old play structure, site construction plans for the new composite structure, and planting and irrigation retrofit work. The new play area design centered around the existing blue whale and existing trees.

### Client

Ventura Unified School District

### Budget

\$ 446,400

### Date Completed

2021



# REFERENCES

## RIO DEL SOL STEAM ACADEMY PLAY EQUIPMENT Oxnard, California

Three (3) new play equipment areas were installed at Rio Del Sol STEAM Academy; one for the Transitional Kindergarten area, one for the Kindergarten playground, and one large assembly structure for the primary grade students because the campus was constructed without any play structures. The new areas had to be incorporated into several areas in the campus requiring significant modifications to the existing campus landscape areas.

**Client**  
KBZ Architects, Inc.

**Budget**  
\$ 500,000

**Date Completed**  
March 2023



# REFERENCES

## ARNEILL RANCH PARK

Camarillo, California

The existing park site was completely renovated to remove 50% of the existing turf, refurbish the jogging track, and replace existing exercise and playground equipment with new updated models. Jordan & Bain Landscape Architects, Inc., provided a new irrigation design with a combination of drip irrigations system and overhead turf irrigation system to maximize water use efficiency. The system was MWELo compliant and was upgraded to operate on the PVRPD central irrigation system.

### Client

Withers & Sandgren

### Landscape Budget

\$ 875,000

### Date Completed

2022



Jordan & Bain Landscape Architects, Inc.

# REFERENCES

## CYPRESS ELEMENTARY SCHOOL OUTDOOR SCIENCE CLASSROOM

Newbury Park, California



Existing one acre field area converted into an outdoor science learning area. Concept designs were in collaboration with the school principal and teachers for an outdoor science program that include presentation seating area, lab areas, water studies, garden plots and open areas suitable for integrated active play combined with curriculum emphasis.

### Client

Conejo Valley Unified School District

### Budget

\$ 850,000

### Date

Completed

2023



Jordan & Bain Landscape Architects, Inc.

12

46/108



# REFERENCES

## RANCHO ROSAL ELEMENTARY SCHOOL KINDERGARTEN PLAY EQUIPMENT

Camarillo, California

The existing play equipment was removed due to fatigue. The footprint of the play equipment space was enlarged by 30% to accommodate the increase in the student population. The new playground equipment serves T-K, Kindergarten, and primary grades and includes umbrellas. Shade trees were planted along the perimeter with new sod and irrigation



The new playground equipment serves T-K, Kindergarten, and primary grades and includes umbrellas. Shade trees were planted along the perimeter with new sod and irrigation

**Client**

Pleasant Valley School District

**Budget**

\$ 400,000

**Date Completed**

August 2023



# REFERENCES

## SYCAMORE ELEMENTARY SCHOOL KINDERGARTEN PLAY AREA

Simi Valley, California

This school site’s playground equipment in the Kindergarten area was upgraded with new play structure designed for Preschool and Kindergarten aged children. The installation of the new play equipment required modifications to the existing irrigation system and surrounding landscape areas.

**Client**  
Simi Valley Unified  
School District

**Landscape Budget**  
\$ 250,000

**Date Completed**  
2023



# SCOPE OF WORK

Jordan & Bain Landscape Architects, Inc. ensure that the needs of PVRPD are met through careful design, costing, and multiple project reviews. Providing complete and accurate construction documents will always result in timely completion of projects. As a small local firm our requested process for additional resources is a simple phone call.

## I. APPROACH TO WORK:

1. **Develop PVRPD’s project goals, project budget and scope of work** – the first step is to meet with PVRPD Staff and Stakeholders to discuss the project goals, location, budget, and timeline.
2. **Develop Concept Plan and Budget** – prepare landscape concept studies showing new play equipment, exercise equipment, and related site improvements. Prepare base maps depicting the scope of work area for this phase. Depending on the scale, this can be achieved through Google map research along with field measurements, a site survey and PVRPD record drawings. Meet with PVRPD to review the landscape concepts and cost estimates. Prepare and present concept studies, at a minimum of three (3) public meetings to gain a favorable review from PVRPD and interested Stakeholders.
3. **Develop Preliminary Designs** – Once a concept study is approved, Jordan & Bain will prepare a preliminary design, which takes the approved concept to the next level. This plan will include more detail showing age appropriate play equipment areas, exercise equipment, tree and shrub varieties and location, construction items such as walks, pavers, seat walls and signage elements. The preliminary design plan will be reviewed with District Staff to make sure that the approved concept is still on track. After favorable review, the preliminary plan will be illustrated in color and made ready for a PowerPoint presentation to the District. The approved preliminary plan will be printed on a 30”x 42” presentation board and presented to the District for public display.
4. **Develop Construction Documents** – After the preliminary design plan is approved by the District, Jordan & Bain will prepare Construction Documents that will be divided into three (3) distinct phases: Design Development Phase, 50% Construction Documents, 75% Construction Documents, and 100% Construction Documents. We anticipate multiple meetings during each phase to ensure the construction development phase is in line with District goals.
  - a. Prepare Existing Conditions Plan
    - Prepare base plan in AutoCAD showing existing conditions: building locations, walkways, existing planting, existing above ground utilities.
    - Review as-built drawings that are available to show underground utilities as best as possible. Utilize site survey and GPR to determine existing utilities.

# SCOPE OF WORK

- Coordinate with Surveyor, the project area where desired survey elevation points are required.
  - Review with Staff, knowledge of known underground utilities, drain lines, irrigation lines, etc.
- b. Site Demo Plan – show existing conditions that are scheduled for removal: planting, concrete paving, and other site elements.
- c. Staking Plan – identify the construction lay-down area and condition requirements for temporary fencing and turn over at project completion. Show site plan with overall map with egress and ingress requirement to the work site. Show proposed construction items such as new paving, seat walls, concrete, play and exercise equipment, and other construction items. Plan view will show dimension and detail references.
- d. Playground and Exercise Equipment – incorporate Manufacturer’s playground and exercise equipment construction documents into the landscape architectural bid set.
- e. Details – show elevation and sections of construction elements with dimension, material specifications. Review with Structural Engineer to make sure any structure in the design program is detailed to meet current building codes.
- f. Irrigation Plan
- Show existing point of connection, modification and or demo required of existing system and new irrigation system.
  - Irrigation general notes and legend showing specified products and work descriptions necessary for clarity.
  - Details of irrigation components such as valves, heads, piping and other elements that are required for clarity.
- g. Planting Plan
- Show all new trees, shrubs, and groundcover plantings with quantities, sizes, and locations.
  - Planting legend and general notes for project clarity.
  - Planting details showing installation requirements.
- h. Specifications – prepare specifications of the work in CSI format. Coordinate with the District as necessary to develop the Division 1 Section. Prepare cost breakdown for each item to be used in the Bid Form.

## SCOPE OF WORK

5. **Bidding Phase** – assist the District with scope of work information for the advertisement, attend the pre-bid job walk, and assist the District in responding to questions during the bidding phase.
6. **Construction Phase** - attend weekly or scheduled site meetings as the scope of work may require. Assist the District in responding to RFIs and submittals during the construction phase. Review shop drawings and product submittals as specified in the construction documents. Prepare final punchlist items.
7. **Project close-out** – prepare as-built drawings, in AutoCAD, of the irrigation work based on the Contractor’s record drawings. Attend final job site review with the District.

## II. PROJECT TIMELINE

Based on the RFP, PVRPD shall determine a selected Consultant by mid-November. The following would be our firm’s projected work schedule to complete the project:

1. **November 8, 2023** – PVRPD approved Contract.
2. **November 13, 2023** – Jordan & Bain prepares notice inviting interested neighbors to participate in three (3) public meetings with PVRPD Staff to review Conceptual Plan.
3. **November 29, 2023** – Jordan & Bain completes the Conceptual Plan for review with PVRPD and interested Stakeholders for the first public meeting.
4. **December 13, 2023** – Obtain PVRPD and public comments. Revise and present updated Conceptual Plan in second public meeting.
5. **January 4, 2024** – Obtain PVRPD and public comments, revise and present third and final public meeting.
6. **January 18, 2024** – Prepare formal Preliminary Plan with PowerPoint presentation.
7. **January 19, 2024** – Prepare Construction Documents and incorporate Manufacturer’s playground equipment construction drawings.
8. **February 16, 2024** – Review completed Construction Documents with PVRPD Staff. Make any corrections or comments noted.
9. **February 29, 2024** – Complete Bid Documents ready for advertising.

# PROJECT BUDGET & OTHER FINANCIAL INFORMATION

## I. DISCLOSURE

Jordan & Bain Landscape Architects, Inc. has no 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. NEGATIVE HISTORY AFFIRMATION

Jordan & Bain Landscape Architects, Inc. has **not** had any complaints lodged against them from any public agency, any agency in the State of California.

Jordan & Bain Landscape Architects, Inc. has had **no** litigation in the past 10-years.

Jordan & Bain Landscape Architects, Inc. has had **no** litigation filed against an Owner or Owner’s Consultant.

Jordan & Bain Landscape Architects, Inc. has **not** filed a petition for bankruptcy.

Jordan & Bain Landscape Architects, Inc. has **not** had any insurance claims brought against the company.

## III. PROJECT COST

### 1. Project Initiation

- Meet with PVRPD Staff on project intent and planning process.
- Review and analyze existing site conditions.
- Review and evaluate option for site elements.
- Deliverable – Final scope of services and project schedule

Estimated Principal Hours – 24.0 hrs @ \$160/hr .....	\$ 3,840.00
Estimated Project Manager Hours – 30.0 hrs @ \$135/hr .....	\$ 4,050.00
Estimated Drafter Hours – 60.0 hrs @ \$90/hr.....	\$ 5,400.00
Estimated Clerical Hours – 8.0 hrs @ \$50/hr.....	\$ 400.00

### 2. Conceptual Phase

Estimated Principal Hours – 40.0 hrs @ \$160/hr .....	\$ 6,400.00
Estimated Project Manager Hours – 50.0 hrs @ \$135/hr .....	\$ 6,750.00

# PROJECT BUDGET & OTHER FINANCIAL INFORMATION

Estimated Drafter Hours – 80.0 hrs @ \$90/hr.....	\$ 7,200.00
Estimated Clerical Hours – 16.0 hrs @ \$50/hr .....	\$ 800.00

### 3. Presentation & Meetings

Attend (4) Staff Meetings – 3.0 hrs each @ \$160/hr .....	\$ 1,920.00
Attend (3) Community Meetings – 3.0 hrs each @ \$160/hr .....	\$ 1,440.00
Prepare and present PowerPoint	
Principal Time - 8.0 hrs @ \$160/hr .....	\$ 1,280.00
Clerical Time – 4.0 hrs @ \$50/hr .....	\$ 200.00

**TOTAL LANDSCAPE ARCHITECTURAL COST** **\$ 39,680.00**

## IV. HOURLY RATES

Jordan & Bain Landscape Architects, Inc. has provided landscape architectural services for a fixed fee based on estimated hours to complete the work. For small projects we have worked on a Time & Material basis and for larger projects we have worked on the OPSC sliding scale.

Hourly rates for estimating project fees and for billing requested additional services are as follows: Principal Landscape Architect – \$160.00 per hour; Associate Landscape Architect – \$135.00 per hour; CAD Drafter – \$90.00 per hour; and Clerical – \$50.00 per hour.

Reimbursable cost is billed at cost plus 15%.

## V. PVRDP RELATIONSHIP DISCLOSURE

Jordan & Bain Landscape Architects, Inc. does not have any personal, professional, or financial relationships with any officer or employee of Pleasant Valley Recreation and Park District.

**ADDENDUM NO. 1**

**LOKKER PARK ARCHITECTURAL AND DESIGN SERVICES**

September 29, 2023

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

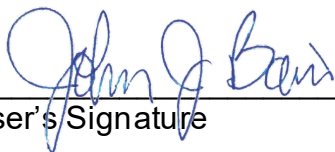
**The proposal due date is 2:00pm on October 6, 2023.**



\_\_\_\_\_  
Matthew Parker  
Park Services Manager  
Pleasant Valley Recreation and Park District

**PROPOSER'S CERTIFICATE**

I acknowledge receipt of all three (3) pages of this Addendum No. 1 and accept the aforementioned.



\_\_\_\_\_  
Proposer's Signature

10/2/23

\_\_\_\_\_  
Date

**THIS DOCUMENT TO BE SIGNED  
AND SUBMITTED WITH PROPOSAL**



# LOKKER PARK ARCHITECTURAL AND DESIGN SERVICES

September 29, 2023  
**ADDENDUM NO. 1**

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above-named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

***Changes or clarifications are noted are BOLD and UNDERLINED***

## I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form:***

## II. MODIFICATIONS TO PREVIOUS ADDENDA N/A

## III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS N/A.

## V. RFI

1. Are consultant qualifications desired for the proposal?
  - a. **Yes, consultant qualifications are desired for this project.**
2. Is there an intended construction budget for the park renovation?
  - a. **The District budgeted \$500,000 for design and construction.**
3. Does the Project Scope only include Conceptual Design, or does it also include construction documents?
  - a. **Yes, the project scope includes both conceptual design and construction documents.**
4. If the project scope includes construction documents, does the February 2024 deadline apply to all documentation and permits needed for construction?
  - a. **The desired deadline for design is February 2024, however it is the District's goal to have construction completed by June 30<sup>th</sup>, 2024.**
5. Do you have an updated Topographical Survey you can share with us?
  - a. **No, we don't have a copy of the topographical survey for the park.**
6. Can we receive a copy of the Geotechnical Report of the park site?
  - a. **We don't have a copy of the Geotechnical Report on file to share.**

7. Regarding the page count for the submittal, does the cover letter, table of contents and cover (front and back) count towards the page limitation count?
  - a. **No, we will not count the cover letter and table of contents towards the proposal page limitation.**
  
8. Do you anticipate rehabbing the lighting in the park or is the existing to remain? Please let us know if this should be included in the scope of work.
  - a. **No, the lighting will remain and shouldn't be included in the scope of work.**

**When submitting a proposal for the project, this Addendum shall be acknowledged and a signed copy of the Addendum shall be included in the proposal package**

Bid Tabulation for Professional Architectural and Design Services - Lokker Park 2023 Bids Received - October 6, 2023			
Bids	Lauterbach & Associates	Jordan & Bain Landscape Architects, Inc	RRM Design Group
Proposal Amount	\$30,700.00	\$39,680.00	\$60,548.00
Percentage increase from low bid	Low Bid - Baseline	29.25%	97.22%
Low Bid = 1 / High Bid = 3	1	2	3
Proposal Submittal Completeness Checklist			
Firm Qualifications	YES	YES	YES
Staffing	YES	YES	YES
References	YES	YES	YES
Scope of Work	YES	YES	YES
Project Budget & Other Financial Information	YES	YES	YES
Signed Addendums	YES	YES	YES

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

This agreement is made and entered into on this \_\_\_\_\_th day of \_\_\_\_\_ 20\_\_\_\_ between the **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency ("District"), and **JORDAN & BAIN, LANDSCAPE ARCHITECTS, INC.**, a California Corporation ("Consultant").

**RECITALS**

**WHEREAS**, the District desires to contract with Consultant for certain services necessary for **ARCHITECTURAL AND DESIGN SERVICES** located at **LOKKER PARK, 848 VISTA COTO VERDE**.

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

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

**1. Scope of Services**

Consultant 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 Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a manner consistent with the level of care and skill ordinarily exercised by **Architectural Design** professionals under similar circumstances at the time its services are performed. No other warranty or representation, express or implied, is included or intended by Consultant's Proposal, this Agreement, or any reports or documents prepared in connection with this Agreement.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager and **Parks Services Manager**. Agreement for **Architectural and Design Services**. Services between Pleasant Valley Recreation and Park District and Consultant, Inc.

**2. Term of Contract**

Unless otherwise earlier terminated as specified in Section 12, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than **June 30, 2024**. Consultant shall complete all work in accordance with the timelines set forth in the Proposal.

**3. Force Majeure**

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

**4. Independent Consultant Relationship**

It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent Consultant. Consultant is solely responsible for selecting the means, methods, and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement. Neither the District nor any of its employees shall have any control over the manner or means by which Consultant or its staff perform the services required herein, except as otherwise set forth herein.

Consultant shall perform all services required herein as an independent Consultant of District and shall remain under only such obligations as are consistent with that role.

Consultant represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Consultant as employees. Consultant 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 Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant. In the event that Consultant or any staff of Consultant 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 Consultant for the District, then Consultant 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 Consultant or any staff Consultant used to provide services under this Agreement are employees of the District.

**5. Compliance with Laws**

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

**6. Environmental Laws.**

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

**7. Licenses, Permits, Fees and Assessments.**

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

**8. Acknowledgement of Relationship**

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

**9. Payment to Consultant**

District shall pay Consultant upon completion of the work within thirty (30) days after receipt of Consultant's invoices in a form approved by District's, with the exception of any disputed amounts which shall be withheld until resolution of the dispute. No payment made under this Agreement shall be conclusive evidence of Consultant's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Consultant's work.

Total Project Cost Not to Exceed: **\$ 45,632.00**

or

**FORTY, FIVE THOUSAND, SIX HUNDRED THIRTY-TWO, AND NO CENTS**

## 10. Assistance by District

District agrees to provide to Consultant available information of relevance to Consultant's work, including all data and documents pertaining to the Project. District pledges to work cooperatively with Consultant and render all reasonable assistance toward completion of Consultant's work. The District's Project Manager shall be \_\_\_\_\_, \_\_\_\_\_ [job title].

## 11. Ownership of Documentation

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

## 12. Termination of Contract

Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days' written notice to the other party. Upon receipt of any notice of termination, Consultant 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 Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Consultant. Consultant 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.

## 13. Insurance

Consultant 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.

**Commercial General Liability Insurance:** A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate and no less than \$4,000,000 for products/completed operations aggregate.

**Automotive Liability:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

**Workers' Compensation Liability:** A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

**Professional Liability:** Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

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, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager. 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 Consultant access to the Property. Consultant agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the

payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant 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 Consultant, 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 Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

#### **14. Indemnification**

a. Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless District and its officers, employees, agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant bears legal liability) in the performance of professional services under this Agreement.

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

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

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

#### **15. 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.

**16. Prohibition Against Subcontracting or Assignment**

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the District to enter into this Agreement. Therefore, Consultant 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.

**17. Examination of Records**

Consultant agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Consultant's documents, papers, and records, including accounting records, relating to or involving this Agreement.

**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 Consultant:** Jordan & Bain Landscape Architects, Inc.  
Attn: Paul Jordan or John Bain  
459 Ventura Avenue  
Ventura, CA, 93001

**To District:** Pleasant Valley Recreation and Park District  
Attn: Matthew Parker  
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 Consultant shall operate as a waiver of the default, of any subsequent or other default by Consultant, or of any of District's rights or remedies. No such delay shall deprive District of its right to institute and maintain any actions or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

**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**

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

**24. Attorneys' Fees.**

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



**25. Conflict of Interest.**

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

**26. Interpretation**

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

**27. Corporate Authority.**

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

**[Signatures on following page]**

DRAFT

**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:

\_\_\_\_\_  
Jessica Puckett, Clerk of The Bord

**CONSULTANT:**  
JORDAN & BAIN LANDSCAPE ARCHITECTS, INC.

By: \_\_\_\_\_  
Name: Paul Jordan  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: John Bain  
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.
- ❖ **Liquor Liability:** *When applicable* - If Renter will be supplying alcoholic beverages, the CGL insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.
- ❖ **Sexual Abuse and Molestation (SAM):** *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 **\$1,000,000** per occurrence or claim.
- ❖ **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)** – Endorsement 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.

**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**

Consultant will furnish all labor and materials necessary to complete work as identified [ **INSERT DESCRIPTION OF SERVICES OR CONSULTANT PROPOSAL** ].

Jordan & Bain Landscape Architects, Inc. ensure that the needs of PVRPD are met through careful design, costing, and multiple project reviews. Providing complete and accurate construction documents will always result in timely completion of projects. As a small local firm our requested process for additional resources is a simple phone call

**I. APPROACH TO WORK:**

1. **Develop PVRPD's project goals, project budget and scope of work** - the first step is to meet with PVRPD Staff and Stakeholders to discuss the project goals, location, budget, and timeline.
2. **Develop Concept Plan and Budget**- prepare landscape concept studies showing new play equipment, exercise equipment, and related site improvements. Prepare base maps depicting the scope of work area for this phase. Depending on the scale, this can be achieved through Google map research along with field measurements, a site survey and PVRPD record drawings. Meet with PVRPD to review the landscape concepts and cost estimates. Prepare and present concept studies, at a minimum of three (3) public meetings to gain a favorable review from PVRPD and interested Stakeholders.
3. **Develop Preliminary Designs** - Once a concept study is approved, Jordan & Bain will prepare a preliminary design, which takes the approved concept to the next level. This plan will include more detail showing age appropriate play equipment areas, exercise equipment, tree and shrub varieties and location, construction items such as walks, pavers, seat walls and signage elements. The preliminary design plan will be reviewed with District Staff to make sure that the approved concept is still on track. After favorable review, the preliminary plan will be illustrated in color and made ready for a PowerPoint presentation to the District. The approved preliminary plan will be printed on a 30"x 42" presentation board and presented to the District for public display.
4. **Develop Construction Documents** - After the preliminary design plan is approved by the District, Jordan & Bain will prepare Construction Documents that will be divided into three (3) distinct phases: Design Development Phase, 50% Construction Documents, 75% Construction Documents, and 100% Construction Documents. We anticipate multiple meetings during each phase to ensure the construction development phase is in line with District goals.
  - a. Prepare Existing Conditions Plan

Prepare base plan in AutoCAD showing existing conditions: building locations, walkways, existing planting, existing above ground utilities.  
Review as-built drawings that are available to show underground utilities as best as possible. Utilize site survey and GPR to determine existing utilities.  
Coordinate with Surveyor, the project area where desired survey elevation points are required.  
Review with Staff, knowledge of known underground utilities, drain lines, irrigation lines, etc.
  - b. Site Demo Plan - show existing conditions that are scheduled for removal: planting, concrete paving, and other site elements.

- c. Staking Plan - identify the construction lay-down area and condition requirements for temporary fencing and turn over at project completion. Show site plan with overall map with egress and ingress requirement to the work site. Show proposed construction items such as new paving, seat walls, concrete, play and exercise equipment, and other construction items. Plan view will show dimension and detail references.
  - d. Playground and Exercise Equipment - incorporate Manufacturer's playground and exercise equipment construction documents into the landscape architectural bid set.
  - e. Details - show elevation and sections of construction elements with dimension, material specifications. Review with Structural Engineer to make sure any structure in the design program is detailed to meet current building codes.
  - f. Irrigation Plan
    - Show existing point of connection, modification and or demo required of existing system and new irrigation system.
    - Irrigation general notes and legend showing specified products and work descriptions necessary for clarity.
    - Details of irrigation components such as valves, heads, piping and other elements that are required for clarity.
  - g. Planting Plan
    - Show all new trees, shrubs, and groundcover plantings with quantities, sizes, and locations.
    - Planting legend and general notes for project clarity. Planting details showing installation requirements.
  - h. Specifications - prepare specifications of the work in CSI format. Coordinate with the District as necessary to develop the Division 1 Section. Prepare cost breakdown for each item to be used in the Bid Form.
5. **Bidding Phase** - assist the District with scope of work information for the advertisement, attend the pre-bid job walk, and assist the District in responding to questions during the bidding phase.
6. **Construction Phase** - attend weekly or scheduled site meetings as the scope of work may require. Assist the District in responding to RFIs and submittals during the construction phase. Review shop drawings and product submittals as specified in the construction documents. Prepare final punchlist items.
7. **Project close-out** - prepare as-built drawings, in AutoCAD, of the irrigation work based on the Contractor's record drawings. Attend final job site review with the District.

**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: November 1, 2023**

**SUBJECT: CONSIDERATION AND APPROVAL OF BID  
PROPOSAL AWARD FOR ARCHITECTURAL DESIGN  
SERVICES FOR ADA UPGRADES/RETROFITTING TO  
THE SENIOR CENTER AND AUDITORIUM**

**SUMMARY**

As part of the District's efforts to bring District facilities into compliance with the Americans with Disabilities Act, the District completed a comprehensive Americans with Disabilities Act (ADA) Evaluation and Transition Plan in 2022. The ADA Evaluation identified various types of accessibility challenges, both indoor and outdoor at various District owned/maintained facilities. These findings were then cataloged and inputted into the ADA Transition Plan and assigned a priority rating. The ADA Transition Plan identified both the Senior Center restrooms and the need for wheelchair accessibility to the Auditorium stage in the Community Center via an automatic lift as high-priority projects as these sites host a large variety of events, servicing both our older adult populations and the community-at-large.

**BACKGROUND**

In the approved FY 2023-2024 Budget, an allocation of approximately \$600,157 from Quimby funds originating from the Crestview, KB Homes, and Fairfield LLC projects has been earmarked for specific Capital Improvement Projects (CIP) situated at the Community Center Campus. The enhancements encompass a range of endeavors, notably including the attainment of ADA compliance for the Senior Center restrooms, advancements to the Community Center Auditorium stage, and the incorporation of Audio/Visual upgrades for Room 6, all falling within the confines of the allocated budget. The preliminary initiatives outlined for the Auditorium ADA upgrades encompass the integration of an ADA-compliant wheelchair lift onto the stage, along with the 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.

In order to make the necessary aforementioned ADA modifications for these projects and for proper building permits to be issued, the District will need to have building plans prepared by a licensed architect for review by the City of Camarillo's Building and Safety staff.

### **ANALYSIS**

Staff presented the Board of Directors with a recommendation to issue a public Request for Proposal (RFP) solicitation for Architectural Design Services for the ADA Improvements for the Auditorium to include the Stage Lift and Senior Center Restrooms at the District Board Meeting held on September 6, 2023. The RFP was published in the Ventura County Star on September 13, 2023. Bid proposals were due to the District by 2:00 p.m. on Friday, October 6, 2023. Staff received only one (1) proposal from Lauterbach & Associates for \$32,350.

Lauterbach & Associates has a proven track record of delivering high-quality architectural services. Their expertise is evidenced by their successful completion of similar projects in the past, ensuring that the Senior Center and Auditorium will meet the required ADA compliance standards. Furthermore, their familiarity with the District and the Community Center campus from past projects is a significant advantage. This familiarity will streamline the design and construction process, as they already have an intimate knowledge of the site's layout, infrastructure, and general needs. In specific, Lauterbach & Associates have completed the Community Center Restrooms plans, the Community Center Kitchen Design and have provided Conceptual Designs for the Nature Center along with currently working with the District on the designing and planning of the Freedom Park Pickleball Complex.

Staff recommends that the District enter into a professional services agreement with Lauterbach & Associates Architects, Inc. for Architectural Design Services for Senior Center and Auditorium ADA upgrades and retrofits, due to their qualifications and their familiarity with the District, and the Community Center campus from past projects.

### **FISCAL IMPACT**

The District allocated \$600,157 from Quimby funds in the FY 2023-2024 Budget for Architectural and Design Services for the Senior Center Restrooms and Auditorium Stage ADA accessibility upgrades/retrofits project. The cost for the scoped Architectural Design Services would be a total of \$32,350 plus a 20% contingency of \$6,470 for a total cost not to exceed \$38,820.00. A balance of \$561,337 would then be applied towards construction costs.

### **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 approve and authorize the General Manager to enter into a professional services agreement between the District and Lauterbach & Associates, for

Architectural Design Services for ADA accessibility upgrades/retrofits to the Senior Center Restrooms and Auditorium Stage.

**ATTACHMENTS**

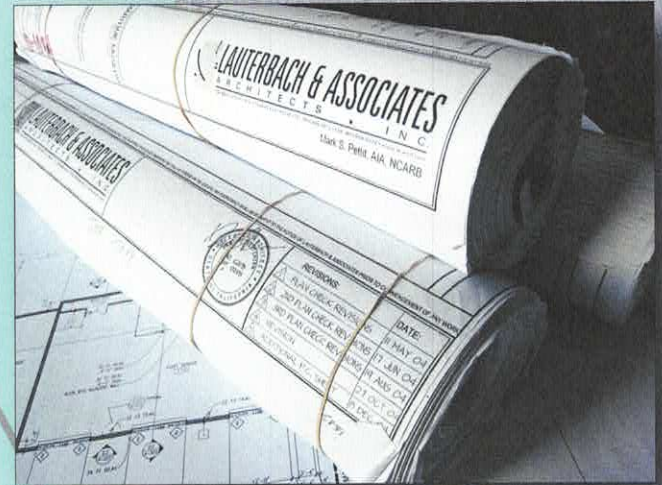
- 1) Lauterbach & Associates Inc. Proposal (16 pages)
- 2) Draft Professional Agreement (9 pages)





# LAUTERBACH & ASSOCIATES

ARCHITECTS



Professional  
Architectural  
Design Services for:

Pleasant Valley Recreation &  
Park District Senior Center and  
Auditorium

October 2023



*Response to RFP:*  
Statement of  
Qualifications

300 Montgomery Ave, Suite C  
Oxnard, California 93036  
805-988-0912  
[www.lauterbach.com](http://www.lauterbach.com)



October 6, 2023

Mathew Parker, Park Services Manager  
Pleasant Valley Recreation & Park District  
1605 E. Burnley Street  
Camarillo, CA 93010

**Re:                    *Response to the Request for Proposals for the Senior Center and Auditorium Architectural and Design Services.***

Project No.:   20-230406

Dear Mr. Parker,

Lauterbach & Associates, Architects, has operated and provided architectural services throughout Ventura County for over fifty years. As a full-service architectural firm, our driving force is to provide services that meet our client’s needs by prompt project delivery within the budget. We have extensive experience in ADA restroom design, park and facilities design as well as retrofit/modernization projects. We formally commit our firm to the representations, commitments, and statements contained in this proposal submitted for the Senior Center and Auditorium. We acknowledge the importance of upholding the terms and conditions outlined in these documents and are fully dedicated to meeting our obligations under this agreement. We understand that our performance under this agreement reflects not only on our firm but also on the trust you have placed in us. We are fully dedicated to the successful execution of this project and ensuring that all aspects of the proposal are fulfilled to your satisfaction.

If you have any questions or require further clarification on any aspect of the proposal, please do not hesitate to contact us.

We thank you for this opportunity and look forward to speaking with you about this project.

Sincerely,

Respectfully submitted,  
LAUTERBACH & ASSOCIATES, ARCHITECTS

Everett Scofield, AIA, CSI, NCARB - Project Architect  
License No.: C-37290  
300 Montgomery Ave, Suite C, Oxnard, CA, 93036  
[Everett.scofield@la-arh.com](mailto:Everett.scofield@la-arh.com)  
805-988-0912 ext. 349

## Statement of Qualifications

Lauterbach & Associates operates under a well-defined organizational structure tailored to meet the unique demands of architectural design and planning. The firm is led by a team of experienced architects, with Mr. Kesterson serving as the Principal Architect. The leadership team collaborates closely with a group of talented architects, designers, and support staff, organized into specialized departments, including:

**Design Department:** Responsible for the conceptualization and creative aspects of architectural projects, including initial sketches, development drawings, 3D modeling and construction documents.

**Project Management Division:** Coordinates project timelines, budgets, and resources, ensuring that client expectations are met efficiently and effectively.

**Engineering and Technical Services:** Comprising structural engineers and technical experts who provide critical support in ensuring the structural integrity and safety, and code compliance.

**Client Relations and Business Development:** Engages with clients, manages client relationships, and explores opportunities for new projects and partnerships.

**Administrative and Operations:** Handles day-to-day administrative tasks, financial management, and HR functions to keep the firm running smoothly.

Lauterbach & Associates, Architects, Inc. is known for its commitment to practical approach in architectural design, sustainability, and innovation. With a rich history dating back to, the firm has established a strong presence in the architectural industry, delivering exceptional design solutions to a diverse range of clients across Ventura County and beyond.

## Past Designs

### **Burnley Restrooms: Pleasant Valley Recreation & Park District**

Scope: Code upgrades for 4 restrooms.

Contact: Bob Cerasuolo

Phone:

### **Public Works Restrooms: City of Port Hueneme**

Scope: Code upgrades for two restrooms.

Contact: Gabriela Basua, Director of Housing Facilities & Maintenance

Phone: 805- 986-6512

In addition to code upgrade projects, Lauterbach & Associates has completed, or is in process of designing or constructing of over 150 public ADA compliant restroom facilities throughout Ventura County in the past 5 years.

## Description & Qualifications

1. **Collaboration with Teams and Stakeholders:** Our firm prioritizes effective collaboration with all project stakeholders, including park district staff and community representatives. We initiate the process by conducting comprehensive kickoff meetings to establish project goals, expectations, and communication protocols. Throughout the project, we maintain open lines of communication, with regular meetings, progress updates, and feedback sessions to ensure alignment with stakeholders' visions and requirements. Our approach fosters transparency, trust, and collective decision-making.
2. **Accessibility Integration:** We are committed to inclusive design and accessibility in all our projects. Our approach begins with a thorough assessment of ADA requirements and universal design principles. We engage accessibility consultants and collaborate closely with organizations specializing in accessibility advocacy. In past projects, we have used innovative design solutions such as inclusive play equipment, tactile wayfinding elements, and adaptable seating arrangements to enhance accessibility and inclusivity.
3. **Understanding of ADA Regulations and Guidelines:** Our team has a deep understanding of the Americans with Disabilities Act (ADA) regulations and guidelines, ensuring that our designs consistently meet or exceed these requirements. We continuously stay updated with the latest ADA standards and guidelines, and our quality assurance process includes rigorous ADA compliance checks at various project stages. Our commitment to ADA compliance extends to public use facilities, including restroom remodels and retrofitting, and the incorporation of ADA vertical wheelchair platform lifts and elevators where necessary.
4. **Past Similar Projects:** Our firm has successfully executed numerous projects of similar size, scope, and complexity in the past. These projects include senior centers, auditoriums, and park-related facilities. We have a proven track record in delivering accessible designs that enhance public spaces and cater to diverse community needs.
5. **Public Engagement Strategies:** Engaging the public in projects is a vital part of our process. We utilize a variety of strategies to ensure that community input shapes our designs. This includes public meetings, surveys, workshops, and online platforms for feedback collection. We also create visual representations and presentations to help the community better understand design proposals. Our approach is inclusive and democratic, ensuring that the community's voice is heard and considered throughout the project's lifecycle.

Our firm's commitment to collaboration, accessibility, ADA compliance, and community engagement is embedded in our project management approach and core values. We look forward to applying these principles to the Senior Center and Auditorium project, ensuring its success and benefit to the entire community.

## Staffing

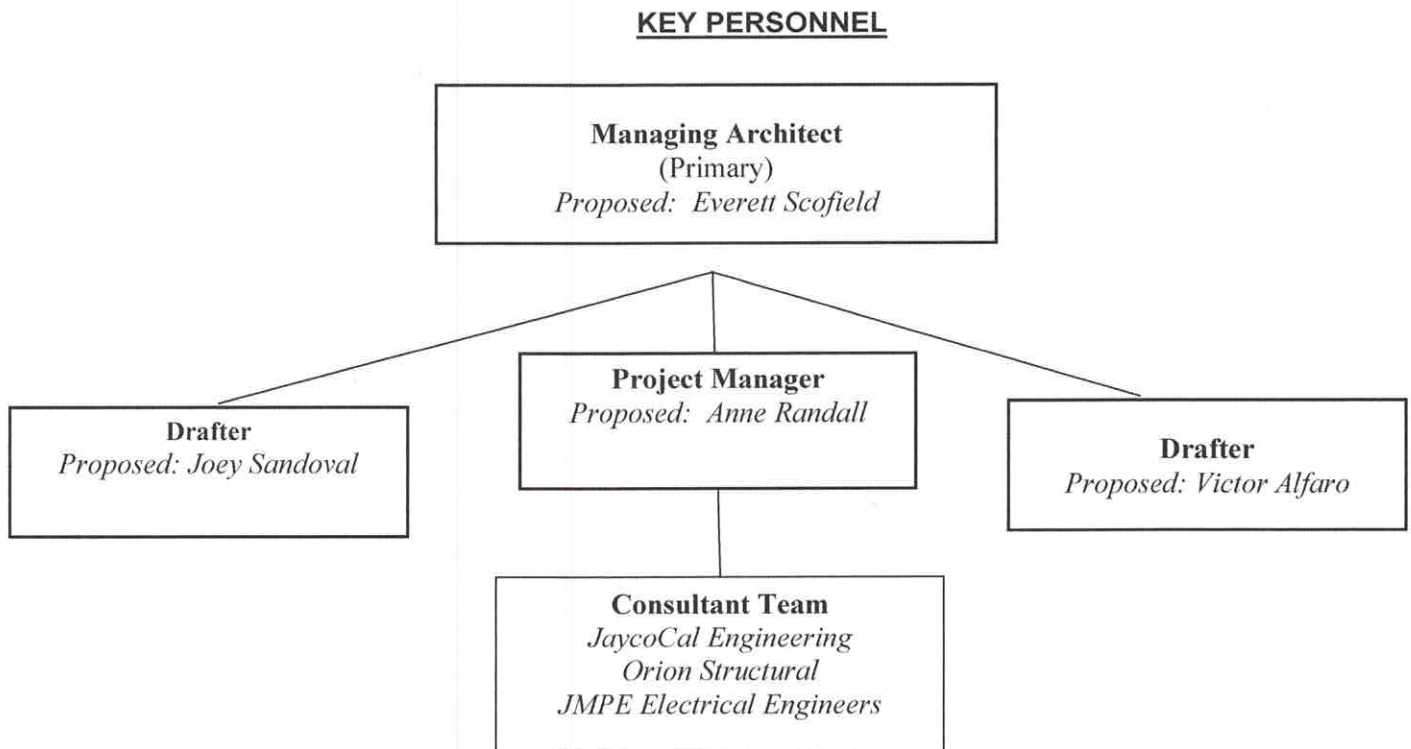
The managing architect is responsible for the development and oversight of all phases of architectural services, agency processing, and direct communication with the client and community.

The Project Manager maintains an understanding of the project's progress and needs and assists the primary architect with oversight of all phases and coordination of the team, manages the drafting staff, assists with site information gathering, coordinates with consulting engineers and governmental agencies, and oversees the project schedule.

The project facilitator prepares, manages, and coordinates the project accounting, helping to ensure the project team performs scheduled tasks as and when required, and assists in communicating with the client regarding project progress.

### Working Relationship and Duties for Prime and Sub-Consultants

We involve, coordinate with, and supervise a number of engineering consultants as needed based on project type. Our consultants are an integral part of the design team and apply all of their training, experience and judgment to the analysis and solution of the task at hand. We ensure that any consultant involved is working seamlessly with the architectural designs. We view this as a team approach.



**Everett Scofield, AIA, NCARB**  
**Architectural License No.: C-37290**

**Project Architect**

*Bio:* Everett is a native of Southern California, born and raised in Burbank, CA. He began working at Lauterbach & Associates Architects, Inc. in 2019 and moved to Moorpark in 2020. He received a Bachelor of Science in Design from Arizona State University and a Master of Architecture from California Polytechnic University at Pomona. Everett is a California licensed Architect and member of the West Ventura County Business Alliance and the National Council of Architectural Registration Boards.

**Anne Beach Randall, CSI**

**Director of Operations – Project Manager**

*Bio:* Starting her career in 1984, and joined Lauterbach & Associates in 1997. Anne has expertise in all phases of construction, including preliminary design, design development, construction documents, and governmental approvals. Ms. Randall's work experience is extensive and she is a member of the Construction Specification Institute. Anne is assigned as Project Manager and would assist if need be in this capacity.

**Victor Alfaro**

**Drafter II**

*Bio:* Victor is a dedicated professional who values learning and growth. With a background in Architecture and Drafting, Victor earned his Associate's Degree from Ventura College, laying the foundation for his career. Victor's expertise shines in the world of design and technical specialization. He's a Revit/AutoCAD expert in the field of architecture and brings his keen eye for detail to every project. What sets Victor apart is his ability to bridge language and culture, being fluent in both English and Spanish. This bilingual talent not only facilitates communication but also fosters collaboration across borders. As a valued member of the Lauterbach team since 2018, his dedication to his craft and commitment to delivering top-notch results make him a standout professional in the field.

**Mary S. Mick**

**Project Support Staff**

*Bio:* Ms. Mick has been part of the Lauterbach team since 2012 and has more than 35 years of bookkeeping and administrative services experience. Ms. Mick has specific skills in the areas of contract administration and will be creating contracts and other project documentation. Mary has been involved in all of the projects listed under firm experience.

## Consultants

**JMPE Electrical Engineering & Lighting Design**  
**PE License No.: E-13083**

**Electrical Engineer**

*Bio:* Since 1982, John Maloney has been committed to creating the most cost-effective, energy-efficient electrical and lighting design solutions for government, commercial, and residential projects. In 1994, Maloney formed JMPE, his own electrical engineering and lighting design business headquartered in Santa Barbara, California. In 2002 he opened a branch office in Bakersfield with a staff of four. Another office was established in Orcutt, CA in 2013. Maloney's areas of expertise include electrical design of power, lighting, and signal systems; distribution system design, short circuit analysis, coordination studies and Title 24 Lighting calculations; as well as interior and exterior lighting design for retail stores, offices, public spaces including ADA upgrades. John will be providing electrical engineering design services for the project.

**JaycoCal Engineering, Inc.**  
**License No.: 22298**

**Mechanical/Plumbing Engineer**

*Bio:* Since 1999, Abi Nabipur has provided high quality professional engineering services for a wide variety of commercial, industrial, institutional, and governmental clients. A significant portion of our work is for repeat clients cultivated by quality services and an excellent working relation. This reoccurrence of work is directly attributable to the success of past projects and the firm's responsiveness to its clients. JaycoCal Engineering, Inc. specializes in energy analysis. They can reduce your energy and other utilizes consumption, they offer technical solutions that make a big difference, save time and material. From feasibility studies and planning to design, cost estimated to construction administration.

**Orion Structural  
License No.:**

**Structural Engineer**

*Bio:* Orion Structural Group, Inc. was formed in 2014 with the combined resources of Will Lambert S.E., and Orion Engineering Design Services. The combined talent and experience of the engineers and designers that make up Orion Structural allow the firm to meet project quality and schedule expectations. Structural engineering projects designed by Orion Structural include multi-family housing, custom homes, educational facilities, wineries, produce processing facilities, public restrooms, retaining walls, HVAC mechanical platforms, and military training installations. Project types include: Modernizations, Historical Building Retrofits, Seismic upgrades, New Construction, Renovations, and Additions. Orion Structural Group Inc. has experience as Structural Engineer of Record (SEOR) on private and public works projects. We also have experience as plan checkers for the City of Ventura. This helps us to understand the intent of plan check comments and respond efficiently in Bluebeam Studio. The engineers at Orion Structural have ongoing positive working relationships with local architects, owners, builders, and inspectors. Orion Structural provides our clients with timely responses and innovative solutions to keep the project time line on track. We work hand in hand with the contractors to give guidance for any on-site discrepancies and offer suggestions to help mitigate additional costs that might arise during the construction phase of the project.

**References**

**Gabriel Jones**

Phone: 818-324-3430  
Address: 1595 Ryder Cup Drive  
Westlake Village, CA 91362

**KAM Coastal Development Inc**

Contact: Keith Mathias  
Phone: 805-376-1300  
Address: 3332 Mountain Trail Ave  
Newbury Park, CA 91320

**Manna Food Bank**

Contact: Darin Arrasmith  
Phone: 805-479-5959  
Address: 95 N. Oakview Drive  
Thousand Oaks, CA 91362



## **Consultant References**

### **UCSB**

Contact: Jim Morrison

Email: Jim.morrison@pf.ucsb.edu

### **Pleasant Valley Unified School District**

Contact: Sandra Lovaas

Phone: 805-389-2100 Ext. 1160

Address: 600 Temple Ave

Camarillo CA 93010

### **Amador Whittle Architects**

Contact: Bill Amador

Phone: 805-530-3938

Address: 28328 Agoura Rd, Ste 203

Agoura Hills, California 91301

## ASSUMPTIONS/PROJECT UNDERSTANDING:

- A. Provide design and permit drawings for auditorium updates, & community center restroom upgrades include:
  - 1. Existing restrooms for accessibility compliance.
  - 2. Redesign existing stairs for access compliance at auditorium.
  - 3. Add wheelchair lift for access compliance.

## SCOPE OF WORK:

### A. Pre-Design & Programming (Phase A)

- 1. \*Attend virtual or in-person meetings with Client and the City of Camarillo to determine limitations and scope of the project based on:
  - a) Site/Building Constraints.
  - b) Building Codes (Accessibility Requirements).
  - c) Budget Requirements.
  - d) Related City of Camarillo permit requirements.
  - e) Time frames.
  - f) Consultant scope descriptions/requirements.

Provide a Preliminary Schedule for the project.

*\*Actions are included in Phase M – Meetings & Communication.*

### B. Schematic Design & Concept (Phase B)

- 1. Based on the client-approved Architectural Program, we will provide the following Schematic Drawings. Two (2) revisions included:
  - g) Interior plans and elevations of restrooms in community center.
  - h) Interior plans of stairs and wheelchair lift for auditorium.
- 2. \*Virtual or in-person meeting with client to present proposed Design Drawings and Preliminary Project Description.

*\*Actions are included in Phase M – Meetings & Communication.*

### C. Construction Documents<sup>†</sup> (Phase E)

- 1. Analyze the design and verify its validity in regards to Code Compliance, Agency Requirements and Building Systems.
- 2. Further refine Planning Drawings based on this analysis and information from the City of Camarillo.
- 3. Provide Design Development package outlining the participation of the entire design team based on the Planning Drawings for client's approval for the following:
  - a) Architectural.
  - b) Electrical preliminary engineering drawings, plumbing drawings, structural if needed.
  - c) Energy calculations and forms set-up, if needed.

4. Provide Construction Documents based on the Schematic Drawings and at the level required by the City of Camarillo Building & Safety Departments if necessary for vendors to provide bids.
  - a) Architectural drawings and schedules as outlined in the Schematic Drawings.
  - b) Electrical drawings and calculations including title 24 energy documentation for light fixture replacement (a budget has been assigned if necessary).
  - c) Plumbing drawings.
5. Submit and process plans through the City of Camarillo Building & Safety and Public Works Departments for permit approval, if required.
6. Revise drawings, documents and exhibits per City of Camarillo plan check corrections, provided no new scope items are required and/or requested. Two (2) rounds of revisions are included in this agreement.

\*Virtual or in-person meetings with clients and consultants during this phase.

*\*Actions are included in Phase M – Meetings & Communication.*

*†The design development approval by owner indicates the completion of the design phase. Modifications to the design after this approval will result in modifications to the design fees.*

#### Meetings & Communication (Phase M)

1. For meetings and communication described in phases above.

Pre-Design & Programming	Phase A	4 to 6 hours**, estimated.
Schematic Design & Concept	Phase B	4 to 6 hours**, estimated.
Construction Documents	Phase E	4 to 6 hours**, estimated.

*\*\*NOTE: Hour totals quoted above include travel time, if any.*

#### **SCHEDULE OF DELIVERABLES:**

##### A. Pre-Design & Programming (Phase A)

##### B. Schematic Design & Concept (Phase B)

1. Schematic floor plans and elevation drawings to be provided to client within an estimated two (2) weeks of an approved Architectural Program by client.
2. To-scale presentation drawings to be provided within an estimated two (3) weeks of an approved Schematic Design option by client.

##### C. Construction Documents (Phase E)

1. Drawings, documents and exhibits as described in Phase E scope of work above to be submitted to the City of Camarillo Building & Safety Department within an estimated two (3) weeks from receipt of Planning Approval from the City of Camarillo.
2. Approximately fifteen (15) days is required for the City of Camarillo first Plan Check process.
3. Revised drawings, documents and exhibits per City of Camarillo plan check corrections to be provided within one (1) week of receipt of corrections,

provided no new scope items are required and/or requested. Two (2) rounds of revisions are included in this agreement.

**FEE:**

A. Our total fee for the Scope of Work outlined above is an estimated **\$32,350 \* \*\***, phased as follows:

<b>II.</b>	<b>Pre-Design &amp; Programming</b>	<b>Phase A</b>	<b>Fixed Fee</b>	<b>\$ 2,000</b>
<b>II.</b>	<b>Schematic Design &amp; Concept</b>	<b>Phase B</b>	<b>Fixed Fee</b>	<b>\$ 4,000</b>
<b>II.</b>	<b>Construction Documents</b>	<b>Phase E</b>	<b>Fixed Fee</b>	<b>\$ 23,350</b>
	• <i>Estimated Fee (Section IV) for Phase E includes the following consultant fees:</i>			
	<i>Structural Engineer</i>	<i>\$ 3,500</i>		
	<i>Electrical Engineer</i>	<i>\$ 3,500</i>		
	<i>Mechanical &amp; Plumbing</i>	<i>\$ 5,000</i>		
<b>II</b>	<b>Meetings &amp; Communication</b>	<b>Phase M</b>	<b>Time &amp; Materials (Estimated)</b>	<b>\$ 3,000</b>

B. A retainer will not be required in order for us to commence work.

You will be billed monthly for services performed and expenses incurred during the previous month and/or upon completion of deliverables, whichever comes first. Payment is due upon receipt of the invoice and is delinquent fifteen (15) days from the date of the invoice. A service charge on unpaid accounts will be billed at a compounded rate of 1.5% per month (18% per annum) commencing on the thirtieth (30<sup>th</sup>) day following the date of the invoice. *Accounts that become overdue by more than sixty (60<sup>th</sup>) days, will have work suspended until the account is brought current.*

All outside costs, services, and expenses, including without limitation, AIA documents, blueprinting, reproductions, deliveries, travel/mileage, etc. will be billed through us at a rate of cost plus fifteen-percent. Outside costs and expenses are not included in the fee.

In the event the scope of work changes for any reason, we will notify you of that change and any additional services that will be required as a result. Any such additional services approved by you will be billed on a Time & Materials basis, based upon our current Rate Schedule.

The consultants' fees listed above by phase are assumed within normal ranges. Until the design is finalized, the consultants will be unable to provide their actual fee. Final consultant fees could be higher than what is shown. Any increase to the fees listed above will be provided to you for signature and/or authorization before we start work on the next phase.

## EXCLUSIONS:

- A. The following items will not be included in the Scope of Services, but may be available under separate contract:
1. Phased Services: Discretionary Permit Processing (C), Construction Contract Procurement (F), Limited Construction Contract Administration (G) and Agency Processing other than those described above (H).
  2. As-Built Documentation and/or Record Drawings.
  3. Permits or agency fees.
  4. Fire sprinkler design, calculations, or approvals. This is assumed to be a design build item performed by the General Contractor.
  5. On or off-site civil engineering, design services or studies.
  6. Electrical, mechanical, plumbing, and/or structural engineering, calculations or design services.
  7. Interior design, including detailed design finishes plans, furniture coordination, selection and purchasing.
  8. Landscape architectural services.
  9. LEED certification or other specified sustainable building certification or program.
  10. Low voltage electrical design, communications or security system design.
  11. Soils engineering or services.
  12. Solar design services.
  13. Survey services.
  14. All matters relating to hazardous or toxic materials including mold, fungi, or other similar microbial conditions.
  15. Revisions or changes to the designs, drawings, or other portions of the work requested by you or others, once client approval has been provided.
  16. Services made necessary due to client's decision to pursue variances to applicable codes and requirements.
  17. Archaeology, drainage, environmental, noise, parking, traffic, utility, and/or other studies.
  18. Planning agency or other special approvals.
  19. Neighborhood meetings.
  20. Any observation during the construction of the project is only intended to determine the general conformance with the plans and is not a guarantee that the contractor has properly performed their work.

## **SPECIAL REQUIREMENTS:**

- A. If the basic services covered by this letter have not been completed within eight (8) months of the date of this letter, through no fault of ours, extended time for completion and fees charged will be subject to renegotiation.
- B. If interruptions in the project occur and last more than three months, then a restart fee may be required.  
The attached General Conditions are incorporated herein.
- C. We may rely upon interpretations by consultants or other parties for the results of borings, surveys, or other tests or explorations in the performance of the Work. We shall not be responsible for incomplete or faulty tests or for variances in soil and other conditions at the site.
- D. Owner/Client will provide accurate maps and/or plans setting forth the location of all property lines, buildings and structures and their components, subterranean structures and utilities. We will rely on the accuracy of documents acquired from you or your other consultants. We will not be responsible for omissions or incorrect data or for damage to subterranean structures or utilities resulting from our reliance upon those plans or from nondisclosure of their existence or location.
- E. All instruments of service including but not limited to, reports, field samples and data, field notes, laboratory tests and data, drawings, specifications, calculations, estimates, and other documents prepared by us or our consultants in connection with the Project are, and shall remain the property of Lauterbach & Associates.
- F. In the preparation for and performance of the Work, certain tests or inspections may be performed which may alter the appearance of the Project site or damage structures or improvements located at the Project site. Client agrees that Architect is not responsible and has no liability for any alterations or damage that may occur as a result of such tests or inspections.
- G. Owner is to provide L&A with an existing plans and reports for the building for us to prepare our work.
- H. We require that you provide requested information and direction in a timely manner. Failure to do so will cause adjustments in the time it takes to complete documents, approvals, and/or administrative processes, and may delay the completion of the work.

## OVERALL APPROACH & SCHEDULE

Lauterbach & Associates utilizes a phased approach to accomplish project delivery. The phases listed below are the backbone to a well-executed service work plan as outlined below. Our team of seasoned professionals will help guide the project through these phases in response to the needs of Pleasant Valley Recreation & Park District. Our team is ready and available to start Phase A promptly after receiving a signed contract.

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### Phase A: Pre-Design and Programming

**2-3 Weeks**

Goal:

*Research the constraints, limitations and approval process path of the Project, determine the design criteria and scope requirements, and develop the program(s) and schedule(s) based on various factors, including client, stake holders, and community input. Inform client of potential project costs based on order of magnitude.*

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### Phase B: Schematic Design and Concept

**4-5 Weeks**

Goal:

*Develop design options and revisions for client review and approval. Refine cost estimate based on unit of measure with consulting cost estimator.*

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### Phase C: Discretionary Permit Processing

Goal:

*Not required*

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### Phase D: Design Development

**4-5 Weeks**

Goal:

*Finalize the Design in respects to Building Codes, building systems and Planning Conditions. Refine cost estimate based on scope, assemblies, and systems.*

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### Phase E: Construction Documents

**8-12 Weeks**

Goal:

*Clearly communicate the design to contractors and required agencies with drawings and specifications.*

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### Phase G: Limited Construction Contract Administration

**12-24 Weeks**

Goal:

*Facilitate the construction process, verify compliance with the construction documents, and streamline and coordinate team communication in order to avoid delays and reduce projects costs.*

## RATE SCHEDULE

July 1, 2023 - July 1, 2024

Architecture/Planning	Hourly Rate
Principal	\$180 to \$260
Managing Architect	\$160 to \$235
Project Architect	\$160 to \$210
Project Manager	\$90 to \$170
Job Captain	\$90 to \$125
Designer/Drafter/CAD Revit	\$75 to \$130
Clerical/Accounting/Support	\$75 to \$105

A 15% mark-up will be charged on all outside costs.

NOTE: Rates are subject to change.

**Disclosure:** In accordance with your requirements, our firm is pleased to submit a proposal for your consideration. We would like to confirm that there is no negative history to disclose as specified in the proposal requirements. We would also like to affirm that we have no personal, professional, or financial relationships with any officer and/or employee of the District that would need to be disclosed. Thank you for considering our proposal, and we look forward to the opportunity to work with your organization.



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

This agreement is made and entered into on this \_\_\_\_\_th day of \_\_\_\_\_ 20\_\_\_\_ between the **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency ("District"), and **LAUTERBACH & ASSOCIATES, INC.**, a California Corporation ("Consultant").

**RECITALS**

**WHEREAS**, the District desires to contract with Consultant for certain services necessary for **ARCHITECTURAL AND DESIGN SERVICES** located at **1605 E. Burnley Street, Camarillo, CA. 93010**.

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

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

**1. Scope of Services**

Consultant 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 Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a manner consistent with the level of care and skill ordinarily exercised by **Architectural Design** professionals under similar circumstances at the time its services are performed. No other warranty or representation, express or implied, is included or intended by Consultant's Proposal, this Agreement, or any reports or documents prepared in connection with this Agreement.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager and **Parks Services Manager**. Agreement for **Architectural and Design Services**. Services between Pleasant Valley Recreation and Park District and Consultant, Inc.

**2. Term of Contract**

Unless otherwise earlier terminated as specified in Section 12, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than **June 30, 2024**. Consultant shall complete all work in accordance with the timelines set forth in the Proposal.

**3. Force Majeure**

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

**4. Independent Consultant Relationship**

It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent Consultant. Consultant is solely responsible for selecting the means, methods, and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement. Neither the District nor any of its employees shall have any control over the manner or means by which Consultant or its staff perform the services required herein, except as otherwise set forth herein.

Consultant shall perform all services required herein as an independent Consultant of District and shall remain under only such obligations as are consistent with that role.

Consultant represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Consultant as employees. Consultant 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 Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant. In the event that Consultant or any staff of Consultant 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 Consultant for the District, then Consultant 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 Consultant or any staff Consultant used to provide services under this Agreement are employees of the District.

**5. Compliance with Laws**

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

**6. Environmental Laws.**

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

**7. Licenses, Permits, Fees and Assessments.**

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

**8. Acknowledgement of Relationship**

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

**9. Payment to Consultant**

District shall pay Consultant upon completion of the work within thirty (30) days after receipt of Consultant's invoices in a form approved by District's, with the exception of any disputed amounts which shall be withheld until resolution of the dispute. No payment made under this Agreement shall be conclusive evidence of Consultant's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Consultant's work.

Total Project Cost Not to Exceed: **\$ 38,820.00**

or

**THIRTY EIGHT THOUSAND, EIGHT HUNDRED, TWENTY DOLLARS, AND NO CENTS**

## 10. Assistance by District

District agrees to provide to Consultant available information of relevance to Consultant's work, including all data and documents pertaining to the Project. District pledges to work cooperatively with Consultant and render all reasonable assistance toward completion of Consultant's work. The District's Project Manager shall be Matthew Parker, Park Services Manager.

## 11. Ownership of Documentation

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

## 12. Termination of Contract

Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days' written notice to the other party. Upon receipt of any notice of termination, Consultant 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 Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Consultant. Consultant 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.

## 13. Insurance

Consultant 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.

**Commercial General Liability Insurance:** A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate and no less than \$4,000,000 for products/completed operations aggregate.

**Automotive Liability:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

**Workers' Compensation Liability:** A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

**Professional Liability:** Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

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, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager. 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 Consultant access to the Property. Consultant agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the

payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant 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 Consultant, 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 Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

#### **14. Indemnification**

a. Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless District and its officers, employees, agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant bears legal liability) in the performance of professional services under this Agreement.

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

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

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

#### **15. 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.

**16. Prohibition Against Subcontracting or Assignment**

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the District to enter into this Agreement. Therefore, Consultant 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.

**17. Examination of Records**

Consultant agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Consultant's documents, papers, and records, including accounting records, relating to or involving this Agreement.

**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 Consultant:** Laterbach & Associates, Inc.  
Attn: xxxxxxxx  
300 Montgomery Ave, Suite C  
Oxnard, CA, 93036

**To District:** Pleasant Valley Recreation and Park District  
Attn: Matthew Parker  
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 Consultant shall operate as a waiver of the default, of any subsequent or other default by Consultant, or of any of District's rights or remedies. No such delay shall deprive District of its right to institute and maintain any actions or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

**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**

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

**24. Attorneys' Fees.**

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

such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

**25. Conflict of Interest.**

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

**26. Interpretation**

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

**27. Corporate Authority.**

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

**[Signatures on following page]**

DRAFT

**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:

\_\_\_\_\_  
Jessica Puckett, Clerk of The Bord

**CONSULTANT:**  
LATERBACH & ASSOCIATES, INC.

By: \_\_\_\_\_  
Name: xxxxxxx  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: xxxxxxx  
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.
- ❖ **Liquor Liability:** *When applicable* - If Renter will be supplying alcoholic beverages, the CGL insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.
- ❖ **Sexual Abuse and Molestation (SAM):** *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 **\$1,000,000** per occurrence or claim.
- ❖ **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)** – Endorsement 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.

**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**

Consultant will furnish all labor and materials necessary to complete work as identified [ **INSERT DESCRIPTION OF SERVICES OR CONSULTANT PROPOSAL** ].

DRAFT

**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: November 1, 2023**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
NO. 752 APPROVING AND ADOPTING THE FIRST  
QUARTER BUDGET ADJUSTMENTS AND TRANSFERS  
FOR FISCAL YEAR 2023-2024**

**SUMMARY**

The FY 2023-2024 Budget was adopted on July 5, 2023. District staff have reviewed all revenue and expenditure line items and found the items listed below in the *Background* and *Analysis* sections as items needing formal adjustments or transfers. Items not under discussion are assumed to be running on target with their respective estimate/appropriation.

**BACKGROUND**

Two budget workshops were held on April 22, 2023, and May 9, 2023, to review the FY 2023-2024 budget. The budget was developed by staff, reviewed during budget workshops, and approved by the Board of Directors as part of the budgeting process. The budget is adjusted at mid-year and as needed, when there are changes in budget line items which represent noteworthy changes. The budget is reviewed and analyzed by Staff and the General Manager on a consistent basis. Budget revisions during the fiscal year are consistent with accounting practices and recommended by the District's auditors.

The budget adjustments presented are the staff's best educated decisions on what the projections will be for both revenue and expenses on June 30, 2024.

The General Fund (Fund 10) has a few budget adjustments. Most of the adjustments are for cleaning up some bookkeeping issues. The District has received some revenue that was not budgeted for during the budgeting process, such as interest revenue due to consistently higher interest rates, higher than expected parking fees, and missed budgeting of the Security Services – Recovery account. Changes in expenditures include increases in the 457 Pension account for the continued payout of former employees and increases in Insurance Liability for a higher-than-expected bill.

The Assessment District (Fund 20) has multiple budget adjustments to clarify the costs of Pleasant Valley Fields (PV Fields). The District entered into two agreements for the maintenance of PV Fields in September 2023, thus the necessary budget adjustments are being presented. Increases in Personnel accounts, Building Repair, Rubbish & Refuse, and Rents & Leases - Equip to fully fund what charges were made while District staff was performing the work, decreases in Contracted Landscaping to allocate the necessary funds for the District staff coverage, and increase in Grounds Maintenance to account for the District purchasing of topsoil amendments and fertilizer.

The Park Dedication Fee (Quimby Fee) (Fund 30) has no budget adjustments at this time.

The Park-in-Lieu Fees (Fund 40) has no budget adjustments at this time.

The Community Development Block Grant (CDBG) (Fund 50) has a few budget adjustments. The District was fortunate enough to receive an unanticipated extension of grant funds, so these adjustments are to account for that. In the revenue section, an adjustment is made to increase the revenue account for the additional funding. For expenditures, adjustments are made to account for the extension of personnel costs and CDBG supplies.

The Restricted Donations Fund (Fund 60) was established to keep donations the District receives from individuals and organizations for specific projects separate from the General Fund. The original budget made assumptions on when work would be completed, and some work that was expected to be completed in FY 2022-2023 has been completed in FY 2023-2024. These adjustments are made to keep the budget clean, but no additional District funding is required, as the whole project is paid for by donated funds.

**ANALYSIS**

**Revenue**

District Wide, Fund 10 revenue is at 8% through Period 3. The below spreadsheet shows the increases and decreases in Fund 10 revenue along with an explanation. Per the spreadsheet, the following is a summary of the requested budget adjustments, along with the line items with the biggest change:

<b>Revenue:</b>	<b>July 2023 Adoption</b>	<b>Budget Adj</b>	<b>New FY23-24 Budget</b>
	<b>\$10,193,460</b>	<b>\$88,914.50</b>	<b>\$10,282,374.50</b>

**PARKS**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#5540 Parking Fees	Increase	\$7,000	Account for charging of parking for tournaments
#5566 Security Services – Recovery	Increase	\$5,000	Budget was missed in initial adoption

**SPECIAL EVENTS**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#5576 Restricted Donations	Increase	\$5,098	Account for restricted donations from Summer Concert Series
#5564 Special Event Permits	Increase	\$1,100	Budget was missed in initial adoption

**ADMINISTRATION**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#5310 Interest Earnings	Increase	\$70,000	Investment Rates staying higher than anticipated
#5570 Contributions	Increase	\$483,539	Budget was missing in initial adoption

**Personnel**

Personnel will see a \$3,000 budget adjustment to account for District 457 payouts.

<b>Personnel:</b>	<b>July 2023 Adoption</b>	<b>Mid-Year Adj</b>	<b>New FY22-23 Budget</b>
	<b>\$5,153,694</b>	<b>\$3,000</b>	<b>\$5,156,694</b>

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#6121 457 Pension	Increase	\$3,000	Payout to old part time employees/cleaning of the roster

**Services and Supplies**

District Wide, Fund 10 Services and Supplies expenses are at 23% through Period 3. The attached spreadsheet shows the increases and decreases for Fund 10 expenses. Per the spreadsheet, the following is a summary of the requested budget adjustments along with an explanation:

<b>Services and Supplies:</b>	<b>July 2023 Adoption</b>	<b>Budget Adj</b>	<b>New FY23-24 Budget</b>
	<b>\$4,267,389</b>	<b>\$29,854</b>	<b>\$4,297,243</b>

**ADMINISTRATION**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#6410 Insurance Liability	Increase	\$29,854	Insurance premium is higher than budgeted

**Capital**

District Wide, Fund 10 Capital expenditures are at >1% thru Period 3. The attached spreadsheet shows the increases for Fund 10 Capital line items.

<b>Capital:</b>	<b>July 2023 Adoption</b>	<b>Budget Adj</b>	<b>New FY23-24 Budget</b>
	<b>\$815,000</b>	<b>\$3,740.74</b>	<b>\$818,740.74</b>

**PARKS**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#8502 Freedom Dog Park	Increase	\$ 3,740.74	Small number of payments rolled over from last fiscal year

**Assessment District (Fund 20):**

There are numerous budget adjustments being made in the Assessment District budget. The reason for these adjustments was due to the uncertainty around Pleasant Valley Fields maintenance. Now that the District has started working with the new contractors, we can more accurately budget the accounts. There will be no further staff time allocated to Fund 20.

<b>Fund 20:</b>	<b>July 2023 Adoption</b>	<b>Budget Adj</b>	<b>New FY23-24 Budget</b>
	<b>\$1,300,868</b>	<b>-\$8,548.86</b>	<b>\$1,292,319.14</b>

Line-Item Name	Action	Amount	Reason
#6100 Full Time Salaries	Increase	\$57,780.14	Budget Cleanup
#6108 Cell Phone Allowance	Increase	\$132.93	Budget Cleanup
#6110 Part-Time Salaries	Increase	\$3,749.34	Budget Cleanup
#6120 Retirement	Increase	\$9,932.61	Budget Cleanup
#6130 Employee Insurance	Increase	\$10,870.97	Budget Cleanup
#6140 Workers Compensation	Increase	\$6,053.26	Budget Cleanup
#6610 Building Repair	Increase	\$1,520	Budget Cleanup
#6710 Grounds Maintenance	Increase	\$116,050.85	Budget Cleanup
#6720 Contracted LS Services	Decrease	-\$209,433	Budget Cleanup
#6740 Rubbish & Refuse	Increase	\$947.39	Budget Cleanup
#7310 Rents & Leases – Equip	Increase	\$846.65	Budget Cleanup

**Community Development Block Grant (CDBG) (Fund 50):**

The District received an extension on the deadline for the CDBG funds. The following adjustments are needed to account for the additional funding available for this fiscal year.

Fund 50:	July 2023 Adoption	Budget Adj	New FY23-24 Budget
	\$11,491	\$29,269	\$40,760

Line-Item Name	Action	Amount	Reason
#5577 CDBG FoodShare	Increase	\$29,269	Budget Cleanup; Additional Funding
#6100 Full Time Salaries	Increase	\$8,734	Budget Cleanup; Additional Funding
#6110 Part-Time Salaries	Increase	\$8,500	Budget Cleanup; Additional Funding
#6120 Retirement	Increase	\$1,800	Budget Cleanup; Additional Funding
#6130 Employee Insurance	Increase	\$336	Budget Cleanup; Additional Funding
#6140 Workers Compensation	Increase	\$343	Budget Cleanup; Additional Funding
#7410 Division Supplies	Increase	\$9,566	Budget Cleanup; Additional Funding

**Restricted Donations (Fund 60):**

The Restricted Donations (Fund 60) Fund was established to keep separate from other District Funds donations that are earmarked and intended for a specific project. The District has entered into an agreement with The Miracle League of the 805 for the building of a Miracle League ballfield at Freedom Park. The budget adjustment is to accurately reflect the expenses for this Fiscal Year 2023-2024, due to the timing of the payments made.

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#8497 Miracle League 805 Ballfield	Increase	\$132,473.31	Account for payments made in FY 24 instead of FY23

**FISCAL IMPACT**

Keeping in mind the changes that are mentioned above, the impact on the District Wide General Fund budget in Fiscal Year 2023-2024 is an increase of revenue plus drawdown over expenses from \$82,377 to \$134,696.76 which is a \$52,319.76 increase in revenue over expenses for Fund 10. This increase is primarily due to insurance rates holding steady. The impact on the Assessment District fund is an increase of revenue over expenses from \$13,003 to \$21,551.86, which is an \$8,548.86 increase. The changes in Fund 50 will have no effect, as reimbursement grants cover 100% of expenses, so increased expenses are offset by increased revenue. The changes in Fund 60 will not affect the District, as all of the funds for the Miracle League 805 Ballfield have already been received and the increase in expenses will not affect District funding.

**STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 1.0: To ensure the short and long-term fiscal health of the District.

**STAFF RECOMMENDATION**

Staff is recommending the Board of Directors approve Resolution No.752 to approve and adopt the first quarter budget adjustments and transfers for FY 2023-2024.

**ATTACHMENTS**

- 1) Resolution No. 752 (1 page)
- 2) Fund 10 Mid-Year Budget Summary (3 pages)
- 3) Fund 20 Mid-Year Budget Summary (1 page)
- 4) Fund 50 Mid-Year Budget Summary (1 page)
- 5) Fund 60 Mid-Year Budget Summary (1 page)

**RESOLUTION NO. 752**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, APPROVING AND ADOPTING THE FIRST QUARTER BUDGET ADJUSTMENTS AND TRANSFERS FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the final Budget for FY 2023-2024 was approved by the Pleasant Valley Recreation and Park District Board on July 5, 2023.

**WHEREAS**, on November 1, 2023, the recommended first quarter amended budget for fiscal year 2023-2024 was presented to the Board, and

**WHEREAS**, the Board has considered the recommended amendments.

**NOW THEREFORE**, the Board of Directors of the Pleasant Valley Recreation and Park District hereby resolves that:

1. The FY 2023-2024 Budget amendments as attached hereto including estimated revenues and appropriations for operations, capital improvements, Assessment District funds, Quimby funds, and transfers are hereby approved and adopted effective November 1, 2023.
2. The General Manager is authorized to make expenditures conforming with this Budget and to make adjustments between the various accounts within each fund, limited to the total amount budgeted for said funds.

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 1st day of November 2023 by the following vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Elaine Magner, Chairman  
PVRPD Board of Directors

**ATTESTED:**

\_\_\_\_\_  
Bev Dransfeldt, Secretary  
PVRPD Board of Directors

**General Ledger**  
**First Quarter Budget Adjustments - Fund 10**  
**Fiscal Year 2023-2024**

Description	Account	One Year Prior Actual Prior Actual	Original Budget 23-24	Mid-Year Budget Adj.	Mid-Year Budget	Year to Date Through 10/13/2023	% of New Budget
<b>Revenue</b>							
Tax Apport - Cur Year Secured	5110	\$ 7,866,658.83	\$ 8,109,714.00		\$ 8,109,714.00	\$ -	0%
Restricted Donations	5576	\$ -	\$ -	\$ 5,098.00	\$ 5,098.00	\$ 5,098.00	100%
Interest Earnings	5310	\$ 247,844.31	\$ 230,000.00	\$ 70,000.00	\$ 300,000.00	\$ 82,457.76	27%
Carryover Balance	5502	\$ -	\$ 15,000.00		\$ 15,000.00	\$ -	0%
Park Patrol Citations	5506	\$ 2,873.74	\$ 2,300.00		\$ 2,300.00	\$ 1,559.14	68%
Bingo - Primary Revenue	5508	\$ 21,467.55	\$ 19,750.00		\$ 19,750.00	\$ 5,556.00	28%
Excess Bingo Revenue	5509	\$ 10,638.69	\$ 1,800.00		\$ 1,800.00	\$ 1,397.00	78%
Contract Classes-Public Fees	5510	\$ 241,199.19	\$ 183,357.00		\$ 183,357.00	\$ 84,057.27	46%
Public Fees	5511	\$ 245,021.88	\$ 305,964.00		\$ 305,964.00	\$ 176,311.59	58%
Public Fees-Entry Fees	5520	\$ 48,081.00	\$ 41,600.00		\$ 41,600.00	\$ 14,276.50	34%
Vending Concessions	5525	\$ 1,132.72	\$ 1,450.00		\$ 1,450.00	\$ -	0%
Rental	5530	\$ 437,711.04	\$ 550,793.00		\$ 550,793.00	\$ 205,103.07	37%
Cell Tower Revenue	5535	\$ 116,433.31	\$ 159,600.00		\$ 159,600.00	\$ 56,293.75	35%
Parking Fees	5540	\$ 17,311.54	\$ 10,350.00	\$ 7,000.00	\$ 17,350.00	\$ 11,445.31	66%
Advertising Revenue	5555	\$ 12,900.00	\$ 6,000.00		\$ 6,000.00	\$ (550.00)	-9%
Sponsorships/Donations	5558	\$ 21,875.34	\$ 2,500.00		\$ 2,500.00	\$ 557.47	22%
Special Event	5561	\$ 17,358.54	\$ 125,120.00		\$ 125,120.00	\$ 11.00	0%
Staffing Cost Recovery - Parks	5563	\$ 39,905.25	\$ 41,212.00		\$ 41,212.00	\$ 9,071.50	22%
Special Event Permits	5564	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	91%
Security Services - Recovery	5566	\$ 7,341.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 1,175.00	24%
Contributions	5570	\$ 716.50	\$ -	\$ 716.50	\$ 716.50	\$ 299.32	42%
Other Misc Revenue	5575	\$ 111,426.67	\$ 35,250.00		\$ 35,250.00	\$ 16,160.00	46%
Incentive Income	5585	\$ 2,682.70	\$ 1,700.00		\$ 1,700.00	\$ 814.20	48%
Reimbursement - ROPS	5600	\$ 496,791.60	\$ 350,000.00		\$ 350,000.00	\$ 161,273.64	46%
<b>Revenue</b>		\$ 9,968,471.40	\$ 10,193,460.00	\$ 88,914.50	\$ 10,282,374.50	\$ 833,367.52	8%
<b>Personnel</b>							
Full Time Salaries	6100	\$ 2,707,821.04	\$ 2,804,745.00		\$ 2,804,745.00	\$ 708,882.07	25%
Overtime Salaries	6101	\$ 20,426.06	\$ 28,035.00		\$ 28,035.00	\$ 6,228.18	22%
Car Allowance	6105	\$ 11,394.38	\$ 7,600.00		\$ 7,600.00	\$ 2,889.32	38%
Cell Phone Allowance	6108	\$ 15,280.89	\$ 15,960.00		\$ 15,960.00	\$ 4,009.07	25%
Part-Time Salaries	6110	\$ 432,895.29	\$ 628,173.00		\$ 628,173.00	\$ 165,647.51	26%
Retirement	6120	\$ 438,692.83	\$ 532,840.00		\$ 532,840.00	\$ 125,327.32	24%
457 Pension	6121	\$ 22,822.45	\$ 7,000.00	\$ 3,000.00	\$ 10,000.00	\$ 6,301.96	63%
Deferred Compensation	6125	\$ 5,055.62	\$ 5,193.00		\$ 5,193.00	\$ 1,398.11	27%
Employee Insurance	6130	\$ 341,661.64	\$ 432,616.00		\$ 432,616.00	\$ 81,952.04	19%
Workers Compensation	6140	\$ 168,755.07	\$ 186,770.00		\$ 186,770.00	\$ 42,262.92	23%
Unemployment Insurance	6150	\$ 1,132.00	\$ 10,000.00		\$ 10,000.00	\$ -	0%
PERS Unfunded Liability	6170	\$ 858,376.00	\$ 494,762.00		\$ 494,762.00	\$ 494,762.00	100%
<b>Personnel</b>		\$ 5,024,313.27	\$ 5,153,694.00	\$ 3,000.00	\$ 5,156,694.00	\$ 1,639,660.50	32%
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 21,881.00	\$ 21,692.00		\$ 21,692.00	\$ 5,301.08	24%
IT Services	6220	\$ 57,985.28	\$ 64,298.00		\$ 64,298.00	\$ 24,808.96	39%
IT Hardware	6230	\$ 62.72	\$ 2,000.00		\$ 2,000.00	\$ -	0%
Hardware/Software Services	6240	\$ 78,119.13	\$ 73,586.00		\$ 73,586.00	\$ 24,762.34	34%
Pool Chemicals	6310	\$ 4,655.18	\$ 7,250.00		\$ 7,250.00	\$ 2,129.24	29%
Janitorial Supplies	6320	\$ 45,353.30	\$ 49,800.00		\$ 49,800.00	\$ 19,760.02	40%
Kitchen Supplies	6330	\$ 155.14	\$ 700.00		\$ 700.00	\$ 63.08	9%
Food Supplies	6340	\$ 6,720.71	\$ 6,625.00		\$ 6,625.00	\$ 1,694.29	26%
Water Maint & Service	6350	\$ 721.13	\$ 900.00		\$ 900.00	\$ 228.85	25%
Laundry/Wash Service	6360	\$ 18.50	\$ 1,120.00		\$ 1,120.00	\$ -	0%
Medical Supplies	6380	\$ 766.25	\$ 1,390.00		\$ 1,390.00	\$ -	0%
Insurance Liability	6410	\$ 289,778.00	\$ 347,734.00	\$ 29,854.00	\$ 377,588.00	\$ 188,794.00	50%
Equipment Maintenance	6500	\$ 576.43	\$ 1,600.00		\$ 1,600.00	\$ -	0%



Description	Account	One Year Prior	Original	Mid-Year	Mid-Year	Year to Date	% of
		Actual					
		Prior Actual	Budget 23-24	Budget Adj.	Budget	Through 10/13/2023	New Budget
Fuel	6510	\$ 67,604.34	\$ 68,475.00		\$ 68,475.00	\$ 19,188.48	28%
Vehicle Maintenance	6520	\$ 35,163.75	\$ 38,100.00		\$ 38,100.00	\$ 16,127.67	42%
Building Repair	6610	\$ 71,249.14	\$ 67,500.00		\$ 67,500.00	\$ 13,734.83	20%
HVAC Maintenance/Repairs	6620	\$ 1,408.31	\$ 8,820.00		\$ 8,820.00	\$ 2,392.17	27%
Playground Maintenance	6630	\$ 2,897.33	\$ 35,000.00		\$ 35,000.00	\$ 18.22	0%
Grounds Maintenance	6710	\$ 93,730.27	\$ 101,220.00		\$ 101,220.00	\$ 35,304.30	35%
Tree Care	6719	\$ -	\$ 30,000.00		\$ 30,000.00	\$ (110.47)	0%
Contracted Pest Control	6730	\$ 3,000.00	\$ 4,020.00		\$ 4,020.00	\$ 600.00	15%
Rubbish & Refuse	6740	\$ 75,308.23	\$ 84,330.00		\$ 84,330.00	\$ 17,048.05	20%
Vandalism/Theft	6750	\$ 350.12	\$ 1,000.00		\$ 1,000.00	\$ 589.24	59%
Memberships	6810	\$ 13,890.00	\$ 16,952.00		\$ 16,952.00	\$ 5,225.00	31%
Office Supplies	6910	\$ 16,594.18	\$ 33,950.00		\$ 33,950.00	\$ 7,420.73	22%
Postage Expense	6920	\$ 18,662.88	\$ 18,700.00		\$ 18,700.00	\$ 6,105.92	33%
Advertising Expense	6930	\$ 1,737.38	\$ 3,040.00		\$ 3,040.00	\$ 75.00	2%
Printing Charges	6940	\$ 8,331.02	\$ 13,126.00		\$ 13,126.00	\$ 1,847.50	14%
Bank & Registration Fees	6950	\$ 1,859.13	\$ 3,920.00		\$ 3,920.00	\$ 221.13	6%
Approp Redev/Collection Fees	6960	\$ 707,869.64	\$ 684,039.00		\$ 684,039.00	\$ 9,920.00	1%
Minor Furn Fixture & Equip	6980	\$ 1,854.01	\$ 25,237.00		\$ 25,237.00	\$ 286.08	1%
Fingerprint Fees (HR)	7010	\$ 3,562.00	\$ 3,360.00		\$ 3,360.00	\$ 200.00	6%
Fire & Safety Insp Fees	7020	\$ 1,077.11	\$ 6,675.00		\$ 6,675.00	\$ 304.00	5%
Permit & Licensing Fees	7030	\$ 5,823.25	\$ 7,300.00		\$ 7,300.00	\$ 3,866.03	53%
Professional Services	7100	\$ 78,896.08	\$ 270,200.00		\$ 270,200.00	\$ 27,322.13	10%
Legal Services	7110	\$ 58,109.72	\$ 90,000.00		\$ 90,000.00	\$ 22,820.50	25%
Typeset and Print Services	7115	\$ 35,609.15	\$ 36,600.00		\$ 36,600.00	\$ 11,681.76	32%
Instructor Services	7120	\$ 163,945.79	\$ 108,902.00		\$ 108,902.00	\$ 43,754.15	40%
PERS Admin Fees	7125	\$ 1,506.53	\$ 2,200.00		\$ 2,200.00	\$ 582.92	26%
Audit Services	7130	\$ 16,575.00	\$ 17,425.00		\$ 17,425.00	\$ 750.00	4%
Medical & Health Svcs	7140	\$ 7,838.44	\$ 10,720.00		\$ 10,720.00	\$ 240.00	2%
Security Services	7150	\$ 5,457.50	\$ 7,122.00		\$ 7,122.00	\$ 1,141.00	16%
Entertainment Services	7160	\$ 2,422.25	\$ 4,300.00		\$ 4,300.00	\$ 687.87	16%
Business Services	7180	\$ 63,220.56	\$ 95,805.00		\$ 95,805.00	\$ 34,630.82	36%
Umpire/Referee Services	7190	\$ 2,130.00	\$ 1,700.00		\$ 1,700.00	\$ 390.00	23%
Subscriptions	7210	\$ 620.86	\$ 2,375.00		\$ 2,375.00	\$ 548.42	23%
Rents & Leases - Equip	7310	\$ 12,206.41	\$ 48,720.00		\$ 48,720.00	\$ 5,418.77	11%
Bldg/Field Leases & Rental	7320	\$ -	\$ 60.00		\$ 60.00	\$ -	0%
Division Supplies	7410	\$ 3,112.36	\$ 30,365.00		\$ 30,365.00	\$ 4,494.91	15%
Bingo Supplies	7430	\$ 2,128.81	\$ 4,800.00		\$ 4,800.00	\$ 288.13	6%
Sporting Goods	7440	\$ 3,397.36	\$ 8,400.00		\$ 8,400.00	\$ 1,666.58	20%
Arts and Craft Supplies	7450	\$ 3,678.59	\$ 1,575.00		\$ 1,575.00	\$ -	0%
Training Supplies	7460	\$ 954.28	\$ 3,970.00		\$ 3,970.00	\$ -	0%
Small Tools	7500	\$ 6,314.07	\$ 6,000.00		\$ 6,000.00	\$ 1,012.58	17%
Safety Supplies	7510	\$ 3,672.50	\$ 4,415.00		\$ 4,415.00	\$ 507.63	11%
Uniform Allowance	7610	\$ 12,149.75	\$ 15,790.00		\$ 15,790.00	\$ -	0%
Safety Clothing	7620	\$ 4,884.52	\$ 5,404.00		\$ 5,404.00	\$ -	0%
Conference&Seminar Staff	7710	\$ 15,189.27	\$ 19,665.00		\$ 19,665.00	\$ 4,795.00	24%
Conference&Seminar Board	7715	\$ 285.00	\$ 2,625.00		\$ 2,625.00	\$ 750.00	29%
Conference&Seminar Travel Exp	7720	\$ 4,534.06	\$ 6,067.00		\$ 6,067.00	\$ 1,835.64	30%
Out of Town Travel Board	7725	\$ 2,059.30	\$ 2,970.00		\$ 2,970.00	\$ 351.23	12%
Private Vehicle Mileage	7730	\$ 1,463.96	\$ 4,847.00		\$ 4,847.00	\$ 30.46	1%
Buses/Excursions	7750	\$ 5,797.70	\$ 11,400.00		\$ 11,400.00	\$ 6,888.43	60%
Tuition/Book Reimbursement	7760	\$ 100.00	\$ 4,000.00		\$ 4,000.00	\$ -	0%
Utilities - Gas	7810	\$ 66,476.42	\$ 49,133.00		\$ 49,133.00	\$ 6,765.66	14%
Utilities - Water	7820	\$ 557,361.66	\$ 786,277.00		\$ 786,277.00	\$ 227,121.15	29%
Utilities - Electric	7830	\$ 181,761.82	\$ 232,694.00		\$ 232,694.00	\$ 44,885.78	19%
Airport Assessment Exp	7840	\$ -	\$ 14,000.00		\$ 14,000.00	\$ -	0%
Awards and Certificates	7910	\$ 14,047.85	\$ 18,190.00		\$ 18,190.00	\$ 3,146.41	17%
Meals for Staff Training	7920	\$ 1,717.75	\$ 3,500.00		\$ 3,500.00	\$ 296.26	8%
Employee Morale	7930	\$ 3,833.79	\$ 5,500.00		\$ 5,500.00	\$ 346.67	6%
COP Debt - PV Fields	7950	\$ -	\$ 343,214.00		\$ 343,214.00	\$ 133,265.89	39%
Reserve Vehicle Fleet	7970	\$ -	\$ 15,000.00		\$ 15,000.00	\$ -	0%
Reserve Computer Fleet	7971	\$ -	\$ 8,000.00		\$ 8,000.00	\$ -	0%
Reserve Dry Period	7973	\$ -	\$ 5,000.00		\$ 5,000.00	\$ -	0%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 100,000.00		\$ 100,000.00	\$ -	0%
Reserve - Compensated Absences	7976	\$ -	\$ 25,000.00		\$ 25,000.00	\$ -	0%
<b>Services and Supplies</b>		\$ 2,982,223.97	\$ 4,267,389.00	\$ 29,854.00	\$ 4,297,243.00	\$ 996,322.49	23%

Description	Account	One Year Prior Actual Prior Acutal	Original Budget 23-24	Mid-Year Budget Adj.	Mid-Year Budget	Year to Date Through 10/13/2023	% of New Budget
<b>Capital</b>							
General Capital	8400	\$ -	\$ 25,000.00		\$ 25,000.00	\$ -	0%
Equip/Facility Replacement	8420	\$ 107,257.22	\$ 35,000.00		\$ 35,000.00	\$ -	0%
Freedom Dog Park	8502	\$ 191,758.87	\$ -	\$ 3,740.74	\$ 3,740.74	\$ 3,740.74	100%
Valle Lindo Court Resurface	8505	\$ -	\$ 55,000.00		\$ 55,000.00	\$ -	0%
Epoxy Pool Deck	8506	\$ -	\$ 100,000.00		\$ 100,000.00	\$ -	0%
Lokker Playground	8507	\$ -	\$ 500,000.00		\$ 500,000.00	\$ -	0%
PV Fields Irrigation Pumps	8508	\$ -	\$ 100,000.00		\$ 100,000.00	\$ -	0%
<b>Capital</b>		\$ 299,016.09	\$ 815,000.00	\$ 3,740.74	\$ 818,740.74	\$ 3,740.74	0%
<b>Drawdown</b>							
Designated Project Drawdown	1111	\$ -	\$ 125,000.00	\$ -	\$ 125,000.00	\$ -	0%
<b>Drawdown</b>		\$ -	\$ 125,000.00	\$ -	\$ 125,000.00	\$ -	0%

<b>Total Revenue</b>	<b>\$ 10,282,374.50</b>
<b>Total Drawdown</b>	<b>\$ 125,000.00</b>
<b>Total Expenses</b>	<b>\$ 10,272,677.74</b>
<b>Revenue plus Drawdown over Expenses</b>	<b>\$ 134,696.76</b>

**General Ledger**  
**First Quarter Budget Adjustments - Fund 20**  
**Fiscal Year 2023-2024**

Description	Account	One Year Prior Actual	Original	Mid-Year	Mid-Year	Year to Date	% of
		Prior Actual	Budget 23-24	Budget Adj.	Budget	Through 10/13/2023	New Budget
<b>Revenue</b>							
Interest Earnings	5310	\$ 29,628.77	\$ 20,000.00		\$ 20,000.00	\$ 10,138.64	51%
Assessment Revenue	5500	\$ 1,264,880.91	\$ 1,293,871.00		\$ 1,293,871.00	\$ -	0%
<b>Revenue</b>		\$ 1,294,509.68	\$ 1,313,871.00	\$ -	\$ 1,313,871.00	\$ 10,138.64	1%
<b>Personnel</b>							
Full Time Salaries	6100	\$ 59,570.48	\$ -	\$ 50,780.14	\$ 50,780.14	\$ 50,780.14	100%
Cell Phone Allowance	6108	\$ 187.11	\$ -	\$ 132.93	\$ 132.93	\$ 132.93	100%
Part-Time Salaries	6110	\$ 506.24	\$ -	\$ 3,749.34	\$ 3,749.34	\$ 3,749.34	100%
Retirement	6120	\$ 10,119.34	\$ -	\$ 9,932.61	\$ 9,932.61	\$ 9,932.61	100%
Employee Insurance	6130	\$ 12,815.59	\$ -	\$ 10,870.97	\$ 10,870.97	\$ 10,870.97	100%
Workers Compensation	6140	\$ 6,246.27	\$ -	\$ 6,053.26	\$ 6,053.26	\$ 6,053.26	100%
<b>Personnel</b>		\$ 89,445.03	\$ -	\$ 81,519.25	\$ 81,519.25	\$ 81,519.25	100%
<b>Services and Supplies</b>							
Building Repair	6610	\$ -	\$ -	\$ 1,520.00	\$ 1,520.00	\$ 1,520.00	100%
Incidental Costs - Assess	6709	\$ 18,522.28	\$ 19,444.00		\$ 19,444.00	\$ 11,269.13	58%
Grounds Maintenance	6710	\$ 16,384.26	\$ -	\$ 116,050.85	\$ 116,050.85	\$ 9,150.85	8%
Tree Care	6719	\$ 13,779.58	\$ 90,000.00		\$ 90,000.00	\$ 10,213.87	11%
Contracted LS Services	6720	\$ 430,902.52	\$ 745,074.00	\$ (209,433.00)	\$ 535,641.00	\$ 40,318.54	8%
Park Amenities - Assess	6722	\$ 4,982.80	\$ 34,000.00		\$ 34,000.00	\$ -	0%
Rubbish & Refuse	6740	\$ -	\$ -	\$ 947.39	\$ 947.39	\$ 947.39	100%
Bank & Registration Fees	6950	\$ -	\$ 70.00		\$ 70.00	\$ -	0%
Approp Redev/Collection Fees	6960	\$ 5,648.55	\$ 3,500.00		\$ 3,500.00	\$ -	0%
Rents & Leases - Equip	7310	\$ -	\$ -	\$ 846.65	\$ 846.65	\$ 846.65	100%
COP Debt - PV Fields	7950	\$ 533,756.09	\$ 408,780.00		\$ 408,780.00	\$ 408,779.69	100%
<b>Services and Supplies</b>		\$ 1,023,976.08	\$ 1,300,868.00	\$ (90,068.11)	\$ 1,210,799.89	\$ 483,046.12	40%

<b>Total Revenue</b>	<b>\$ 1,313,871.00</b>
<b>Total Expenses</b>	<b>\$ 1,292,319.14</b>
<b>Revenue over Expenses</b>	<b>\$ 21,551.86</b>

**General Ledger**  
**First Quarter Budget Adjustments - Fund 50**  
**Fiscal Year 2023-2024**

Description	Account	One Year Prior Actual	Original	Mid-Year	Mid-Year	Year to Date	% of
<b>Revenue</b>							
CDBG - Food Share	5577	\$ 55,390.52	\$ 11,491.00	\$ 29,269.00	\$ 40,760.00	\$ -	0%
<b>Revenue</b>		\$ 55,390.52	\$ 11,491.00	\$ 29,269.00	\$ 40,760.00	\$ -	0%
<b>Personnel</b>							
Full Time Salaries	6100	\$ 609.53	\$ 8,679.00	\$ 8,734.00	\$ 17,413.00	\$ 597.21	3%
Part-Time Salaries	6110	\$ 36,051.83	\$ 1,860.00	\$ 8,500.00	\$ 10,360.00	\$ 9,188.40	89%
Retirement	6120	\$ 3,809.11	\$ 806.00	\$ 1,800.00	\$ 2,606.00	\$ 1,370.40	53%
Employee Insurance	6130	\$ -	\$ -	\$ 336.00	\$ 336.00	\$ 83.96	25%
Workers Compensation	6140	\$ -	\$ 146.00	\$ 343.00	\$ 489.00	\$ 122.30	25%
<b>Personnel</b>		\$ 40,470.47	\$ 11,491.00	\$ 19,713.00	\$ 31,204.00	\$ 11,362.27	36%
<b>Services and Supplies</b>							
Division Supplies	7410	\$ 5,764.81	\$ -	\$ 9,556.00	\$ 9,556.00	\$ 4,081.80	43%
<b>Services and Supplies</b>		\$ 5,764.81	\$ -	\$ 9,556.00	\$ 9,556.00	\$ 4,081.80	43%

<b>Total Revenue</b>	\$	<b>40,760.00</b>
<b>Total Expenses</b>	\$	<b>40,760.00</b>
<b>Revenue over Expenses</b>	\$	<b>-</b>

**General Ledger**  
**First Quarter Budget Adjustments - Fund 60**  
**Fiscal Year 2023-2024**

Description	Account	One Year Prior Actual Prior Acutal	Original Budget 23-24	Mid-Year Budget Adj.	Mid-Year Budget	Year to Date Through 10/13/2023	% of New Budget
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 547.07	55%
<b>Revenue</b>		\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 547.07	
<b>Capital</b>							
Micracle League 805 Ballfield	8497	\$ 506,378.53	\$ 300,000.00	\$ 132,473.31	\$ 432,473.31	\$ 365,836.31	85%
<b>Capital</b>		\$ 506,378.53	\$ 300,000.00	\$ 132,473.31	\$ 432,473.31	\$ 365,836.31	

<b>Total Revenue</b>	<b>\$ 1,000.00</b>
<b>Total Expenses</b>	<b>\$ 432,473.31</b>
<b>Revenue over Expenses</b>	<b>\$ (431,473.31)</b>

**8. 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 Magner
- B. California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance
- E. Ad Hoc Committees – City of Camarillo
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager’s Report
- H. Board Members