

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 5, 2017**

5:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #573

- 1. FIRST OPEN SESSION/CALL TO ORDER [5:00 P.M.] NOTE: The Regular Meeting at 6:00 P.M. will follow the closed session.**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT-** The public may comment on any of the closed session agenda items listed in Agenda Item No. 5.
- 5. CLOSED SESSION [5:00 P.M.]**
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code Section 54957)
Title: General Manager**
- 6. SECOND OPEN SESSION/REGULAR MEETING [6:00 P.M.]**
- 7. CALL TO ORDER**
- 8. AMENDMENTS TO THE AGENDA -** This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
- 9. PRESENTATIONS**
 - A. District Highlights
 - B. Premier America
 - C. Camarillo Girls Softball Association
 - D. BMX
- 10. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 11. CONSENT AGENDA –** Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

- A. **Minutes for Regular Meeting of March 1, 2017**
Approval receives and files minutes.
- B. **Warrants, Accounts Payable & Payroll**
Approval of District's disbursements dated on or before March 29, 2017.
- C. **Financial Report**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 28, 2017.
- D. **Consideration and Approval of Resolution No. 571 Proclaiming May 2017 as Older American's Month**
The proclamation will recognize the month of May 2017 as Older American's Month acknowledging the senior population in Pleasant Valley Recreation and Park District.
- E. **Consideration and Approval of Resolution No. 572 Proclaiming Aril 2017 as Arbor Month**
The proclamation will recognize the month of April as Arbor Month within the District.
- F. **Consideration and Approval of the Specifications for the Purchase of a Replacement Vehicle**
Approval of specifications will allow staff to request bids for the purchase of a replacement vehicle.

12. NEW ITEMS-DISCUSSION/ACTION

- A. **Information on CalPERS' Action on Discount Rate**
This report provides an update on information on recent CalPERS changes and the impact on the District.

Suggested Actions: No action required.
- B. **Lump Sum vs Monthly CalPERS Unfunded Liability Payment**
Staff is requesting direction from the Board regarding terms of payment for the CalPERS unfunded accrued liability.

Suggested Actions: Staff direction.
- C. **Approval of Total Brand Delivery Agreement**
Approval will authorize the General Manager to enter into an agreement with Total Brand Delivery DBA Pole Positions.

Suggested Actions: A MOTION to Approve and authorize the General Manager to enter into an agreement with Total Brand Delivery DBA Pole Positions.

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

- A. Chairman Dixon
- B. Ventura County Special District Association/California Special District Association

- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager’s Report

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

15. ADJOURNMENT

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

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



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

Group: Camarillo Girls Softball Association

Date: 10/5/2016

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, October 5, 2016 at 6pm at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	George M. Peraza	2108 Klamath Dr., Camarillo 93010	805-233-4008	805-233-4008
Vice President	Kwinn Knight	888 Palmer Ave, Camarillo, CA 93010		805-312-1852
Treasurer	Som Khampanya	4758 La Puma Ct., Camarillo, CA 93010	805-886-3233	805-886-3233
Secretary	Julie Johnson	1059 Ashbury Ct, Camarillo, CA 93010	805-484-5137	805-657-8147

Number of participants last year: 295

Projected number of participants upcoming year: 325

Changes Organization has made from previous year:

- 1) Four new CGSA Board members
- 2) Expanding fall Ball program - Friday Night Lights and Sunday Leagues.
- 3) Reaching out to local elementary schools for recruitment.
- 4) Player development clinics.
- 5) Reaching out to other local organizations: AYSO, CYBA, CPBA and Girl Scouts

Comments for the PVRPD Board of Directors: Our sincere appreciation and gratitude for all that you do for the CGSA and our community.

Primary Facility (ies) Used? Mission Oaks Park Softball Complex

What Time are Board Meetings Held? 7:00pm (on the third Wednesday of every month)

Where are Board Meetings Held? PV Fields East Meeting Room

When are new Board Members Elected? April

When are new Board Members Installed? July

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

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

Please Complete and Return the Annual Update and Financial Statement by September 16, 2016 to:

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

Form Completed by (print): George M. Peraza Date 9/21/2016

Sign: GMP

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

NAME OF ORGANIZATION

Camarillo Girl's Softball Association

Last Year's Financial Statement

Proposed Budget

Date: **YE August 31, 2016**

YE August 31, 2017

Beginning Balance:	\$ 86,839.96
Revenue:	
Registration: Rec/Fall	\$ 100,969.81
Tournaments:CGSA Tournament	\$ 9,000.00
Fundraisers / Sponsors:	\$ 7,645.15
Snack Bar:	\$ 28,598.50
Interest:	\$ 153.21
Dues:	\$ -
Miscellaneous Income:**	\$ 397.67
Total Revenue	\$ 146,764.34

Beginning Balance:	\$ 99,018.28
Revenue:	
Registration:	\$ 96,161.72
Tournaments:	\$ 10,800.00
Fundraisers:	\$ 7,645.15
Snack Bar:	\$ 34,318.20
Interest:	\$ 153.21
Dues:	\$ -
Miscellaneous Income:	\$ 397.67
Total Revenue	\$ 149,475.95

Expenses:

Expenses:

Admin Expense	\$ -
Advertising	\$ 1,679.27
Awards	\$ 4,904.67
Equipment	\$ 5,844.01
Facility/Field Maint.	\$ 1,360.31
Insurance	\$ 450.00
Internet (online registration)	\$ 1,421.86
Licensing/Membership	\$ 6,494.45
Maintenance (fields/facility)	\$ -
Miscellaneous**	\$ 3,068.27
Paid Staff - snack bar	\$ 7,000.00
Professional Services (refs)	\$ 11,923.00
Training / Development	\$ 4,490.00
Rentals	\$ -
PVRPD	\$ 19,927.40
Snack Bar Resale	\$ 16,592.19
Supplies	\$ 1,545.37
Tournament Entries	\$ 15,475.00
Uniforms	\$ 32,410.22
Contingency	\$ -
Total Expense:	\$ 134,586.02

Admin Expense	\$ -
Advertising	\$ 1,679.27
Awards	\$ 5,297.04
Equipment	\$ 5,844.01
Facility/Field Maint.	\$ 1,360.31
Insurance	\$ 450.00
Internet (online registration)	\$ 1,421.86
Licensing/Membership	\$ 6,494.45
Maintenance (fields/facility)	\$ -
Miscellaneous	\$ 3,068.27
Paid Staff	\$ 7,000.00
Professional Services (refs)	\$ 11,355.24
Training / Development	\$ 4,490.00
Rentals	\$ -
PVRPD	\$ 19,927.40
Snack Bar Resale	\$ 16,592.19
Supplies	\$ 1,545.37
Tournament Entries	\$ 15,475.00
Uniforms	\$ 32,410.22
Contingency	\$ -
Total Expense:	\$ 134,410.63

Ending Balance: \$ 99,018.28

Ending Balance: \$ 114,083.60

List Savings/CDs/Investments here:

Savings Account	\$ -
CD Account ___ 13 month	\$ 10,109.24
CD Account ___ 213 day	\$ 10,043.97
Other Account	\$ -
Total Other Accounts	\$ 20,153.21

List Savings/CDs/Investments here:

Savings Account	\$ -
CD Account ___ month	\$ 10,209.24
Investment Account	\$ 10,143.97
Other Account	\$ -
Total Other Accounts	\$ 20,353.21

Checking + Other \$ 98,055.68

Checking + Other \$ 114,083.60



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

Group: Freedom Park BMX Track

Date: 22-Mar-17

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, April 5, 2017 at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
Operator	Andrea Huvad	135 La Crescenta Dr.	(805)312-6130	
	Richard Huvad	135 La Crescenta Dr.	(805)312-0922	
Associate	Frank Marino		(805)490-5628	

Number of participants last year: _____
Projected number of participants upcoming year: _____

Changes Organization has made from previous year: None

Comments for the PVRPD Board of Directors:

Primary Facility (ies) Used? Freedom Park BMX

What Time are Board Meetings Held? 4 pm/Monthly
Where are Board Meetings Held? Freedom Park BMX
When are new Board Members Elected? no
When are new Board Members Installed? no

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

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

Please Complete and Return the Annual Update and Financial Statement by March 10, 2017

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

Form Completed by (print): _____ Date _____
Sign: _____

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

FINANCIAL STATEMENT

NAME OF ORGANIZATION **Freedom Park BMX**

	2016	2017
Last Year's Financial Statement	(\$15,500)	Proposed Budget

Date: _____ From: _____

Beginning Balance:		Beginning Balance:	-\$15,808
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Revenue:		Revenue:	
Monthly Practice/Race/Revenue	\$58,396	Practice/race Revenue	\$67,000
Snack Bar:	\$4,136	Snack Bar:	\$5,800
Camps	\$10,540	Camps	\$15,000
Total Revenue	\$73,072	Total Revenue	\$87,800

Expenses:		Expenses:	
Rent/Rent + Water PVRPD	4020	Rent/Rent + Water PVRPD	\$4,020
Internet	1100	Internet	\$0
Portopotities	2448	Portopotities	\$1,500
Bank fees	480	Bank fees	\$500
CC payments	1914	CC payments	\$2,500
USABMX/Insurance	14095	USABMX/Insurance	\$16,000
Taxes	800	Taxes	\$800
Accounting	905	Accounting	\$905
Edison	5556	Edison	\$6,000
memberships/fees	560	memberships/fees	\$0
Supplies	1120	Supplies	\$1,200
Snack Bar	3206	Snack Bar	\$3,500
Awards	5818	Awards	\$6,500
loan payments Huvad	5000	loan payments Huvad	\$6,000
Loan payments Modesto	6500	Loan payments Modesto	\$5,000
Lanscaping	3000	Lanscaping	\$0
Marino	4730	Marino	\$5,000
Huvad	1800	Huvad	\$5,000
Blanchet	10300	Blanchet	\$12,500
	73352	USABMX Track Builder	\$5,000
Ending Balance:	-280	Dirt	\$4,800
		trucking	\$1,800
			\$88,525

<i>List Savings/CDs/Investments here:</i>		<i>List Savings/CDs/Investments here:</i>	
Savings Account	0	Savings Account	\$
CD Account ___ month	0	CD Account ___ month	\$
CD Account ___ month	0	CD Account ___ month	\$
Investment Account	0	Investment Account	\$
Other Account	0	Other Account	\$
Total Other Accounts	0	Total Other Accounts	\$
Checking + Other	\$28	Checking + Other	\$
TOTAL	-15,808		

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
March 1, 2017**

1. CALL TO ORDER

Call to Order

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

2. PLEDGE OF ALLEGIANCE

Lanny Binney led the pledge.

3. ROLL CALL

Roll Call

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Park Services Manager Bob Cerasuolo, Administrative Services Manager Leonore Young, Administrative Analyst and Clerk of the Board Mitchell Cameron, Customer Service Lead and Recording Board Secretary Karen Roberts, Recreation Supervisors Jane Raab and Lanny Binney, Trish and Len Zakas, Jay Locher, Connie Sloan, Seth Bowman, Sascha Pack, Craig Harris, Jay Bayman, Richard Kiss, James Wawrzyniak, Adam Guise and Matt Bays.

4. AMENDMENTS TO THE AGENDA

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

**Motion to
Approve
Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Administrative Analyst Mitchell Cameron presented the highlights of the January/February District programs and activities. The Administration Department has been preparing for the FY 201-2018 budget workshop and for an RFP for a senior needs assessment. The District is in the process of implementing a new e-mail system and employment opportunities are available online. The Aquatic Center is available for birthday parties and lifeguard tryouts will be held March 25. At the Senior Center, the February 14th Valentine Dance was very popular and coming up in March are a Food and Tasting Demonstration and a trip to Pechanga Casino. In the sports division, Camarillo High vs Rio Mesa High baseball games are set for March 11 at Veterans Field and adult softball and basketball leagues will begin in March. Within the parks division, Mel Vincent Park had a grand opening on February 18 with over 100 people in attendance. New playground equipment is being installed at Woodside, Adolfo and Encanto Parks.

B. Cosmos Track Club

Recreation Supervisor Lanny Binney introduced Jay Locher, president and Connie Sloan, treasurer of the Cosmos Track Club. Mr. Locher presented highlights of the club which has been in existence since 1976. Ages 7 to 16 are welcome to join the season which runs from February to May with track meets on Saturdays and practices at Adolfo Camarillo High School. Fees run \$150/year and go towards uniforms, rentals, photos, trophy, conference dues, coaching support, equipment, insurance and more. The club is working on staff development with understudies and procedures. They receive support from local high school coaches for the 285 participants this year. The club's logo has been updated and the group is reinvesting in new equipment and uniforms. The personal records of the individual athletes are recognized on a regular basis and over a quarter of the participants go on to southern California championships.

C. Young & Company

Seth Bowman, general manager and Craig Harris, program director presented Young & Company's proposal for the Pacific Coast Sports Center project which is being considered for the northeast corner of Las Posas and Pleasant Valley Roads. Sascha Pack, the director of athletics for the proposed sports center was also present. The 300,000 sq ft facility would be able to accommodate 32 indoor volleyball courts, 25 basketball courts, and up to 16 futsal courts. Mr. Harris stated that the benefits for the District would include an enhanced municipal recreation experience for the community with opportunities to provide local user groups needed indoor facilities, season extensions, an alternative for inclement weather, additional field space allocations, mitigation of some outdoor field maintenance costs, room to grow adult sports leagues, special events and reduced costs for the District and local non-profits. Discussion included concerns about the hotel occupancy which is already fairly high, crowded restaurants, shortage of facilities in the area, the expense to local non-profit sports groups, long term lease of property, lack of experience of Young & Company with sports centers, concern of attracting enough travel clubs and teams, interest from Nike Tournament of Champions with up to at least six tournaments, the need to advance schedule and accommodate local groups versus larger or higher paying customers and the need to recognize the impact on the District's role within the community.

6. PUBLIC COMMENT

Chairman Dixon accepted three speaker cards from Administrative Analyst Mitchell Cameron. Jay Bayman of Camarillo thanked Recreation Supervisor Lanny Binney and General Manager Mary Otten for adding pickleball court time at the Freedom gymnasium, but noted that the times available are only during weekday mornings. Mr. Bayman passed out two letters to the board members which asked for the conversion of some tennis courts to pickleball courts. Ms. Otten reported that three tennis courts at the Bob Kildee Park are scheduled to be painted for multi-use in March or April.

Trish Zakas of Camarillo stated that she was also advocating for outdoor pickleball courts and thanked staff for the update.

Matt Bays commented that he supports Young & Company's sports center proposal because he travels outside of Ventura County on a consistent basis for gymnastics and volleyball leagues for most of the year.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting February 1, 2017 and Special Board Meetings of January 26 and February 1, 2017
- B. Warrants, Accounts Payable & Payroll thru February 16, 2017
- C. Financial Report
- D. Consideration for Setting Dates for Budget Workshops
- E. Consideration and Approval of Rejection of Bids for the Replacement Vehicle

Director Malloy requested that Item 7.A. *Minutes of Special Meeting January 26, 2017* be pulled from the consent agenda for discussion.

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Wagner to approve the consent agenda minus Item 7.A. *Minutes of Special Meeting January 26, 2017*. **Motion to Approve Consent Agenda Minus Item 7.A.**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

Director Malloy requested that the sentence referring to the Freedom Park baseball fields on page 18 be changed to reflect that the goal is to build two new baseball fields this year since Camarillo Pony Baseball has funding for the new fields.

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Kelley to approve the amended Item 7.A. **Motion to Approve the Amended Item 7.A.**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of the FY 2015-2016 Annual Financial Report as Prepared by Moss, Levy & Hartzheim LLP, CPAs

Administrative Services Manager Leonore Young introduced Adam Guise, a partner with Moss, Levy & Hartzheim LLP, CPAs who presented an overview of the annual audit. Discussion included no findings issued, the need to set aside money for retiree health benefits, the small cost of actual postemployment benefits and the impact of CalPERS investment rate return decrease.

Chairman Dixon called for a motion. A motion was made by Director Wagner and seconded by Director Malloy to approve the annual financial report for FY 2015-2016 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve FY 15-16
Audit**

Carried

B. Consideration and Adoption of Resolution No. 570, Refunding of Series 2008 Certificates of Participation (COPS)

Administrative Analyst Mitchell Cameron presented an overview of the refunding of the Series 2008 COPS. Discussion included the difficulty of achieving the 5% savings threshold, the process of bond issuing, the release of the Community Center asset from the original pledge and the current viability of Pleasant Valley Sports Fields.

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Magner to adopt Resolution No. 570, approving lease financing with CSDA Finance Corporation, authorizing execution of related documents, and approving execution, delivery and sale of not to exceed \$14,460,000 principal amount of refunding Series 2008 certificates of participation.

**Motion to
Approve Reso
No. 570**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

C. Consideration and Approval of Three Year Rental Agreement Between the District and Journey the Church for the Use of District Property

Park Services Manager Bob Cerasuolo provided an updated rental agreement between the District and Journey the Church. Discussion included the improvements Journey has provided to the Community Center facility, the growing size of their congregation and the increased usage, the increase in monthly rent, and Journey's support of Eggstravaganza and other District community programs.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the updated three-year rental agreement between the District and Journey the Church.

**Motion to
Approve
Agreement with
Journey**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

D. Consideration and Approval of Bid Award for Parking Lot Resurfacing at Camarillo Grove Park to J & H Engineering

Park Services Manager Bob Cerasuolo presented a consideration to approve a bid award to J & H Engineering for the Camarillo Grove Park parking lot resurfacing. Discussion included length of time of project, thickness of asphalt and impact on neighboring properties.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve and award the bid for parking lot resurfacing at Camarillo Grove Park to J & H Engineering in the amount of \$174,175.00.

Motion to Approve Camarillo Grove Parking Lot Bid

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

E. Branding – Park Signs

Park Services Manager Bob Cerasuolo provided a list of park signs recommended for replacement. To date, signs have been installed at Adolfo, Woodcreek, Mission Oaks and Mel Vincent Parks. The pre-fabricated signs that included framing have the best look. Discussion included the brick wall at Dos Caminos Park, leaving cement/rock signs that are already there, time frame for installations, and landscaping.

Chairman Dixon called for a motion. A motion was made by Director Mishler and seconded by Director Magner to approve the list of replacement park signs and allow staff to begin landscaping.

Motion to Approve Park Signs

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

9. INFORMATIONAL ITEMS

A. Chairman’s Report – Chairman Dixon reported that the grand opening of the new Mel Vincent Park on February 18 was a great success with over 100 in attendance even in the rainy conditions.

B. Ventura County Special District Association/California Special District Association- Director Magner stated that the annual meeting for VCSDA was held at Sterling Hills Country Club on February 7th and Directors Dixon, Mishler, Malloy, Magner and General Manager Otten attended with VC Supervisor Kelly Long as the speaker. Director Mishler was elected president of VCSDA for the next two years. VCSDA’s next meeting in April will include speaker Tony Morgan with the Fox Canyon Groundwater Management Agency. CSDA – Director Magner reported that there have

been several meetings in Sacramento and one of the current topics is the sun setting of special districts. Currently, LAFCo reviews PVRPD every five years now.

- C. Santa Monica Mountains Conservancy – Director Mishler passed out a handout regarding Los Angeles County 0.25 percent sales tax proposal in Measure H to prevent and combat homelessness and its possible impact on parklands. Mr. Mishler also provided a map which showed the Rim of the Valley Trail Corridor Boundary Expansion which included Moorpark and is being presented for approval to the state. The third handout Mr. Mishler provided showed an area adjacent to Camarillo Grove Park and running down to CSU Channel Islands and up along Conejo’s Open Space that has been included in SMMC’s work-program area. If any landowner within this area is interested in selling, SMMC is open to purchasing the property.
- D. Standing Committees – Liaison – Director Magner reported that she and Director Mishler met with Camarillo City Mayor Jan McDonald, Councilmember Tony Trembley, City Manager Dave Norman, Community Development Director Joe Vaca, General Manager Mary Otten, and Administrative Analyst Mitchell Cameron on February 14 to discuss a possible agreement to move forward with a special needs assessment. Staff will work on a proposal and a joint use agreement. Finance – Director Malloy reported that the District is right on track with finances. Personnel – Director Magner stated that Human Resource Generalist Kathryn Drewry presented information on minimum wage and its effect on the District.
- E. Foundation for Pleasant Valley Recreation and Parks – General Manager Otten stated that the next Party in the Parks fundraiser is set for August 26 at Camarillo Grove Park and the Foundation is looking for sponsorships.
- F. General Manager’s Report – General Manager Mary Otten reported that the Camrosa Water District held a meeting for community input regarding trees and landscape to cover the fence and towers at the well replacement site at Woodcreek Park. The Community Center back parking lot will become the distribution site for Food Kits for seniors beginning in April. PVRPD will be beginning its e-mail migration this weekend with a new server. Playground equipment is being installed at Woodside, Adolfo and Encanto Parks. Camarillo Grove Park will be shutting down on April 17 for parking lot paving and will reopen before Memorial Day weekend.

11. ORAL COMMUNICATIONS

Director Malloy reported he learned from a February 6 CalPERS webinar that the number of employees paying into the system has been decreasing and that CalPERS is now paying out more than they are receiving in. The unfunded liability will continue to grow and exceed the District’s employee contributions which are going up as well. Director Malloy reported that it was nice to see City Councilmembers Tony Trembley and Kevin Kildee at the Mel Vincent Park grand opening on February 18. Director Malloy also stated that he visited the Freedom Park baseball fields on February 15 and found holes at the pitchers’ mounds and the dugouts that had not been repaired since last season and that there was extensive gopher damage. CPBA had offered to take care of the fields for the district last year. Director Malloy would like to see that the Freedom Park baseball fields are being taken care of and available for play by the local youth baseball league.

12. ADJOURNMENT

Chairman Dixon adjourned the meeting at 9:12 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Neal Dixon
Chairman**

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

TO: BOARD OF DIRECTORS

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

DATE: April 5, 2017

SUBJECT: FINANCE REPORT – FEBRUARY 2017

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for February 28, 2017 for Fund 10 and Fund 20.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH FEBRUARY 28, 2017

Attached you will find the PVRPD Statements of Revenues and Expenditures for the period of July 1, 2016 through February 28, 2017 with a year-to-date comparison for the period of July 1, 2015 through February 28, 2016. The percentage rate used for the 2016-2017 fiscal year budget is 66.7% for Period 8 of the fiscal year.

REVENUES

Total revenue for the 8th month ending February 28, 2017 for Fund 10 (General Fund) has an overall increase of \$3,166,668. This increase is due to the following items: 1) Park dedication fee (\$3,123,562), 2) Recognized Obligation Payment Schedule (\$18,445), 3) Tax Apportionment – Prior Year Secured (\$18,292) along with 4) Activity Guide (\$6,290). The Recognized Obligation Payment Schedule (ROPS) and the Tax Apportionment-Prior Year Secured increases are difficult to explain as that is revenue we have no control over. The Activity Guide revenue has increased due to timing of the revenue received for advertisements.

If the park dedication fees are not factored into the revenue variance from prior year, the general ledger shows a revenue increase of \$43,106 over prior year. This increase is primarily due to the items listed in the prior paragraph.

Total revenue for the 8th month ending February 28, 2017 for Fund 20 (Assessment District) is at 56.37% of budget which is \$590,566. The revenue received was from the Assessment District tax which was received in December. The remaining Assessment District tax will be received again in April 2017.

EXPENDITURES

Personnel Expenditures have increased by \$174,710 for FY 2016-2017 in comparison to personnel expense for the same time period. This increase is primarily due to an increase in full

time wages of \$95,883 due to vacant positions being filled in comparison to last year. Another increase is in the PERS Unfunded Liability of \$18,393 in comparison to prior year due to the annual increase from CalPERS. Retirement has increased \$47,438 which includes PERS, FICA and Medicare. Overall personnel expense is under budget by 8.51%.

Service and Supply Expenditures have increased \$170,368 in comparison to the same time period as last year. This increase is primarily due to the following items: 1) Reserve Designated Project (\$30,000), 2) Reserve Dry Period (\$60,667) and 3) Redevelopment/Collection Fees (\$84,309). The specific Reserve line items are new expense line items and the increase over last year in Collection Fees is because this report shows the accrual of the Collection Fees over the entire fiscal year, not the actual expense. This is unlike the column titled "One Year Prior Actual" which is an actual expense for the time period of July 2015 through February 2016. Overall the District is still under budget by 12.3%.

Capital projects are currently underway and some have been completed for FY 2016-2017. The District is at 31.5% of its total capital budget. The General Manager has instructed the managers to have their capital projects complete or near completion by the end of April 2017.

Fund 20 is at 62.25% in Personnel and 60.43% in Service and Supplies. The Assessment District is staying within budget in all categories.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 10.06% and Fund 20 by 6.05%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget along with negotiating with vendors for better pricing.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for February 28, 2017 for Fund 10 and Fund 20.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of February 28, 2017 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of February 28, 2017 Fund 20
(1 page)

General Ledger
Statement of Revenues and Expenditures
Fund 10 - General Fund
February 2017 66.67%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ 3,059,641.41	\$ 3,168,418.70	\$ 5,825,276.00	\$ 2,656,857.30	54.39%
Tax Apport Cur Year Unsec	5120	\$ -	\$ 135,266.71	\$ 132,002.25	\$ -	\$ 132,002.25	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 42,851.12	\$ 61,143.80	\$ -	\$ 61,143.80	0.00%
Tax Apport Prior Year Unsec	5140	\$ 6.64	\$ 6,261.75	\$ 5,910.95	\$ -	\$ 5,910.95	0.00%
Tax Deeded Sales	5150	\$ -	\$ 51.99	\$ -	\$ -	\$ -	0.00%
Tax Apport. Protested Tax	5160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RDA Property Tax Trust Fund	5205	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cur Supplemental Pass Thru	5210	\$ -	\$ 39,030.24	\$ 17,287.89	\$ -	\$ 17,287.89	0.00%
Supplemental Redemption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ -	\$ 23,712.64	\$ 23,043.62	\$ -	\$ 23,043.62	0.00%
Supplemental Assessment Roll	5240	\$ -	\$ 192.50	\$ 200.83	\$ -	\$ 200.83	0.00%
Housing Authority Apport	5260	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ERAF Distribution Apport	5270	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Apport Fund	5310	\$ 148.67	\$ 3,103.08	\$ 21,834.02	\$ 22,364.00	\$ 529.98	97.63%
Other Interest Income	5320	\$ -	\$ 358.36	\$ 1,007.86	\$ -	\$ 1,007.86	0.00%
Loan Proceeds	5350	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ 3,123,562.00	\$ -	\$ 3,123,562.00	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ 11,477.00	\$ 10,594.50	\$ 10,000.00	\$ (594.50)	105.95%
Assessment Revenue	5500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Cleaning Fee	5505	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ -	\$ 2,274.12	\$ 2,495.16	\$ 3,520.00	\$ 1,024.84	70.89%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Fees	5510	\$ 40,711.80	\$ 356,931.25	\$ 342,563.01	\$ 580,319.00	\$ 237,755.99	59.03%
Certificates	5512	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Swim PassAdult Splash (20)	5513	\$ 408.00	\$ 6,620.33	\$ 2,601.00	\$ 7,344.00	\$ 4,743.00	35.42%
Swim PassSenior Splash (10)	5514	\$ 67.50	\$ 1,402.50	\$ 1,058.50	\$ 1,890.00	\$ 831.50	56.01%
Senior Services Revenue	5515	\$ -	\$ 1,860.00	\$ -	\$ -	\$ -	0.00%
Swim Pass Senior Splash (20)	5516	\$ 552.50	\$ 4,006.50	\$ 3,575.50	\$ 3,570.00	\$ (5.50)	100.15%
Swim PassSenior Splash (20)	5517	\$ -	\$ 580.50	\$ 315.00	\$ 2,916.00	\$ 2,601.00	10.80%
Swim PassSenior Fitness (10)	5518	\$ 405.00	\$ 8,667.00	\$ 8,217.00	\$ 5,670.00	\$ 2,547.00	144.92%
Swim PassSenior Fitness (20)	5520	\$ 773.50	\$ 13,971.95	\$ 12,574.00	\$ 26,529.00	\$ 13,955.00	47.40%
Swim PassAdult Splash (10)	5524	\$ 108.00	\$ 2,038.50	\$ 1,608.50	\$ 5,508.00	\$ 3,899.50	29.20%
Vending Concessions	5525	\$ 54.89	\$ 677.97	\$ 3,445.21	\$ 3,160.00	\$ 285.21	109.03%
Swim PassAdult Fitness (10)	5526	\$ -	\$ 638.00	\$ 250.00	\$ 3,240.00	\$ 2,990.00	7.72%
Swim PassAdult Fitness (20)	5527	\$ 97.00	\$ 2,671.00	\$ 1,070.00	\$ 5,400.00	\$ 4,330.00	19.81%
Swim Passes Summer Single	5528	\$ 20.00	\$ 830.00	\$ 290.00	\$ 960.00	\$ 670.00	30.21%
Swim Passes Summer Family	5529	\$ 73.00	\$ 675.00	\$ 1,124.00	\$ 1,680.00	\$ 556.00	66.90%
Rental	5530	\$ 28,664.64	\$ 228,813.68	\$ 229,321.65	\$ 270,302.00	\$ 40,980.35	84.84%
Cell Tower Revenue	5535	\$ -	\$ 67,275.67	\$ 48,000.19	\$ 66,398.00	\$ 18,397.81	72.29%
Annual Passes	5536	\$ 265.00	\$ -	\$ 1,182.30	\$ 3,000.00	\$ 1,817.70	39.41%
Parking Fees	5540	\$ 466.16	\$ -	\$ 9,197.16	\$ 17,602.00	\$ 8,404.84	52.25%
Indemnity Revenue	5545	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	5550	\$ 77.00	\$ 1,478.87	\$ 923.00	\$ 2,240.00	\$ 1,317.00	41.21%
Activity Guide Revenue	5555	\$ 1,600.00	\$ 3,300.00	\$ 9,590.00	\$ 6,000.00	\$ 3,590.00	159.83%
Banner Income	5562	\$ -	\$ 1,075.00	\$ -	\$ -	\$ -	0.00%
Gain/(Loss) LAIF Investments	5565	\$ -	\$ 1,589.14	\$ 1,703.98	\$ -	\$ 1,703.98	0.00%
Donations	5570	\$ 100.00	\$ 84,484.24	\$ 91,385.00	\$ 79,220.00	\$ (12,165.00)	115.36%
Donations for CIP Projects	5571	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Scholarships	5573	\$ 5.00	\$ -	\$ 36.75	\$ -	\$ 36.75	0.00%
Grant Greenfield Fitness Equ	5574	\$ -	\$ 10,015.00	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 11,855.72	\$ 30,267.76	\$ 48,385.67	\$ 45,621.00	\$ (2,764.67)	106.06%
Cash Over/Under	5580	\$ -	\$ 18.47	\$ 25.00	\$ -	\$ 25.00	0.00%
Incentive Income	5585	\$ 497.17	\$ 18,995.26	\$ 1,513.81	\$ 1,600.00	\$ 86.19	94.61%
Reimbursement ROPS	5600	\$ 526.00	\$ 146,963.98	\$ 165,408.89	\$ 90,000.00	\$ (75,408.89)	183.79%
Conversion Adjustment	5900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 87,483.19	\$ 4,386,198.49	\$ 7,552,866.70	\$ 7,091,429.00	\$ 6,283,256.58	106.51%
YTD Comparison				\$ 3,166,668.21			
Expense							
Full Time Salaries	6100	\$ 165,050.16	\$ 1,254,185.32	\$ 1,350,068.15	\$ 2,186,026.00	\$ 835,957.85	61.76%
Overtime Salaries	6101	\$ 146.31	\$ 573.07	\$ 7,005.11	\$ 37,691.00	\$ 30,685.89	18.59%
Car Allowance	6105	\$ 462.70	\$ -	\$ 5,730.18	\$ 9,600.00	\$ 3,869.82	59.69%
Cell Phone Allowance	6108	\$ 1,071.92	\$ -	\$ 8,933.37	\$ 15,765.00	\$ 6,831.63	56.67%
PartTime Salaries	6110	\$ 32,850.95	\$ 388,302.89	\$ 327,432.95	\$ 668,327.00	\$ 340,894.05	48.99%
Retirement	6120	\$ 27,011.45	\$ 173,235.43	\$ 220,673.51	\$ 382,260.00	\$ 161,586.49	57.73%
457 Pension	6121	\$ 135.22	\$ 1,081.76	\$ 6,906.40	\$ 10,400.00	\$ 3,493.60	66.41%
Employee Insurance	6130	\$ 18,976.62	\$ 177,432.13	\$ 146,067.14	\$ 266,030.00	\$ 119,962.86	54.91%
Workers Compensation	6140	\$ 10,184.24	\$ 77,957.65	\$ 74,792.16	\$ 176,614.00	\$ 101,821.84	42.35%
Unemployment Insurance	6150	\$ -	\$ 8,953.00	\$ 3,348.33	\$ 9,000.00	\$ 5,651.67	37.20%
Loan Pension Obligation	6160	\$ 19,234.00	\$ 66,791.16	\$ 153,872.00	\$ 230,808.00	\$ 76,936.00	66.67%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ 16,805.17	\$ 116,048.00	\$ 134,441.33	\$ 201,662.00	\$ 67,220.67	66.67%
Personnel		\$ 291,928.74	\$ 2,264,560.41	\$ 2,439,270.63	\$ 4,194,183.00	\$ 1,754,912.37	58.16%
YTD Comparison				\$ 174,710.22			
Service and Supplies							
Communications	6200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Telephone	6210	\$ 740.19	\$ 9,532.82	\$ 7,829.55	\$ 12,732.00	\$ 4,902.45	61.50%
Internet Services	6220	\$ 1,769.98	\$ 3,791.00	\$ 16,815.01	\$ 34,136.00	\$ 17,320.99	49.26%

**General Ledger
Statement of Revenues and Expenditures
Fund 10 General Fund
February 2017 66.67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Pool Chemicals	6310	\$ 624.12	\$ 7,562.61	\$ 4,011.55	\$ 15,000.00	\$ 10,988.45	26.74%
Janitorial Supplies	6320	\$ 2,063.36	\$ 21,792.55	\$ 30,533.51	\$ 48,375.00	\$ 17,841.49	63.12%
Kitchen Supplies	6330	\$ -	\$ 346.39	\$ 278.39	\$ 1,650.00	\$ 1,371.61	16.87%
Food Supplies	6340	\$ -	\$ 4,845.89	\$ 3,799.48	\$ 8,636.00	\$ 4,836.52	44.00%
Water Maint & Service	6350	\$ 36.75	\$ 647.13	\$ 724.40	\$ 1,320.00	\$ 595.60	54.88%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 860.00	\$ 860.00	0.00%
Janitorial Services	6370	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
Medical Supplies	6380	\$ -	\$ 247.54	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ -	\$ 75,563.28	\$ 87,921.00	\$ 105,790.00	\$ 17,869.00	83.11%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	6510	\$ 2,176.57	\$ 21,764.57	\$ 20,553.67	\$ 48,000.00	\$ 27,446.33	42.82%
Vehicle Maintenance	6520	\$ 1,263.95	\$ 17,932.04	\$ 16,034.62	\$ 34,200.00	\$ 18,165.38	46.88%
Office Equipment Maintenance	6530	\$ -	\$ 92.74	\$ 11.96	\$ 2,300.00	\$ 2,288.04	0.52%
Computer Equip Maintenance	6540	\$ 106.18	\$ 266.65	\$ 106.18	\$ 2,795.00	\$ 2,688.82	3.80%
Building Maintenance	6600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 5,246.38	\$ 43,198.73	\$ 39,136.53	\$ 78,300.00	\$ 39,163.47	49.98%
Bldg Equip Maint/Repair	6620	\$ 47.96	\$ 3,187.70	\$ 9,366.38	\$ 27,300.00	\$ 17,933.62	34.31%
Improvements/Maintenance	6630	\$ 240.12	\$ 14,628.35	\$ 16,794.05	\$ 22,500.00	\$ 5,705.95	74.64%
Incidental Costs Assess	6709	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 3,734.84	\$ 27,546.80	\$ 52,737.84	\$ 93,980.00	\$ 41,242.16	56.12%
Contracted LS Services	6720	\$ -	\$ 1,429.60	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ -	\$ 3,364.14	\$ -	\$ 3,364.14	0.00%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 2,478.57	\$ 37,264.43	\$ 29,566.76	\$ 56,800.00	\$ 27,233.24	52.05%
Vandalism/Theft	6750	\$ -	\$ -	\$ 101.80	\$ 5,000.00	\$ 4,898.20	2.04%
Memberships	6810	\$ -	\$ 7,886.25	\$ 12,860.93	\$ 12,799.00	\$ 61.93	100.48%
Office Expense	6900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Office Supplies	6910	\$ 1,046.14	\$ 12,442.24	\$ 8,867.29	\$ 27,996.00	\$ 19,128.71	31.67%
Postage Expense	6920	\$ 4,868.44	\$ 12,752.10	\$ 16,276.52	\$ 26,218.00	\$ 9,941.48	62.08%
Advertising Expense	6930	\$ 1,032.00	\$ 5,963.52	\$ 8,765.92	\$ 15,092.00	\$ 6,326.08	58.08%
Printing Charges	6940	\$ 939.13	\$ 6,761.14	\$ 6,909.84	\$ 20,213.00	\$ 13,303.16	34.19%
Bank & ActiveNet Charges	6950	\$ 3,449.67	\$ 28,495.60	\$ 29,384.95	\$ 50,410.00	\$ 21,025.05	58.29%
Approp Redev/Collection Fees	6960	\$ 31,116.17	\$ 164,620.61	\$ 248,929.33	\$ 373,394.00	\$ 124,464.67	66.67%
Minor Furn Fixture & Equip	6980	\$ -	\$ 2,810.30	\$ 988.60	\$ 3,646.00	\$ 2,657.40	27.11%
Comp Hardware/Software Exp	6990	\$ -	\$ 328.75	\$ 1,994.28	\$ 8,874.00	\$ 6,879.72	22.47%
Fingerprint Fees (HR)	7010	\$ -	\$ 853.00	\$ 704.00	\$ 2,440.00	\$ 1,736.00	28.85%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ 956.05	\$ 4,090.00	\$ 3,133.95	23.38%
Permit & Licensing Fees	7030	\$ -	\$ 2,690.61	\$ 2,452.34	\$ 2,700.00	\$ 247.66	90.83%
State License Fee	7040	\$ -	\$ 220.00	\$ -	\$ -	\$ -	0.00%
Professional Services	7100	\$ -	\$ 264.00	\$ 400.00	\$ 900.00	\$ 500.00	44.44%
Legal Services	7110	\$ 2,088.10	\$ 30,492.27	\$ 13,564.45	\$ 69,150.00	\$ 55,585.55	19.62%
Typeset and Print Services	7115	\$ -	\$ 23,671.19	\$ 23,959.04	\$ 50,204.00	\$ 26,244.96	47.72%
Instructor Services	7120	\$ 9,849.33	\$ 99,004.16	\$ 99,787.50	\$ 140,473.00	\$ 40,685.50	71.04%
PERS Admin Fees	7125	\$ 901.56	\$ 1,186.06	\$ 901.56	\$ 1,975.00	\$ 1,073.44	45.65%
Audit Services	7130	\$ 1,750.00	\$ 1,310.00	\$ 11,390.00	\$ 16,300.00	\$ 4,910.00	69.88%
Medical & Health Svcs (HR)	7140	\$ -	\$ 1,745.00	\$ 825.00	\$ 5,500.00	\$ 4,675.00	15.00%
Security Services	7150	\$ 433.50	\$ 2,749.02	\$ 3,291.06	\$ 4,740.00	\$ 1,448.94	69.43%
Entertainment Services	7160	\$ 895.41	\$ 1,300.00	\$ 895.41	\$ 2,450.00	\$ 1,554.59	36.55%
Business Services	7180	\$ 1,182.28	\$ 40,381.33	\$ 36,625.16	\$ 86,283.00	\$ 49,657.84	42.45%
Umpire/Referee Services	7190	\$ -	\$ 820.00	\$ 1,180.00	\$ 2,000.00	\$ 820.00	59.00%
Publication/Legal Notices	7200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ 210.00	\$ 3,226.16	\$ 461.40	\$ 3,604.00	\$ 3,142.60	12.80%
Rents and Leases	7300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 1,139.61	\$ 12,907.79	\$ 11,492.12	\$ 27,400.00	\$ 15,907.88	41.94%
Bldg/Field Leases & Rental	7320	\$ -	\$ 15.00	\$ 30.00	\$ 10,938.00	\$ 10,908.00	0.27%
Event Supplies	7410	\$ -	\$ 1,241.91	\$ 1,402.64	\$ 2,210.00	\$ 807.36	63.47%
Supplies	7420	\$ -	\$ 3,058.13	\$ 1,785.30	\$ 7,016.00	\$ 5,230.70	25.45%
Bingo Supplies	7430	\$ 519.63	\$ 4,804.93	\$ 4,269.23	\$ 7,800.00	\$ 3,530.77	54.73%
Sporting Goods	7440	\$ 1,936.80	\$ 5,286.48	\$ 6,002.75	\$ 8,125.00	\$ 2,122.25	73.88%
Arts and Craft Supplies	7450	\$ -	\$ 2,119.30	\$ 1,649.01	\$ 4,700.00	\$ 3,050.99	35.09%
Training Supplies	7460	\$ -	\$ 402.97	\$ 199.00	\$ 3,420.00	\$ 3,221.00	5.82%
Camp Supplies	7470	\$ -	\$ 447.51	\$ 659.52	\$ 1,080.00	\$ 420.48	61.07%
Small Tools	7500	\$ 404.89	\$ -	\$ 2,904.16	\$ 15,950.00	\$ 13,045.84	18.21%
Safety Supplies	7510	\$ -	\$ 4,287.75	\$ 2,932.88	\$ 7,484.00	\$ 4,551.12	39.19%
Special Department Expense	7600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Uniform Allowance	7610	\$ 3,706.12	\$ 2,303.86	\$ 8,594.18	\$ 12,688.00	\$ 4,093.82	67.73%
Safety Clothing	7620	\$ 269.37	\$ 4,198.02	\$ 1,361.40	\$ 3,150.00	\$ 1,788.60	43.22%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Conference&Seminar Staff	7710	\$ 55.00	\$ 4,292.21	\$ 2,247.68	\$ 12,790.00	\$ 10,542.32	17.57%
Conference&Seminar Board	7715	\$ 275.00	\$ -	\$ 487.47	\$ 2,840.00	\$ 2,352.53	17.16%
Conference&Seminar Travel Exp	7720	\$ 0.56	\$ 2,675.94	\$ 3,092.18	\$ 9,758.00	\$ 6,665.82	31.69%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 937.75	\$ 6,355.00	\$ 5,417.25	14.76%
Private Vehicle Mileage	7730	\$ 160.29	\$ 1,507.67	\$ 2,162.73	\$ 4,556.00	\$ 2,393.27	47.47%
Transportation Charges	7740	\$ 8,891.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
Buses/Excursions	7750	\$ 1,872.21	\$ 11,474.72	\$ 5,283.85	\$ 15,966.00	\$ 10,682.15	33.09%
Tuition/Book Reimbursement	7760	\$ -	\$ 161.00	\$ -	\$ -	\$ -	0.00%
Utilities Gas	7810	\$ 3,608.42	\$ 11,094.24	\$ 13,627.50	\$ 26,491.00	\$ 12,863.50	51.44%
Utilities Water	7820	\$ 10,543.56	\$ 415,225.53	\$ 404,170.13	\$ 742,489.00	\$ 338,318.87	54.43%
Utilities Electric	7830	\$ 11,373.95	\$ 130,170.81	\$ 105,422.89	\$ 231,245.00	\$ 125,822.11	45.59%
Reserve Designated Project	7902	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Awards and Certificates	7910	\$ 420.30	\$ 8,974.22	\$ 11,443.01	\$ 18,186.00	\$ 6,742.99	62.92%
Meals for Staff Training	7920	\$ 55.00	\$ 2,877.51	\$ 453.40	\$ 2,710.00	\$ 2,256.60	16.73%

General Ledger
Statement of Revenues and Expenditures
Fund 10 General Fund
February 2017 66.67%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Employee Morale	7930	\$ -	\$ 3,208.98	\$ 1,383.59	\$ 3,475.00	\$ 2,091.41	39.82%
COP Debt PV Fields	7950	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Designated Project	7972	\$ 2,500.00	\$ -	\$ 20,000.00	\$ 30,000.00	\$ 10,000.00	66.67%
Reserve Dry Period	7973	\$ 7,583.33	\$ -	\$ 60,666.67	\$ 91,000.00	\$ 30,333.33	66.67%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Service and Supplies		\$ 135,605.74	\$ 1,376,350.61	\$ 1,546,718.49	\$ 2,846,497.00	\$ 1,306,630.65	54.34%
YTD Comparison				\$ 170,367.88			
Capital	8400	\$ -	\$ 5,623.54	\$ -	\$ 502,790.00	\$ 502,790.00	0.00%
HCF Grant Trails	8403	\$ -	\$ 7,135.42	\$ 58.87	\$ -	\$ 58.87	0.00%
Greenfield Outdoor Fitness Equ	8404	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HCF Grant Wildlife Programs	8405	\$ 486.47	\$ 1,416.43	\$ 7,479.74	\$ -	\$ 7,479.74	0.00%
Springbrook Software	8407	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Eston Street Tree Removal	8408	\$ -	\$ -	\$ 13,500.00	\$ -	\$ 13,500.00	0.00%
Cam Grove Park	8409	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Playground Equipment	8410	\$ -	\$ -	\$ 189,887.74	\$ 190,000.00	\$ 112.26	99.94%
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 45,200.00	\$ 45,200.00	0.00%
Telephone System	8421	\$ -	\$ -	\$ 9,981.26	\$ -	\$ 9,981.26	0.00%
Needs Assessment FY 1617	8422	\$ -	\$ -	\$ 87.38	\$ -	\$ 87.38	0.00%
Bob Kildee Parking Lot FY1617	8423	\$ -	\$ -	\$ 236.44	\$ -	\$ 236.44	0.00%
PV Fields Parking Lot	8424	\$ -	\$ -	\$ 14,361.00	\$ -	\$ 14,361.00	0.00%
Hardwalls GM/HR Offices	8425	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Expense		\$ 486.47	\$ 80,305.39	\$ 235,592.43	\$ 747,990.00	\$ 603,806.95	31.50%
Total Expense		\$ 427,534.48	\$ 3,640,911.02	\$ 3,985,989.12	\$ 7,040,680.00	\$ 3,061,543.02	56.61%
YTD Comparison				\$ 345,078.10			

General Ledger
Statement of Revenues and Expenditures
Fund 20 Assessment District
February 2017 66.67%

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue								
Transfer In	1500	\$	-	\$ -	\$ 355.38	\$ -	\$ 355.38	0.00%
Interest Apport Fund	5310	\$	-	\$ 635.95	\$ 175.34	\$ 1,536.00	\$ 1,360.66	11.42%
Other Interest Income	5320	\$	-	\$ 586.27	-	-	-	0.00%
Dividends CAPRI Prior Years	5460	\$	-	\$ -	-	-	-	0.00%
Assessment Revenue	5500	\$	151.36	\$ 577,622.59	\$ 590,035.04	\$ 1,046,037.00	\$ 456,001.96	56.41%
Other/Purchase Discount Taken	5575	\$	-	\$ -	-	-	-	0.00%
Revenue		\$	151.36	\$ 578,844.81	\$ 590,565.76	\$ 1,047,573.00	\$ 457,718.00	56.37%
YTD Comparison					\$ 11,720.95			
Expense								
Full Time Salaries	6100	\$	7,114.90	\$ 64,539.92	\$ 58,663.82	\$ 96,247.00	\$ 37,583.18	60.95%
Overtime Salaries	6101	\$	-	\$ -	-	-	-	0.00%
Car Allowance	6105	\$	100.00	\$ -	\$ 800.00	\$ 1,200.00	\$ 400.00	66.67%
Cell Phone Allowance	6108	\$	60.18	\$ -	\$ 607.86	\$ 975.00	\$ 367.14	62.34%
PartTime Salaries	6110	\$	-	\$ -	-	-	-	0.00%
Retirement	6120	\$	1,193.65	\$ 8,985.48	\$ 10,647.72	\$ 16,504.00	\$ 5,856.28	64.52%
457 Pension	6121	\$	-	\$ -	-	-	-	0.00%
Employee Insurance	6130	\$	1,019.79	\$ 8,141.61	\$ 8,754.26	\$ 13,412.00	\$ 4,657.74	65.27%
Workers Compensation	6140	\$	701.71	\$ 5,693.07	\$ 5,451.87	\$ 8,085.00	\$ 2,633.13	67.43%
Unemployment Insurance	6150	\$	-	\$ -	-	-	-	0.00%
Personnel		\$	10,190.23	\$ 87,360.08	\$ 84,925.53	\$ 136,423.00	\$ 51,497.47	62.25%
YTD Comparison					\$ (2,434.55)			
Service and Supplies								
Incidental Costs Assess	6709	\$	-	\$ 15,348.25	\$ 15,610.13	\$ 27,500.00	\$ 11,889.87	56.76%
Contracted LS Services	6720	\$	19,710.14	\$ 164,939.68	\$ 194,435.99	\$ 403,560.00	\$ 209,124.01	48.18%
Bank & ActiveNet Charges	6950	\$	-	\$ -	\$ 104.00	-	\$ 104.00	0.00%
Approp Redev/Collection Fees	6960	\$	-	\$ 1,430.87	-	\$ 2,625.00	\$ 2,625.00	0.00%
Business Services	7180	\$	-	\$ -	\$ 5,000.00	-	\$ 5,000.00	0.00%
COP Debt PV Fields	7950	\$	62,655.42	\$ 102,180.63	\$ 501,243.33	\$ 751,865.00	\$ 250,621.67	66.67%
Expense		\$	82,365.56	\$ 283,899.43	\$ 716,393.45	\$ 1,185,550.00	\$ 479,364.55	60.43%
Total Expenses		\$	92,555.79	\$ 371,259.51	\$ 801,318.98	\$ 1,321,973.00	\$ 530,862.02	60.62%
YTD Comparison					\$ 430,059.47			

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Jane Raab, Recreation Supervisor

DATE: April 5, 2017

**SUBJECT: CONSIDERATION AND APPROVAL OF
RESOLUTION NO. 571 PROCLAIMING MAY 2017
AS OLDER AMERICAN'S MONTH**

RECOMMENDATION

It is recommended the Board proclaim the month of May 2017 as Older American's Month and approve Resolution No. 571 to recognize the senior population in the Pleasant Valley Recreation and Park District.

BACKGROUND

In combination with the Older American's Act, the City of Camarillo, the State and the County Area Agency on Aging, staff is requesting that the Board proclaim the month of May 2017 as Older American's Month.

ANALYSIS

The proclamation will be in recognition of the older adult population in the District. Staff will display the proclamation at the 50+ EXPO and then it will be placed on a wall in the Senior Center throughout the rest of the year. Staff is currently working to organize the annual EXPO which will be held on Tuesday, May 2, 2017.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim the month of May 2017 as Older American's Month and approve Resolution No. 571 to recognize the older adult population in the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 571 (1 page)

**RESOLUTION NO. 571 OF
THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2017
OLDER AMERICAN'S MONTH**

WHEREAS, Pleasant Valley Recreation and Park District is home to more than 16,200 citizens aged 60 years or older; and

WHEREAS, the older citizens of Pleasant Valley Recreation and Park District are representative of an unprecedented trend in the nation's demographic makeup; and

WHEREAS, older persons are, as citizens and community members, entitled to lives of dignity and independence, free from the fears, myths and misconceptions about aging; and

WHEREAS, as America grows older, each community must strive to understand and address the evolving challenges and needs of our older citizens and the people who care for them; and

WHEREAS, our society is dependent upon the nurturing, support, and resources shared between generations, and benefits from our mutual efforts to meet the needs of America's older persons and those who love them;

NOW THEREFORE WE,** the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim the month of May 2017 as **Older American's Month.

Passed and Adopted this 5th day of April 2017.

Neal Dixon, Chair

Mark Malloy, Vice-Chair

Robert Kelley, Secretary

Elaine L. Magner, Director

Mike Mishler, Director

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By Matthew Parker, Park Supervisor

DATE: April 5, 2017

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 572 PROCLAIMING APRIL 2017 AS ARBOR
MONTH**

RECOMMENDATION

It is recommended the Board proclaim April 2017 as Arbor Month and approve Resolution No. 572 to recognize this proclamation within the District, by extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District's community.

BACKGROUND

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

ANALYSIS

This proclamation acknowledges the District's continued efforts in educating the public on the value of trees in the urban environment. Staff utilizes tree care professionals and educational material provided by the National Arbor Day Foundation to educate the community on the benefits and value of trees. To continue the tradition celebrating Arbor Day the Pleasant Valley Recreation and Park District is committing to planting 30 trees at parks throughout the District.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim April 2017 as Arbor Month and approve Resolution No. 572 to recognize this proclamation within the District, by extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District's community.

ATTACHMENT

- 1) Resolution No. 572 (1 page)

**RESOLUTION NO. 572 OF
THE BOARD OF DIRECTORS
OF
PLEASANT VALLEY RECREATION & PARK DISTRICT**

***DECLARING APRIL 2017
ARBOR MONTH***

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

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

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

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

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

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District Board of Directors, do hereby proclaim the month of April 2017 as **Arbor Month**, extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of District's community.

Passed and Adopted this 5th day of April 2017.

Neal Dixon, Chair

Mark Malloy, Vice-Chair

Robert Kelley, Secretary

Elaine L. Magner, Director

Mike Mishler, Director

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

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By Bob Cerasuolo, Parks Service Manager**

DATE: April 5, 2017

**SUBJECT: CONSIDERATION AND APPROVAL OF THE
SPECIFICATIONS FOR THE PURCHASE OF A
REPLACEMENT VEHICLE**

RECOMMENDATION

It is recommended that the Board approve the attached specifications for the purchase of a Ford F-150 XL Truck.

BACKGROUND

The Pleasant Valley Recreation and Park District's annual budget has an allocation for the purchase of vehicles and large equipment. The funds are in the Parks Operating Budget account number 410-8420. The fund was designed as a mechanism to fund the ongoing replacement of fleet vehicles and equipment. Currently the account balance has \$81,421. The District has one (1) vehicle in the fleet; a 1985 Toyota Truck that has safety concerns and for which purchasing parts has become a problem. At the January 4, 2017 Board meeting, the Board approved specifications for a replacement vehicle for a 1985 Toyota pick-up. Staff went out to bid with a closure date of February 15, 2017 and there were five (5) companies with which the District solicited bids. The District received two (2) bids however, they were not submitted to bid specifications. It was recommended at the March 1, 2017 Board meeting that the Board reject all bids received as they did not meet specifications.

ANALYSIS

The purchase of this vehicle will assist the District in moving forward in both fleet management and economization. This vehicle will result in the decommissioning of a 1985 Toyota pick-up. The new truck will be assigned to the Parks Department. This vehicle will provide the Parks Department with a vehicle that can be more useful with larger, easier access for storage and passenger space and which will contain safety features.

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

- Manufacturer Implemented Governmental Rates: Many manufacturers provide a pre-agreed governmental rate for purchases of like equipment. Typically, large manufacturers will provide specialized/standard units for a lowered cost, i.e.; police cars, service trucks, etc.
- California Multiple Award Schedules: Any contract awarded to the state has a provision that provides all other agencies the ability to utilize the prices identified in their bid.

- **Public Bid Process:** Developing vehicle specifications, advertising/soliciting bids. This assures the agency compares like products to better judge bid value.

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

FISCAL IMPACT

This action has no fiscal impact. After reviewing and evaluating the bids staff will return to the Board and request approval to purchase the selected vehicle.

RECOMMENDATION

It is recommended that the Board approve the attached specifications for the purchase of a Ford F-150 XL Truck.

ATTACHMENT

- 1) Ford F-150 XL Truck Vehicle Specifications (1 page)



Vehicle Replacement Specification Sheet

To: Pleasant Valley Recreation & Park District Board of Directors
From: Bob Cerasuolo, Park Services Manager
CC: Mary Otten, General Manager
Date: 4/5/2017
Re: Vehicle Replacement

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

- New Vehicle, 2017 model XL Super Cab
- 2wd / 250.5" wheelbase
- 6 cylinder 2.7L EcoBoost V-6 gasoline engine
- 23 gallon fuel tank
- 6 speed automatic transmission with Tow / Haul
- 4-Wheeled vented-disc ABS Front rotor diameter 13.8" Rear rotor 13.7"
- Paint color – white
- Grey / Tan interior 40/20/40 seating for 4 adults
- Cloth bucket seats
- Steering – Electric power assisted
- Trailer brake/tow package
- Airbags for driver and passenger

Full specifications are available upon request.

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

TO: BOARD OF DIRECTORS

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

DATE: April 5, 2017

**SUBJECT: INFORMATION ON CALPERS' ACTION ON
DISCOUNT RATE**

RECOMMENDATION

The intent of this report is to provide the Board with information regarding CalPERS.

BACKGROUND

The purpose of this report is to update the Board regarding a bit of history as well as the recent changes to the CalPERS discount rate assumption and the impact these changes are expected to have on the District and PEPRA member contributions.

In 2012 the CalPERS Board of Administrators lowered the discount rate from 7.75 percent to 7.5 percent. Over the past several years, the CalPERS Board had taken several important steps to reduce risks to the Fund:

- 2013: Changed amortization and smoothing policies that spread rate increases or decreases over a five-year period
- 2014: Adopted new demographic assumptions that show retirees are living longer
- 2015: Approved a new funding risk mitigation policy to incrementally lower the discount rate during good economic times

The discount rate is what CalPERS assumed would be earned with their \$304 billion investment. This component is used in calculating the amount of money those who are part of the CalPERS system contribute. Interest rates were not as high as projected and have not been for quite some time. Currently, more money is going out in pensions than coming in for the following reasons: CalPERS has a low funded status, the decline in the number of active workers supporting retirees, and a low-return investing environment.

The amount of working employees supporting retirees has dropped from a 2:1 ratio to a 1.3:1. This is not a sustainable ratio. By reducing the discount rate it will strengthen long term sustainability of the fund to pay promised benefits. Reduced negative cash flow and additional contributions will help offset growing pension payments. It will also reduce the long-term chances of falling below a 50% to 60% funded status that will weaken the sustainability of the fund. Lastly, it will reduce the risk of contribution increased in the future from volatile investment markets. However, by making CalPERS more sustainable, it will come at a cost to the District and to the employees who were hired after the Public Employee's Pension Reform Act (PEPRA) which took effect in January 2013.

CalPERS rate of return has not been what they have projected therefore the CalPERS Board of Administration will be reducing the rate over the next three years. By lowering the

discount rate over a period of three years, CalPERS figures it will allow agencies to fiscally prepare for the impact of these changes and prepare future budgets responsibly.

Valuation Date	Fiscal Year for Required Contribution	Discount Rate
June 30, 2016	2018-2019	7.375%
June 30, 2017	2019-2020	7.25%
June 30, 2018	2020-2021	7.00%

ANALYSIS

The three-year reduction of the discount rate will result in an average employer rate increase of about 1% to 3% of normal cost as a percent of payroll for most miscellaneous retirement plans, and a 2% to 5% for most safety plans.

Additionally, many CalPERS employers will see a 30% to 40% increase in their current unfunded accrued liability payments. These payments are made to amortize unfunded liabilities over 20 years to bring the Fund to a fully funded status over the long-term.

CalPERS was recently contacted because staff had noticed the “smoothing” schedule had been replaced with a 30 Year Amortization schedule showing an increase every year through June 30, 2031, at which time the payments would start to decrease each year through June 30, 2046. The CalPERS representative from the Actuarial Department explained to staff the “smoothing” schedule was no longer in place and that it had been replaced with the 30 Year Amortization Schedule.

Below is the Unfunded Liability for each plan:

Plan	Unfunded Liability	Over 30 Year Period
2.5% @ 55	\$4,138,855	\$8,843,561
2% @ 60	\$12,678	\$31,351
2% @ 62	\$1,404	\$1,680

The below table will show the unfunded liability payments to be paid out over the next ten years, even though our obligation is through 2046.

Fiscal Year	Unfunded Liability Payment
2017-2018	\$240,900
2018-2019	\$281,985
2019-2020	\$325,913
2020-2021	\$344,087
2021-2022	\$365,006
2022-2023	\$375,589
2023-2024	\$386,857
2024-2025	\$398,462
2025-2026	\$410,416
2026-2027	\$422,729

FISCAL IMPACT

The fiscal impact for fiscal year 2017-2018 is as follows if the District follows the 30 Year Amortization Schedule:

Plan	Rate	Unfunded Liability Payment
2.5% @ 55	9.539%	\$239,623
2% @ 60	7.2%	\$961
2% @ 62	6.533%	\$316

Using the budget work papers calculations for fiscal year 2017-2018 (which will go before the Board in the budget workshops scheduled for April and May) the cost of CalPERS retirement is estimated to cost \$210,669.

RECOMMENDATION

The intent of this report is to provide the Board with information regarding CalPERS.

ATTACHMENT

- 1) CalPERS Amortization Schedules (3 pages)

25055

30-Year Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	20 Year Amortization		15 Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2017	4,138,855	239,623	4,138,855	312,506	4,138,855	379,407
6/30/2018	4,200,822	280,529	4,125,256	321,881	4,055,891	390,789
6/30/2019	4,225,025	323,674	4,100,916	331,538	3,954,905	402,513
6/30/2020	4,206,309	342,244	4,064,740	341,484	3,834,188	414,588
6/30/2021	4,166,935	363,883	4,015,537	351,728	3,691,898	427,026
6/30/2022	4,102,174	374,799	3,952,023	362,280	3,526,041	439,837
6/30/2023	4,021,237	386,043	3,872,805	373,149	3,334,462	453,032
6/30/2024	3,922,572	397,624	3,776,376	384,343	3,114,833	466,623
6/30/2025	3,804,499	409,553	3,661,109	395,873	2,864,641	480,621
6/30/2026	3,665,203	421,840	3,525,242	407,749	2,581,170	495,040
6/30/2027	3,502,721	434,495	3,366,872	419,982	2,261,490	509,891
6/30/2028	3,314,931	447,530	3,183,941	432,581	1,902,435	525,188
6/30/2029	3,099,542	460,956	2,974,226	445,559	1,500,591	540,944
6/30/2030	2,854,079	474,784	2,735,328	458,926	1,052,273	557,172
6/30/2031	2,575,868	489,028	2,464,654	472,693	553,506	573,887
6/30/2032	2,262,023	478,731	2,159,404	486,874		
6/30/2033	1,935,316	467,376	1,816,557	501,480		
6/30/2034	1,595,879	454,909	1,432,853	516,525		
6/30/2035	1,243,910	441,274	1,004,773	532,021		
6/30/2036	879,681	146,502	528,520	547,981		
6/30/2037	793,761	150,897				
6/30/2038	696,840	155,424				
6/30/2039	587,956	160,086				
6/30/2040	466,072	164,889				
6/30/2041	330,067	119,773				
6/30/2042	230,638	109,534				
6/30/2043	134,369	76,784				
6/30/2044	64,836	41,971				
6/30/2045	26,182	4,999				
6/30/2046	22,963	23,808				
Totals		8,843,561		8,397,153		7,056,556
Estimated Savings				446,409		1,787,006

Current CalPERS Board policy prioritizes the order for which lump sum contributions in excess of the required employer contribution shall be applied. Excess contributions shall first be applied toward payment on the plan's side fund, and any remainder shall then be applied toward the plan's share of the pool's unfunded accrued liability.

Please contact the plan actuary before making such a payment to ensure that the payment is applied correctly.

2060

30-Year Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	25 Year Amortization		20 Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2017	12,678	961	12,678	838	12,678	957
6/30/2018	12,633	1,130	12,760	863	12,636	986
6/30/2019	12,409	1,308	12,822	889	12,562	1,016
6/30/2020	11,983	1,497	12,862	916	12,451	1,046
6/30/2021	11,330	767	12,877	943	12,300	1,077
6/30/2022	11,385	790	12,865	971	12,106	1,110
6/30/2023	11,419	814	12,823	1,001	11,863	1,143
6/30/2024	11,432	838	12,747	1,031	11,568	1,177
6/30/2025	11,420	863	12,635	1,061	11,215	1,213
6/30/2026	11,381	889	12,482	1,093	10,798	1,249
6/30/2027	11,313	916	12,285	1,126	10,313	1,286
6/30/2028	11,211	944	12,038	1,160	9,753	1,325
6/30/2029	11,074	972	11,739	1,195	9,110	1,365
6/30/2030	10,897	1,001	11,380	1,231	8,379	1,406
6/30/2031	10,676	1,031	10,958	1,267	7,550	1,448
6/30/2032	10,408	1,062	10,466	1,305	6,615	1,491
6/30/2033	10,088	1,094	9,897	1,345	5,564	1,536
6/30/2034	9,710	1,127	9,245	1,385	4,389	1,582
6/30/2035	9,271	1,160	8,503	1,427	3,078	1,630
6/30/2036	8,763	1,195	7,661	1,469	1,619	1,679
6/30/2037	8,181	1,231	6,712	1,513		
6/30/2038	7,518	1,268	5,647	1,559		
6/30/2039	6,767	1,306	4,454	1,606		
6/30/2040	5,921	1,345	3,123	1,654		
6/30/2041	4,970	1,386	1,643	1,703		
6/30/2042	3,906	1,427				
6/30/2043	2,719	1,176				
6/30/2044	1,704	908				
6/30/2045	890	624				
6/30/2046	310	321				
Totals		31,351		30,551		25,722
Estimated Savings				800		5,630

Current CalPERS Board policy prioritizes the order for which lump sum contributions in excess of the required employer contribution shall be applied. Excess contributions shall first be applied toward payment on the plan's side fund, and any remainder shall then be applied toward the plan's share of the pool's unfunded accrued liability.

Please contact the plan actuary before making such a payment to ensure that the payment is applied correctly.

2062

30-Year Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	0 Year Amortization		0 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2017	1,404	316	N/A	N/A	N/A	N/A
6/30/2018	1,181	326				
6/30/2019	931	336				
6/30/2020	653	346				
6/30/2021	344	356				
6/30/2022	0	0				
6/30/2023	0	0				
6/30/2024	0	0				
6/30/2025	0	0				
6/30/2026	0	0				
6/30/2027	0	0				
6/30/2028	0	0				
6/30/2029	0	0				
6/30/2030	0	0				
6/30/2031	0	0				
6/30/2032	0	0				
6/30/2033	0	0				
6/30/2034	0	0				
6/30/2035	0	0				
6/30/2036	0	0				
6/30/2037	0	0				
6/30/2038	0	0				
6/30/2039	0	0				
6/30/2040	0	0				
6/30/2041	0	0				
6/30/2042	0	0				
6/30/2043	0	0				
6/30/2044	0	0				
6/30/2045	0	0				
6/30/2046	0	0				
Totals		1,680		-)		0
Estimated Savings				0		0

Current CalPERS Board policy prioritizes the order for which lump sum contributions in excess of the required employer contribution shall be applied. Excess contributions shall first be applied toward payment on the plan's side fund, and any remainder shall then be applied toward the plan's share of the pool's unfunded accrued liability.

Please contact the plan actuary before making such a payment to ensure that the payment is applied correctly.

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

TO: BOARD OF DIRECTORS

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

DATE: April 5, 2017

**SUBJECT: LUMP SUM VS MONTHLY CALPERS UNFUNDED
LIABILITY PAYMENT**

RECOMMENDATION

It is recommended the Board instruct staff to pay CalPERS an annual payment for fiscal year 2017-2018 for the unfunded liability.

BACKGROUND

Due to poor returns on investments in the prior year, California Public Employment Retirement System (CalPERS) has implemented an Unfunded Accrued Liability for all CalPERS agencies to pay. This system allows agencies to either pay one annual lump sum due July 31 of each year or monthly payments due over a period of 12 months during the fiscal year. For the past two years the District has made monthly payments to CalPERS. The interest rate involved in lump sum vs monthly is 7.375%.

ANALYSIS

In fiscal year 2016-2017 the District made monthly payments to CalPERS for the unfunded liability. Currently, there are two options for making this payment to CalPERS: 1) Lump Sum and 2) Monthly Payments.

Options for Fiscal Year 2017/18:

1. Lump Sum total - \$232,344
2. Monthly Payments - \$20,075 for a total of \$240,900

If the District opts for the lump sum payment, this would equal a savings of \$8,556.

The other item in which the Board should consider is the timing of receiving the tax apportionment from the County. This fiscal year (2016/17) for the first time in four years the District did not have to borrow money from its Capital Fund. The general fund balance in December 2016 was approximately \$107,300. By making monthly payments instead of one lump sum, the District did not have to borrow money from the Capital Account in December 2016. If the Board approves the lump sum options, the District will more than likely have to borrow money from the Capital Account.

Based on a budget that would be status quo on all payroll and accounts payable expenses for December 2017, the District would need to borrow a minimum of \$124,000 from the Capital Account if the lump sum payment of \$232,344 is paid on July 31, 2017. This would result in approximately \$12.00 in interest which would save the District \$8,544 over the monthly payments.

If the Board directs staff to pay the annual lump sum payment on July 31, 2017, staff would need to be diligent on watching the balance of the capital account. Staff would need to ensure not to deplete this account with capital projects prior to December 31, 2017 so there would be enough funds to cover the temporary loan from capital to the general fund if needed.

FISCAL IMPACT

The fiscal impact would be a savings of \$8,544 to the general fund. Some capital projects may be delayed due to the need to be conservative with Capital funds until December 31, 2017.

RECOMMENDATION

It is recommended the Board instruct staff to pay CalPERS an annual payment for fiscal year 2017-2018 for the unfunded liability.

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

TO: BOARD OF DIRECTORS

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

DATE: April 5, 2017

**SUBJECT: APPROVAL OF TOTAL BRAND DELIVERY
AGREEMENT**

RECOMMENDATION

It is recommended the Board approve and authorize the General Manager to enter into an agreement with Total Brand Delivery DBA Pole Positions.

BACKGROUND

In June 2016, the District was approached by Marc Lewis, President of Total Brand Delivery(TBD) regarding the District's potential for ad revenue and enhanced safety equipment in exchange for the use of District light poles as an advertising platform for TBD. The advertising revenue would be a result of placing safety pads with sponsored covers on District owned light poles. District staff negotiated the terms of the agreement with Mr. Lewis thru October of 2016. In October 2016, District Counsel reviewed the negotiated agreement and provided additional recommendations. In December 2016, the Finance Committee discussed the opportunity with TBD and recommended that District staff continue to investigate the potential for additional revenue opportunities with TBD. From December 2016 - February 2017, District staff and Mr. Lewis refined the terms of the agreement. In March 2017, the District's Counsel reviewed the agreement and provided additional guidance.

ANALYSIS

District staff in conjunction with Mr. Lewis drafted an agreement that identified 4 separate park sites and 76 light poles that have the potential to generate advertising revenue while increasing the safety of the District's parks. This two year agreement will include:

Parks	Number of Poles
Bob Kildee	14
Freedom	19
Mission Oaks	10
Pleasant Valley Fields	33
Total	76

An overhead view of the physical location of each pole is included as attachments to this report.

After execution of this contract TBD will immediately place a total of 39 light pole pads and covers at the four District sites included in the agreement. The 39 pad covers will include advertising for the District as well as advertise the opportunity for paid sponsorship of the pads. These covers will be known as the default cover and will be placed on all pads without a sponsored cover. As TBD sells the advertising space on the pads they will replace the default cover with a paid cover. The 39 initial light pole covers will serve as a marketing base for all 76 poles that should eventually have paid pole pads and covers. As TBD begins to rent the pads out, the District will receive a total of \$60.00 a month per pad the first year with payments escalating to \$75.00 a month per pad the second year. District staff recognizes that this incentive plan may drive TBD to market only poles that may be more lucrative or high traffic; however, District staff balanced that potential downside with the enhanced safety and District branding that the unsponsored pads will enable. Examples of the pads and the appearance are included in the attachments of this report.

District staff has negotiated a two-year contract term; this short-term contract will allow TBD to perform a proof of concept as well as allow District staff to evaluate a cost-effective approach to sustainably manage the agreement long term. The attached agreement limits the District's potential financial liabilities. District staff has identified one of the most likely ways this program could have a negative financial impact including the District terminating the agreement early. In evaluating the early termination liability which would require the District to reimburse TBD for the cost of the pad and covers in the event the District terminates the agreement early, staff has determined that light pad/cover replacement will be required within two years regardless of this contract. Early termination by the District would simply expedite the pace at which the pads would be replaced.

COMMITTEE REVIEW

Staff discussed this opportunity with the Finance Committee on December 21, 2016 and the Finance Committee recommended that District staff continue to investigate the potential for additional revenue opportunities with Total Brand Delivery.

FISCAL IMPACT

Authorizing the General Manager to enter into an agreement with TBD will not have an immediate fiscal impact however, the execution of this agreement has the opportunity to bring in no more than \$123,120 in additional revenue over the term of the agreement.

RECOMMENDATION

It is recommended the Board approve and authorize the General Manager to enter into an agreement with Total Brand Delivery DBA Pole Positions.

ATTACHMENTS

- 1) Total Brand Delivery Agreement (21 pages)
- 2) Picture of Current Pads (1 page)
- 3) Pad Example (1 page)

LICENSE AGREEMENT

This License Agreement (“**Agreement**”) is made and entered into as of March __, 2017 (“**Effective Date**”), by and between Total Brand Delivery, Inc., a California corporation d/b/a Pole Position (“**Licensee**” or “**Pole Position**”) and Pleasant Valley Recreation and Park District, a public agency established and operating under the Recreation and Park Law, Public Resources Code Section 5780 et seq. (“**Licensor**” or “**District**”).

RECITALS

A. District owns and manages public parks and recreation facilities in the City of Camarillo, including those four (4) park properties set forth in Exhibit “A”, those being, Pleasant Valley Fields, Bob Kildee Park, Freedom Park and Mission Oaks Park. The foregoing four listed parks are individually referred to by their name, or as a “**Park Property**,” and are collectively referred to as the “**Park Properties**.” This Agreement pertains only to Pleasant Valley Fields, Bob Kildee Park, Freedom Park and Mission Oaks Park as set forth in Exhibit “A”, and not to any other District parks or recreation facilities.

B. Pole Position produces, installs and maintains a variety of products, including custom imprinted light pole pads (each, a “**Pad**,” and collectively, the “**Pads**”) and covers (each, a “**Cover**,” and collectively, the “**Covers**”) used for displaying sponsored commercial messages on playing field light poles in public parks and other similar facilities. The Pads and Covers are collectively referred to as the “**Product**.”

C. The parties desire to enter into an agreement whereby District will grant Pole Position, on the terms and conditions specified herein, a license to install and maintain its Product at the Park Properties during the term of this Agreement.

NOW THEREFORE, in consideration of the foregoing, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Term** Unless earlier terminated in accordance with Section 6, the initial term of this Agreement shall be two (2) years (the “**Initial Term**”). Provided that Licensee is not in default with any of the terms and conditions herein, the parties may agree (but are not obligated to) extend the term of this Agreement for an additional two (2) years on mutually satisfactory terms as set forth herein (the “**Extended Term**”). The Initial Term and the Extended Term, if any, are collectively referred to as the “**Term**.” Licensee shall provide written notice to District that Licensee wishes to extend the Initial Term, or any not later than one hundred eighty (180) days prior to the expiration of the Initial Term. The parties shall then meet to discuss such potential extension in good faith.
2. **Exclusive License** District grants to Licensee during the term of this Agreement an exclusive license (the “**License**”) to install, market and maintain the Product on existing playing field light poles (each, a “**Light Pole**,” and collectively, one or more, the

“Light Poles”) at each Park Property, as depicted in Exhibit “B” hereto. In addition, District and Licensee may agree during the Term to extend the License to cover light poles or other vertical structures located on or about the Park Properties other than the Light Poles (such as light poles located in the parking lots, concession and restroom areas) as District and Licensee may from time to time agree. This License is limited to the display of commercial messages on the pole pad covers of the Product which Licensee intends to solicit to and obtain from prospective commercial sponsors. Licensee may access the Park Properties to install, market and maintain the Product between the hours of 10 am – 3 pm PST Monday through Friday with the exception of District Holidays. This License shall be exclusive to Licensee during the Term and, accordingly, District shall not permit any type of advertising on District owned light poles substantially similar at any of the Park Properties during the Term.

3. **Licensee Activities** During the term of this Agreement, Licensee shall comply with the following:

A. **Pad and Cover Installation** Subject to the terms hereof, Licensee at its cost shall manufacture and install new Pads and Covers on the number of Light Poles at each Park Property, as listed on Exhibit “B”. Within thirty (30) days after Licensee installs a Cover with a Sponsored Message (as hereinafter defined) for any one (1) of the Light Poles at a particular Park Property, Licensee shall manufacture and install new Pads and Covers on each Light Pole at such Park Property that does not have existing Pads and Covers. Pads and Covers on the remaining Light Poles in each Park Property will be installed as they become rented with advertisers, and installed in mutually agreed “zones” so as to create uniformity until Pads and Covers have been installed on all of the Light Poles in each Park Property. Once installed, Licensee shall provide regular and routine maintenance for all such Pads and Covers, including any repair or replacement thereof made necessary by damaged, unusable or unsafe Pads or Covers as set forth in subsection D below. The quality and characteristics of the Pads and Covers, including their colors, and the location of their placement on each Light Pole, must be acceptable to District in its reasonable and good faith discretion prior to any installation by Licensee. Licensee shall submit sample(s) to District for approval prior to installation. Licensee shall not install or utilize any Pads or Covers, whether initially or as a replacement, which are unacceptable to District. At no time may Licensee use a vehicle other than a golf cart to access any of the Product.

B. **Cover Sponsored Message** Subject to the terms hereof, Licensee at its cost shall use its good faith efforts to solicit and obtain agreement from commercial sponsors to place, install and maintain commercial messages on the Covers placed over the Pads subject to subsection A herein (each, a “Sponsored Message” and collectively the “Sponsored Messages”). The sublicense period of any Sponsored Message for such Covers may not exceed the Initial Term. At any Park Property where there are Pads and Covers that do not contain Sponsored Messages, Licensee may install Covers, in a form reasonably acceptable to District, containing District’s logo as well as Licensee’s name, general information and website advertising the availability of such Pads for Sponsored Messages, which advertising shall not be deemed to be a Sponsored Message.

C. Prohibited Use Licensee acknowledges and agrees that the Park Property is used for youth sports and that there are legal restrictions on the advertisement of certain adult activities to children. Licensee agrees to comply with all such laws in connection with all of its activities at the Park Properties. Accordingly, Licensee further agrees that it shall not utilize any of the light pole cover pads to advertise "gentlemen's clubs," adult entertainment businesses, sexually oriented materials, or use sexually oriented images or language. If the District determines that any light pole cover pad violates the terms of this Agreement, Licensee will remove the light pole cover pad(s) within twenty-four (24) hours of receipt of notice from the District requiring such removal at Licensee's cost. Should Licensee fail to promptly remove the light pole cover pad, District may do so and District's costs shall be paid by Licensee immediately upon Licensee's receipt of an invoice from the District. District shall bear no liability or responsibility whatever for any liability, losses or damages incurred by Licensee, or by the message sponsor or any third party, in such instance, and to the fullest extent permitted by law Licensee shall indemnify, defend and hold District harmless in connection with such removal, in accordance with the provisions of Section 7. If the District is contacted by a prospective commercial sponsor seeking information concerning sponsorship opportunities for the light pole pad covers, District shall refer the party to Licensee.

D. Damage to Pads and Covers Licensee, upon not less than two (2) business days' notice from District, shall, at Licensee's expense, repair or replace such pads or covers if they become damaged, unusable or unsafe by mutual agreement on a case by case review process. In the event parties cannot agree in a timeline provided, Licensee agrees to replace with standard message cover until specific case is resolved. Both parties agree that a shared financial remedy may follow final determination in each case. District agrees to provide reasonable resources to maintain park security in an effort to mitigate or deter vandalism or theft. District further agrees to provide additional resources as the District would do with any park if by circumstance, a chronic outbreak of vandalism or theft occurs affecting pads or covers. In the event that any damage to any Pads or Covers are caused by any employees or contractors of District (including damage resulting from being struck by maintenance equipment such as lawnmowers or string lawn trimmers), Licensee shall be entitled to receive a credit against the Rental Fee equal to the cost to repair or replace such damaged Pads or Covers at Licensee's actual cost. Any replacement Pads or Covers shall be of the same quality and general characteristics of the Pads and Covers being replaced. Notwithstanding anything to the contrary contained herein, Licensee shall be required to remove, but not to replace, any damaged Pads or Covers in the event that Licensee reasonably believes such replacement Pads or Covers will be damaged in a similar manner.

E. Compliance with Applicable Laws Licensee shall be solely responsible for giving all notices and complying with any and all applicable local (including the City of Camarillo), state and federal laws, ordinances and regulations pertaining or related in any way to Licensee's activities and Sponsored Messages on cover pads hereunder, including but not limited to copyright, trademark or intellectual property matters. To the fullest extent permitted by law, Licensee shall indemnify, defend and hold District

harmless in connection with any liability, losses or damages incurred by Licensee, the advertiser or any third party in such instance.

4. **Rental** Licensee shall pay District the following rental for use of the light poles (the “**Rental Fee**”):

A. **Rental Rate** During the Initial Term, Licensee shall pay District the following sums: (i) \$60.00 per month for each Rented Product (as hereinafter defined) during the first year of the Initial Term, and (ii) \$75.00 per month for each Rented Product during the second year of the Initial Term. For purposes of this Agreement, each Light Pole at any Park Property where Licensee has installed a Pad and Cover containing a Sponsored Message for any portion of that month shall be deemed to be one (1) “**Rented Product**.”

B. **Payment** Licensee shall account to District for the number of light pole cover pads rented each month for each Park Property, and pay monthly rental to District, no later than the last day of the calendar month following the immediately preceding month. The accounting shall be in the form attached hereto as **Exhibit “C”**. For example, Licensee shall account for all activity and pay to District the rental for the month of December not later than the 31st of January in the following month. If Licensee fails to provide such account information and payment and statement by the last of that month, such late Rental Fee shall bear interest at the rate of ten percent (10%) until paid.

C. **Books and Records** Licensee shall keep proper books of account and records containing complete information relating to the License, with District having the right to inspect such records upon not less than three (3) business days’ notice to Licensee. Licensee shall maintain its books of account and records at Licensee’s address set forth in Section 11.A.

5. **Assignment of Contract** This Agreement is a personal services contract. Licensee shall not assign this Agreement or any portion of the work without prior written approval of District, which approval shall not be unreasonably withheld, conditioned or delayed. Any such assignment without District’s prior written approval shall be void. Notwithstanding the foregoing, however, Licensee may assign this Agreement to any person or entity affiliated with Licensee without the consent of District, but with prior notice thereof.

6. **Early Termination**

A. **Licensee Default** Licensee specifically acknowledges and agrees that District at any time during the term of this Agreement may terminate this Agreement for Cause, as hereinafter defined, whereupon this Agreement shall terminate immediately. In the event that District reasonably and in good faith believe that Licensee is default of any provision under this Agreement (a “**Default**”), it shall provide Licensee with written notice thereof setting forth the basis for such Default with reasonable specificity (a “**Default Notice**”). Upon receipt of the Default Notice, Licensee shall thereafter have (i)

seven (7) days to cure a Default relating to the late payment of any Rental Fee (a “**Rental Fee Default**”), or (ii) fourteen (14) days to cure any other Default (the “**Cure Period**”). If the Default, other than a Rental Fee Default, is of a nature than cannot be cured within the foregoing time period, the Cure Period shall be extended for such time as is reasonably necessary to cure such Default provided that Licensee is diligently pursuing such cure. Licensee’s failure to cure any Default within the foregoing Cure Period shall be deemed to be “**Cause**” for District’s right to terminate this Agreement as set forth herein.

B. Required Notices Licensee shall include in all sublicenses or rental agreements with each sponsor a notice providing that in the event of the termination of this Agreement for any reason: (i) such sponsor’s sole recourse shall be against Licensee; and (ii) such sponsor shall waive and release, and shall not seek any remedies or damages, against District arising out of such termination.

C. Waiver To the fullest extent permitted by law Licensee shall release District from any liabilities, damages or costs incurred by Licensee in connection with termination of this Agreement.

D. Ownership of Products after Termination If this Agreement is terminated by District for any reason during its Initial Term, other than as a result of the breach of this Agreement by District, Licensee agrees to allow District to retain the installed Pads at Licensee’s cost of such Pads. Such amount to be paid in full by District within fourteen (14) days after the termination date of this Agreement. If the parties are unable to mutually agree on the terms of the Extension Term prior to the expiration of the Initial Term, then Licensee agrees to allow District to retain the installed Pads only. Licensee shall remove all covers in this case and provide optional services to produce and install new replacement covers to be paid in full by District prior to installation at involved park locations.

7. Indemnification and Hold Harmless To the fullest extent permitted by law, and in addition to its other indemnity obligations herein, Licensee agrees to defend (by an attorney selected by Licensee), indemnify and hold harmless District and its directors, officers, agents and employees from: (i) all liability, damages, costs, losses, claims and expenses resulting from Licensee’s or its contractors’ negligent acts, errors or omissions or willful misconduct under this Agreement (including, but not limited to such liability, cost, damage, loss, claim or expense arising from the damage to property of District, (ii) any claim for abridgement or violation of any form of intellectual property rights, or (iii) ; any liability, losses or damages incurred by any sponsors in connection with a termination of this Agreement, except and only to the extent such liability, damages, costs, losses, claims or expenses are caused by the negligence or willful misconduct of District or any of its directors, officers, agents, employees, or contractors. Submission of insurance certificates or other proof of coverage shall not relieve Licensee from liability under this indemnification and hold harmless provision. 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. Notwithstanding the foregoing, Licensee shall have no liability for any injuries or claims resulting from District's use of the Products, either at any of the Park Properties or elsewhere, from and after the Termination of this Agreement.

8. **Insurance** Licensee shall procure and maintain for the duration of this Agreement, and for injuries which occur and claims which are made after the services herein are provided, insurance policies in accordance with requirements set forth in **Exhibit "D"** attached and incorporated by reference herein. Submission of insurance certificates or endorsements or other proof of insurance shall not relieve Licensee from liability under the indemnification provisions of Section 7. Licensee's obligations in accordance with Section 7 shall apply whether or not such insurance policies shall have been determined to apply to any of such claims, damage, lawsuits, losses or liabilities covered by Section 7. By its signature hereto, Licensee certifies that it is aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance as specified. Licensee shall comply with these provisions before commencing work under this Agreement.

9. **Independent Contractor Relationship** It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Licensee to District being that of an independent contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Licensee. Licensee is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by District and for coordinating all portions of the work so the results will be satisfactory to District. Licensee will supply all tools and instruments required to perform its services under this Agreement.

10. **Examination of Records** Licensee agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Licensee's documents, papers and records, including accounting records, relating to its performance under this Agreement. Licensee shall retain all such records for a period of three (3) years following expiration of this Agreement.

11. Additional Provisions.

A. **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 address as follows:

To CONSULTANT:

Total Brand Delivery, Inc., a California corporation d/b/a Pole Position
Attn: Marc Lewis
4690 Calle Quetzal
Camarillo, CA 93003

To DISTRICT:

**PLEASANT VALLEY RECREATION &
PARK DISTRICT**

Attn: Mary Otten, General Manager
1605 East Burnley Street
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.

B. No Waiver No failure or delay by District in asserting any of District's rights and remedies as to any default of Licensee shall operate, as a waiver of the default, of any subsequent or other default by Licensee, 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 proceedings which may be necessary to protect, assert or enforce any right or remedies arising out of this Agreement or the performance of this Agreement.

C. Integration This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereto, and supersedes all prior agreements, oral or written, and all prior or contemporaneous discussions or negotiations between the parties.

D. Modification No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

E. Rules of Interpretation The terms of this Agreement have been negotiated by the parties and the language used in this Agreement shall be deemed to be the language chose by the parties to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted, or in favor or the party receiving a particular benefit under this Agreement. No rule of strict construction shall be applied against any party to this Agreement.

F. 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.

G. Incorporation of Recitals and Exhibits The foregoing recitals and exhibits are incorporated herein as though fully set forth.

H. California Law; Dispute Resolution; Venue This Agreement shall be interpreted and construed pursuant to the laws of the State of California, regardless of whether this Agreement is executed by any party in another state or otherwise, If a dispute arises between the parties related to this Agreement or the breach thereof, the parties shall first attempt in good faith to settle the matter through discussion, and if

unsuccessful may in their discretion mutually agree to mediate the dispute prior to filing a judicial action. The costs of a third party mediator, if utilized, shall be borne equally by the parties. If either party elects to file an action in court, such action shall be filed and heard in a court of competent jurisdiction in the County of Ventura.

I. District Employees Licensee agrees that its firm shall employ no regular employee of District during the period that this Agreement is in effect.

J. Counterparts This Agreement may be executed in multiple counterparts, a complete set of which shall be deemed to be an original and all of which together shall comprise but a single document. Signatures may be given via facsimile transmission and shall be deemed given as of the date of facsimile transmittal of the executed Agreement by one party to the other.

K. Attorneys' Fees If either party to this Agreement is required to initiate, 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.

L. 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.

M. No Personal Liability. No individual member, manager, manager of a member, partner, shareholder, director, officer, employee, trustee, consultant or agent of Licensor, or individual member of a joint venture, limited liability company or partnership (general or limited), which constitutes Licensee, or any successor interest thereof, shall be subject to personal liability with respect to any of the covenants or conditions of this Agreement and Licensor shall not seek to assert any claim or enforce any of its rights hereunder against such parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

PLEASANT VALLEY RECREATION & PARK DISTRICT

By: _____
Mary Otten
General Manager

“District”

TOTAL BRAND DELIVERY, INC., a California corporation d/b/a **POLE POSITION**

By: _____
Marc Lewis
President

“Licensee”

EXHIBIT "A"

PARK PROPERTIES

1. **Pleasant Valley Fields**
152 Westpark Court
2. **Bob Kildee Park**
Formerly Pleasant Valley Park
1030 Temple Avenue
3. **Freedom Park**
275 E. Pleasant Valley Road
4. **Mission Oaks Park**
5501 Mission Oaks Boulevard

DRAFT

EXHIBIT "B"

INITIAL LIGHT POLE LOCATIONS AT EACH PARK PROPERTY

1. **Pleasant Valley Fields** – 33 Light Poles, being all of the Light Poles in such Park Property.
2. **Bob Kildee Park** – 3 Light Poles, in such location to be determined by Licensee.
3. **Freedom Park** – 3 Light Poles, in such location to be determined by Licensee.
4. **Mission Oaks Park** – 3 Light Poles, in such location to be determined by Licensee.

DRAFT

EXHIBIT "C"

RENTAL FEE ACCOUNTING

Pole Position Monthly Report
Month/Year _____

Total Rent Enclosed _____

Park	Pole Number	Sponsored Pole/ Vacant	Sponsor Name	Rent
Mission Oaks	1			
Mission Oaks	2			
Mission Oaks	3			
Mission Oaks	4			
Mission Oaks	5			
Mission Oaks	6			
Mission Oaks	7			
Mission Oaks	8			
Mission Oaks	9			
Mission Oaks	10			
Pleasant Valley Fields	1			
Pleasant Valley Fields	2			
Pleasant Valley Fields	3			
Pleasant Valley Fields	4			
Pleasant Valley Fields	5			
Pleasant Valley Fields	6			
Pleasant Valley Fields	7			
Pleasant Valley Fields	8			
Pleasant Valley Fields	9			
Pleasant Valley Fields	10			
Pleasant Valley Fields	11			
Pleasant Valley Fields	12			
Pleasant Valley Fields	13			
Pleasant Valley Fields	14			
Pleasant Valley Fields	15			
Pleasant Valley Fields	16			
Pleasant Valley Fields	17			
Pleasant Valley Fields	18			
Pleasant Valley Fields	19			
Pleasant Valley Fields	20			
Pleasant Valley Fields	21			

Park	Pole Number	Sponsored Pole/ Vacant	Sponsor Name	Rent
Pleasant Valley Fields	22			
Pleasant Valley Fields	23			
Pleasant Valley Fields	24			
Pleasant Valley Fields	25			
Pleasant Valley Fields	26			
Pleasant Valley Fields	27			
Pleasant Valley Fields	28			
Pleasant Valley Fields	29			
Pleasant Valley Fields	30			
Pleasant Valley Fields	31			
Pleasant Valley Fields	32			
Pleasant Valley Fields	33			
Bob Kildee	1			
Bob Kildee	2			
Bob Kildee	3			
Bob Kildee	4			
Bob Kildee	5			
Bob Kildee	6			
Bob Kildee	7			
Bob Kildee	8			
Bob Kildee	9			
Bob Kildee	10			
Bob Kildee	11			
Bob Kildee	12			
Bob Kildee	13			
Bob Kildee	14			
Freedom	1			
Freedom	2			
Freedom	3			
Freedom	4			
Freedom	5			
Freedom	6			
Freedom	7			
Freedom	8			
Freedom	9			
Freedom	10			
Freedom	11			
Freedom	12			

Park	Pole Number	Sponsored Pole/ Vacant	Sponsor Name	Rent
Freedom	13			
Freedom	14			
Freedom	15			
Freedom	16			
Freedom	17			
Freedom	18			
Freedom	19			
Total	X		X	

Summary			
Park	Poles Rented	Pole Available	Rent Collected
Bob Kildee		14	
Freedom		19	
Mission Oaks		10	
Pleasant Valley Fields		33	
Total		76	

Mission Oaks



Pleasant Valley Fields



Bob Kildee



EXHIBIT "D"

PLEASANT VALLEY RECREATION & PARK DISTRICT INSURANCE REQUIREMENTS

Pole Position, Inc. ("Licensee") shall procure and maintain for the duration of the Agreement (and thereafter as specified herein) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Licensee, its agents, representatives, employees or sub-contractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

MINIMUM LIMITS OF INSURANCE

Licensee shall maintain limits no less than:

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

DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District, its directors, officers, employees, agents and volunteers, or (2)

Licensee shall provide a financial guarantee satisfactory to District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS

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

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

If General Liability, Contractors Pollution Liability and/or Asbestos Pollution Liability and/or Errors & Omissions coverages are written on a claims-made form:

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

ACCEPTABILITY OF INSURERS

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

VERIFICATION OF COVERAGE

Licensee shall furnish District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by

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

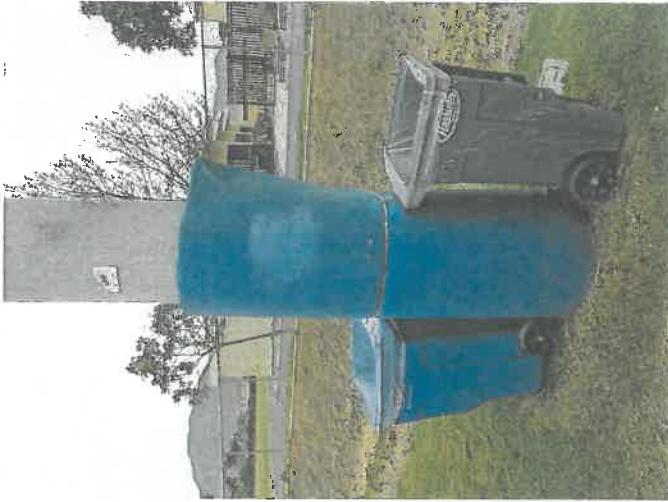
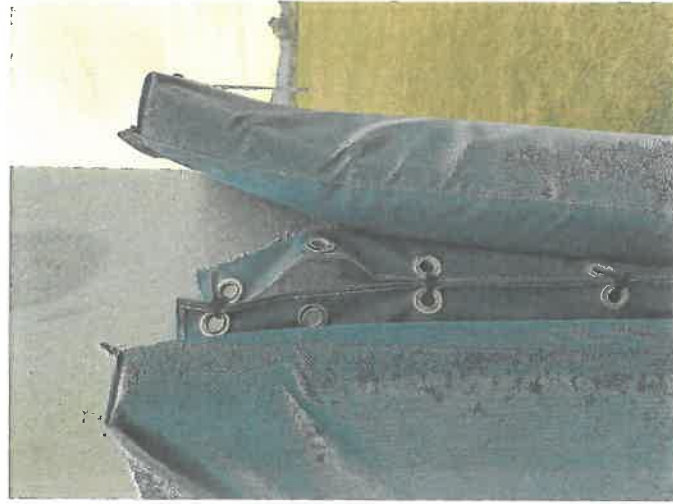
SUB-CONTRACTORS

Licensee shall include all sub-contractors as insureds under its policies or shall furnish separate certificates and endorsements for each sub-Contractor. All coverages for sub-Contractor shall be subject to all of the requirements stated herein.

END OF PAGE

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DRAFT



Pole Pads (current state)



Pole Pads (proposed)

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

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