

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
October 2, 2019**

5:30 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Adjourn to Closed Session

B. CLOSED SESSION

1) Conference with Legal Counsel – Existing Litigation

The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with legal counsel regarding litigation to which the District is a party. The title of such litigation is as follows: *Pleasant Valley Recreation & Park District and Service Employees International Union Local 721*; Public Employment Relations Board Case Number Case No. LA-CE-1378-M.

C. Reconvene into Regular Meeting

6:00 P.M. REGULAR MEETING NEXT RESOLUTION #640

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.

5. PRESENTATIONS

A. Pleasant Valley Recreation & Parks Foundation

B. Camarillo Girls Softball Association

C. Summer Concert Series

6. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.

7. CONSENT AGENDA – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

- A. Minutes for Regular Board Meeting of September 4, 2019 and Special Board Meetings of September 9 & 16, 2019**
Approval receives and files minutes.
- B. Warrants, Accounts Payable & Payroll**
Approval of District's disbursements dated on or before September 23, 2019.
- C. Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for August 31, 2019.
- D. Review and Approval of Surplus Supplies and Equipment List**
Approval of the list is required prior to the disposition of listed surplus items.
- E. Consideration and Approval of Regular Board Meeting Dates for 2020**
Dates for the 2020 Regular Board Meeting calendar year are provided for approval.
- F. Consideration and Approval of Resolution No. 637, Adopting the Injury and Illness Prevention Program Policy**
Update of the current IIPP Policy.

8. PUBLIC HEARING – A Public Hearing on Ordinance No. 10 which amends Board Member Compensation.

- A. Second Reading and Adoption of Ordinance No. 10, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**
The first reading of Ordinance No. 10 was approved at the September 9, 2019 Special Board Meeting.

Suggested Actions: Approve the following:

1. A MOTION to Approve a second reading, by title only, of proposed Ordinance No. 10 and waive further reading of the ordinance and
2. A MOTION to Adopt Ordinance No. 10, revise the first sentence of Section 1 of Resolution No. 583 to increase the amount of the compensation for each Director for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board to \$105.

9. NEW ITEMS – DISCUSSION/ACTION

- A. Consideration and Approval of the Design and Construction Plans for the Aquatic Center Shower and Dressing Room Design Remodel**
Leach Mounce Architects have provided design/construction plans for the Aquatic Center Restroom remodel for approval.

Suggested Action: A MOTION to Approve the design and construction plans for the Aquatic Center showers and dressing rooms.

- B. Consideration and Approval of Resolution No. 638, Adopting a District Social Media Policy**
The District does not currently have a policy or formalized process by which digital assets (Facebook, Twitter, Instagram) are moderated for content, accuracy, and information sharing.

Suggested Action: A MOTION to Approve Resolution No. 638, Adopting a District Social Media Policy.

C. Consideration and Approval of Resolution No. 639, Adopting the Updated General Use Policy

Due to recommended changes from the District Counsel to Ordinance No. 8, District Staff and the Policy Committee have taken the opportunity to review and update the General Use Policy.

Suggested Action: A MOTION to Approve Resolution No. 639, adopting the updated General Use Policy.

D. Consideration and Approval of the Purchase and Installation of Eighteen LED Lights at the Springville Tennis Courts

This Capital Improvement Project was identified in the FY 19/20 budget workshop and will be funded from the General Fund, Fund 10 for replacing the metal halide lamps with LED lights.

Suggested Actions: A MOTION to Approve and authorize the General Manager to enter into an agreement with Brite Court Sports Lighting for the purchase of eighteen (18) LED tennis court lights to replace the current 1000w metal halide lighting at the Springville tennis courts.

E. Consideration and Approval of Request for Proposal for a Grant Writer

The District intends to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals.

Suggested Actions: A MOTION to Approve the Request for Proposals (RFP) for the grant writer selection process.

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

- A. Chairman Kelley
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager's Report

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

12. ADJOURNMENT

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

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



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

Group: Camarillo Girls Softball Association

Date: 9/1/2019

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, October 2, 2019 at 6pm at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Josh Hansen	1461 La Culebra Cir Camarillo, CA 93012	805-479-6392	
Vice President	Daniel Carver	5335 Maple View Cir Camarillo, CA 9301	805-603-0346	
Treasurer	Don Erhardt	4505 Calle Argolla Camarillo, CA 93012	805-797-7067	
Secretary	TBD			

Number of participants last year: 298

Projected number of participants upcoming year: 315

Changes Organization has made from previous year:

This year and next, we are really pushing our Fall Ball programs, trying to keep girls of all ages playing softball all year round. The good majority of the board members that have been in place for the previous 5 years, are no longer on the board as their kids have aged out of the program. We have a new set of board members partnering with some existing board members. So we are definitely "back to the basics." This has allowed us to really look over some of the previous processes taken for granted and make sure they are working for today's "softball world."

Comments for the PVRPD Board of Directors:

We have a lot of new Board Members that are excited to jump in and make a difference. The end goal is to make CGSA better and to be seen by everyone within the county. We want to thank PVRPD for the continued support they have shown CGSA in the past and future.

Primary Facility (ies) Used?

Mission Oaks Fields

What Time are Board Meetings Held?

One Tuesday a month from 7pm-9pm

Where are Board Meetings Held?

Local Conference Room

When are new Board Members Elected?

Last week of Rec Season - Early April

When are new Board Members Installed?

July 1st

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 13, 2019 to:

Lanny Binney
1605 E. Burnley Street, Camarillo, CA 93010
Phone: 482-1996 x 108
Fax: 805-482-3468

Form Completed by (print): Josh Hansen

Date 9/1/2019

Sign: *Josh Hansen*

**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: 8/31/19

Date: 8/31/20

Beginning Balance:	\$ 123,610.00
Revenue:	
Registration: Rec./All Stars	\$ 103,160.00
Tournaments:CGSA Tournament	\$ 25,469.00
Fundraisers / Sponsors:	\$ 6,956.00
Snack Bar: Gross w/ Umpire	\$ 41,795.00
Interest:	\$ -
Dues:	\$ -
Miscellaneous Income:*	\$ 123.00
Total Revenue	\$ 177,503.00

Beginning Balance:	\$ 160,744.00
Revenue:	
Registration:	\$ 105,000.00
Tournaments:	\$ 26,000.00
Fundraisers:	\$ 15,000.00
Snack Bar:	\$ 38,000.00
Interest:	\$ -
Dues:	\$ -
Miscellaneous Income:	\$ 400.00
Total Revenue	\$ 184,400.00

Expenses:

Expenses:

Admin Expense	\$ 5,160.00
Advertising	\$ 1,409.00
Awards	\$ 9,814.00
Equipment	\$ 6,567.00
Facility/Field Maint.	\$ 686.00
Insurance	\$ 495.00
Internet (online registration)	\$ 1,277.00
Licensing/Membership	\$ 7,450.00
Maintenance (field/facility)	\$ -
Miscellaneous**	\$ 2,287.00
Paid Staff	\$ 10,775.00
Professional Services (refs)	\$ 13,896.00
Refunds	\$ 5,515.00
Rentals	\$ -
PVRPD	\$ 6,254.00
Snack Bar Resale	\$ 19,995.00
Supplies	\$ 73.00
Tournament Entries	\$ 17,220.00
Uniforms	\$ 28,356.00
Contingency	\$ 3,140.00
Total Expense:	\$ 140,369.00

Admin Expense	\$ 5,500.00
Advertising	\$ 3,000.00
Awards	\$ 12,000.00
Equipment	\$ 9,000.00
Facility/Field Maint.	\$ 15,000.00
Insurance	\$ 1,500.00
Internet (online registration)	\$ 1,500.00
Licensing/Membership	\$ 8,000.00
Maintenance (field/facility)	\$ -
Miscellaneous	\$ 3,000.00
Paid Staff	\$ 500.00
Professional Services (refs)	\$ 15,000.00
Refunds	\$ 5,515.00
Rentals	\$ -
PVRPD	\$ 9,000.00
Snack Bar Resale	\$ 23,000.00
Supplies	\$ 200.00
Tournament Entries	\$ 20,000.00
Uniforms	\$ 35,000.00
Contingency	\$ 3,500.00
Total Expense:	\$ 170,215.00

Ending Balance: \$ 160,744.00

Ending Balance: \$ 174,929.00

List Savings/CDs/Investments here:

Savings Account	\$
CD Account ____ month	\$
Investment Account	\$
Other Account	\$
Total Other Accounts	\$
Checking + Other	\$ -

List Savings/CDs/Investments here:

Savings Account	\$
CD Account ____ month	\$
Investment Account	\$
Other Account	\$ -
Total Other Accounts	\$
Checking + Other	\$ -

Lanny Binney

From: Joshua Hansen <joshua.thomas.hansen@gmail.com>
Sent: Thursday, September 19, 2019 1:21 PM
To: Lanny Binney
Cc: Don Ehrhardt; Katlyn Simber; Eric Storrie
Subject: Re: Annual Update and financial Statement questions
Attachments: 2019-2020 Annual Update - CGSA.xls

Hi Lanny,

I misread your original email as I saw that it said that these questions may be asked by the board and to have answers ready for 10/2. I now see the bottom, where it requests the answers.

Please note: we were able to grab some information on how the books were kept last year, but don't have some of the original details of exactly how some of the expenses were labeled. They were accounted for, but ended up more in a miscellaneous group. I have gone through and labeled just about all of the expenses in detail to make it easier for the next group to come in and understand. It is somewhat of a re-build process.

1. The Annual Update looks fine. I notice you are missing a Secretary. Will that position be filled before the spring league? We are in the process of trying to fill this role now. In the interim, we have our Director of Team Parents and myself managing the duties.
2. I notice that you are projecting an increase in participants from 298 to 315. Is this just for the spring league? Correct...this is just for the Spring season. Our 8U Fall ball program is estimated anywhere between 35 and 55 girls and varies from year to year

Revenue

3. Last year your fundraisers were \$6,956. This year you are looking to increase to \$15,000. What measures is the CGSA taking to increase the revenue in Fundraisers? We now have a VP that is much more involved on the marketing side of things, including fundraising. We are looking to increase our numbers there, so we can push our player development, more than we have in the past 5 years.
4. The Snack Bar states "Snack Bar: Gross with Umpire. What does that mean? The original template said "Gross with Umpire" and honestly didn't know what that meant, after having a line item for Professional Services. The \$38,000 only includes estimated gross income from the snack bar.

Expenses

5. Advertising is going from \$1,409 to \$3,000. What is the CGSA doing to increase their advertising and what media is the CGSA using? Is there anything the District can do to help? If you have a new advertising person, they can contact Katlyn Simber-Clickener at (805) 482-1996 x 107 or e-mail ksimber@pvrpd.org We will most likely be reaching out to the district to increase our advertising footprint within PVRPD, but also throughout the city. Advertising is not something we did well in the past and the VP and I are looking to double the efforts.
6. Awards is going from \$9,814 to \$12,000. With an increase of 17 participants, why are the awards increasing by \$2,186? Awards includes Rec/Spring but also All Stars where we give out 1st and 2nd place awards, along with spirit awards. The cost of awards has stayed the same form year to year, but the quality has dropped, so I intend to get better awards done this coming year across the board.
7. Equipment is going up from \$6,567 to \$9,000. Please explain, what new equipment is being purchased? Sports equipment? Field equipment? Snack-bar equipment? This section is mainly our sports equipment as field

equipment would fall under Facility and Field Maintenance. After reviewing the condition of much of the Sports Equipment, we are going to be purchasing a lot of new catchers equipment as well as make face masks available to any girl needing/wanting one. Safety is our priority. We also have the standard replacement Field equipment that walks away every season.

8. **Facility/Field Maintenance is going up from \$686 to \$2000. What is that expense specifically and why is more than doubled?** After reviewing your question, I have updated this line to reflect \$15,000 as I anticipate, (upon approval) dropping more dirt onto the PV and Mission Oaks fields prior to our All star tourney. These monies were originally allocated under the Paid Staff section in the 2018-2019 Annual Update.
9. **Insurance went up from \$495 to \$1,500. What was the reason for the steep increase?** This is due to the Renters Insurance required, that we are in the process of getting.
10. **You will need to explain what expenses are accounted for in Miscellaneous.** Last year we did Jessica Mendoza books and other "swag" at All Stars and we are looking to bump those up, in addition to adding a Rec/spring year book to the girls. These were out of the norm, last year and were put under miscellaneous.
11. **Paid staff last year was \$10,775. It is being cut to \$500. Who/what is considered paid staff and why the difference from last year?** See answer to Question 8
12. **Professional Services is projected to be up over \$1,000. With 17 more girls in the program, why is this expense up from last year?** I am anticipating our Umpire Fees and payouts to go up based on the trend we have seen over the prior few years. We have umpires for all Rec/Spring (8U and up), All Stars and Fall Ball / FNL.
13. **Refunds is set at \$5,515. Do that may participants refund out of the league?** This last year we had a few more girls between Fall ball, Rec and All Stars get refunded due to the inability to play, than normal. Stuff comes up that is out of anyone control. That is roughly 16-18 families over the 3 programs. I am anticipating the same for this year, but will not be surprised if that number drops down.
14. **PVRPD last year was \$6,254. This year you are projecting \$10,000. Is this the light expense? If so, why the higher projection?** I have tweaked this number down to \$9000. It is still an increase with the thought of using more lights during the fall that the Cougars will not be using. We also have unexpected costs (like this last year), after All Stars where we received the cleaning and maintenance bill. We unfortunately cannot watch every corner of the facility at all times (Maintenance) and are now aware that we will need to clean ALL of the parking lots (Cleaning) after our events. I estimate this small bill to rise over time, due to the cost per hour rising of the PV Facility Team.
15. **The snack bar revenue was projected to go down to \$38,000 this year from the \$43,795 last year. But you show that snack bar resale is going up from \$19,995 to \$23,000. What is the difference or why is revenue down and resale going up?** I was one of the directors managing the snack bar last year and kept the books so I have seen the trends. As to the Expenses rising, is due to the cost of food going up as quickly as we have seen in the past 12 months, I expect that we will be spending the extra just do to the rising costs while buying the same amount of food. Additionally, on the Revenue change, we are short a Board Member on the Snack Bar Group and am figuring this will hit the bottom line. We are not anticipating changing snackbar costs this coming year. We are in the process of trying to fill that additional role, but in the meantime, have other board members helping out.
16. **Tournament entries is going up from \$17,220 to \$20,000. What is the factor for the increase in this expense?** We have seen the tournament costs throughout the state go up every year and we are accruing for partly that, but I also know that we have many teams that will most likely being competing in additional tournaments over last year

Hopefully this answers all of your questions.

Thanks

Josh Hansen
CGSA President

**Pleasant Valley Recreation and Park District
City of Camarillo, City Hall Council Chambers
Minutes of Regular Meeting
September 4, 2019**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:03 p.m. by Chairman Kelley.

A. Adjourned to Closed Session

The Board adjourned to closed session at 5:03 p.m.

B. Closed Session

1) Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1), the Board conducted a closed session to confer with legal counsel regarding litigation to which District is a party. The title of such litigation is as follows: *Pleasant Valley Recreation & Park District and Service Employees International Union Local 721*; Public Employment Relations Board Case Number Case No. LA-CE-1378-M.

C. Regular Meeting Reconvened

The regular meeting of the Pleasant Valley Recreation and Park District was reconvened at 6:06 p.m. with nothing to report.

2. PLEDGE OF ALLEGIANCE

Director Mishler led the pledge.

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Megan Hamlin, Park Supervisors Nick Marienthal and Brandon Lopez, Recreation Supervisor Macy Trueblood, Recreation Specialist Sarah Scrivano, Colin Tanner, Dan Rhymes, Harold Lee, Rich Frank and Rick Pena.

4. AMENDMENTS TO THE AGENDA

Agenda accepted as presented.

5. PRESENTATIONS

A. District Highlights/Summer Recap

Recreation Specialist Sarah Scrivano provided a highlight of the District's summer special events, programs and activities.

B. Camarillo Community Band

Recreation Services Manager Eric Storrie introduced Dan Rhymes, director and president of the Camarillo Community Band who presented an annual update. Mr. Rhymes introduced Vice President Betty Weyek, Treasurer Rick Austinson and Secretary Mark Fischer from the audience. The four summer concerts were held at Constitution Park this year. The District Board suggested that the organization advertise their group's events at the Summer Concert Series, check with the City regarding the lighting and acoustics for the band on the outdoor stage, and advertise their donation information on the District's website. Chairman Kelley requested information so that he could make a donation to the group.

6. PUBLIC COMMENT

No comments.

7. CONSENT AGENDA

- A. Minutes for Special Board Meeting of July 29, 2019
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Consideration and Approval of Bid Specifications for Parking Lot Repairs at Freedom Park
- E. Consideration of Entering into an Agreement Between American Legal Publishing Corporation and Pleasant Valley Recreation and Park District to Examine, Classify and Prepare Documents to be Searchable by the Public and Staff
- F. Consideration and Approval of Request for Proposal for Two New Fleet Vehicles

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Consent Agenda**

Carried

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Approval of a Ten-Year Agreement Between the Pleasant Valley Recreation and Park District and Miracle League 805 Inc. for the Use and Maintenance for Portions of the Community Center Park

General Manager Mary Otten presented a proposed agreement for Miracle League 805 Inc. to be able to access the District's restrooms and parking lot at the Community Center Park for its baseball program which will take place at the adjacent University Preparation Charter School. Ms. Otten introduced Rick Pena with Miracle League 805 Inc. Discussion included: 805 paying for the gate to be installed in the school/District

fence, possession of keys to the locked gate, schedule of games and tournaments, and a 2 to 3 month timeline for construction.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the proposed ten-year agreement between the District and Miracle League 805, a California 501 (c) (3) non-profit corporation, setting forth the terms and conditions for Miracle League's shared use and maintenance agreement.

**Motion to
Approve 10 Yr
Agrmnt with
Miracle League**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

B. Consideration and Approval of a Professional Services Agreement with Leach Mounce Architects for the Design and Construction Plans for the Aquatic Center Shower Remodel

Park Services Manager Bob Cerasuolo presented a proposal for architectural services for the remodel of the Aquatic Center showers from Leach Mounce Architects for \$61,990. Discussion included: confidence in Leach Mounce who designed the current Valle Lindo Park restroom remodel, the lack of bidders, and the need to schedule work around the busy season at the Aquatic Center.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve and authorize the General Manager to enter into a professional services agreement between the District and Leach Mounce Architects for the design and construction plans for the Aquatic Center showers and restrooms for \$61,990.

**Motion to
Approve Agrmnt
with Leach
Mounce for Pool
Showers Design**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

C. Review and Discuss Portions of Section 118 and 202 of Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities

General Manager Mary Otten stated that in the current review of the District's General Use Policy and Ordinance No. 8, discrepancies were noted regarding Board approval for any user group that charges for parking or admission on District property. Since the topic is broad and there are quite a few user groups to which this may apply, staff is requesting that the documents be reviewed with the Policy Committee. Board direction

is to continue the standard practice currently in place until the Policy Committee can review the documents and consider recommendations.

D. Impasse Presentation by SEIU Local 721 and the District

The District and representatives from the Service Employee International Union (SEIU) Local No. 721 agreed upon the following procedure and conducted an impasse presentation before the Board.

- Union presentation – Harold Lee, Attorney representing SEIU
 - Reasons for impasse, for-cause termination, benefits of for-cause termination, explanation of bad faith bargaining
- District presentation – General Manager Mary Otten
 - Background regarding District at will and formation of SEIU; negotiations, impasse, and last best and final
- Union rebuttal – Harold Lee, Attorney representing SEIU

After the presentation, there was Board discussion, but no direction was provided.

9. INFORMATIONAL ITEMS

- A. Chairman Kelley – no report.
- B. Ventura County Special District Association/California Special District Association – Director Magner will be in Sacramento tomorrow for a CSDA meeting.
- C. Ventura County Consolidated Oversight Board – Director Mishler – No August meeting.
- D. Santa Monica Mountains Conservancy – Director Mishler attended a meeting on August 26.
- E. Standing Committees – Finance – Director Malloy stated that the District is over in revenue and under in expenses. Liaison – Director Dixon stated the committee met with the City and the architects regarding Plans B and D. An alternate plan for Plan D will be presented at the September 9, 2019 Special Board Meeting. Long Range Planning – Director Malloy reported that the *Acorn*'s online article contained the corrected information regarding article referring to the District and the golf course at Sterling Hills. Mr. Malloy expressed concern regarding the development of homes on recreational areas which is awaiting the City's review. Personnel – Director Magner stated that the committee is making progress. Policy – Last met on July 24.
- F. Foundation for Pleasant Valley Recreation and Parks – Director Magner congratulated Megan Hamlin and staff on a successful 5th Party for the Parks. Upcoming fundraisers are Painting with a Twist on November 14 and the Ugly Sweater and Donut Dash on December 14.
- G. General Manager's Report – Ms. Otten updated the Board regarding the new picnic pavilion at Pitts Ranch Park, the new restrooms at Valle Lindo Park and Freedom Park ball fields. A tree was reported to be down on the skate park fence at Bob Kildee Park.

10. ORAL COMMUNICATIONS

Director Mishler would like to see the District signage completed. Mr. Mishler attended a City workshop session in which he learned that the water rates will not increase for this next year and that the District is too small by itself to raise money for a bond for the new recreation center. Director Dixon stated that the Party at the Parks fundraiser at Camarillo Grove Park was a great deal with its quality of food and entertainment.

11. ADJOURNMENT

Chairman Kelley adjourned the meeting at 8:39 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Robert Kelley
Chairman**

**Pleasant Valley Recreation and Park District
Senior Center Building
Minutes of Special Meeting
September 9, 2019**

1. CALL TO ORDER

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:34 p.m. by Chairman Kelley.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Ricardo Gofredo, Jay Evans, Mark Munoz, Ed Carlstone, and Rich Frank.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. NEW ITEMS-DISCUSSION/ACTION

A. Senior and Community Recreation Facility Design Selection

General Manager Mary Otten introduced Jeremy Hart with the architectural firm of LPA who presented an alternative design option for Plan D (Stand Alone Design). This was provided due to concern over the original Plan D's location of the lobby and the number of entry/access points. Discussion included: increased safety, reduction in staff and operational costs, ability to still host tournaments in the gymnasium with entry at the gym, line of sight maintained, roof line of gymnasium, and better lobby access for seniors. Chairman Kelley provided staff and LPA with a recommendation of the alternative design presented for a finalized Plan D.

B. Introduction of Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation

General Manager Otten presented a draft of Ordinance No. 10 which addresses the Board Member compensation for Board related services. The draft would revise the first sentence of Section 1 of Resolution No. 583 to increase the amount of compensation for each Director for each day's attendance at meetings of the Board or each day's service rendered as a Director by request of the Board to \$105 from \$100.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to have Board Secretary Dixon read the complete Ordinance No. 10 title – *Ordinance No. 10, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

Motion to Read Complete Ord No. 10 Title, Board Comp

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the introduction and first reading of the District's *Ordinance No. 10, An Ordinance of the Board of Director of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

Motion to Approve Intro and First Reading of Ord No. 10, Board Comp

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

7. ORAL COMMUNICATIONS

General Manager Otten requested Board Member volunteers for a new ad hoc committee for the proposed park at Springville. Directors Mishler and Malloy volunteered to serve on the committee. Ms. Otten also requested Board Member volunteers for an ad hoc committee for Journey the Church. Directors Magner and Malloy volunteered to serve on the committee. Ms. Otten mentioned that Erik Kuschke purchased the gymnasium building at Freedom Park and is interested in rehabilitating the structure. Ms. Otten will meet with him next week. Questions were addressed regarding community use of the building and the status of conveyances with the property.

8. ADJOURNMENT

Chairman Kelley adjourned the meeting at 6:21 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Robert Kelley
Chairman**

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
September 16, 2019**

1. CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District with the Camarillo City Council was called to order at 6:00 p.m. at City Council Chambers by Mayor Kevin Kildee and Chairman Robert Kelley.

2. PLEDGE of ALLEGIANCE

Director Dixon led the pledge.

3. ROLL CALL

Roll Call

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

Absent:

Also present: General Manager Mary Otten, Administrative Analyst Megan Hamlin, Customer Service Lead and Recording Board Secretary Karen Roberts, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst Anthony Miller, Recreation Supervisor Lanny Binney, Recreation Specialist Connor Soudani, Recreation Coordinator Katlyn Simber-Clickener, Mayor Kevin Kildee, Vice Mayor Tony Trembley, City Councilmembers Charlotte Craven, Shawn Mulchay, and Susan Santangelo; City Staff: City Manager Dave Norman, Assistant City Manager Tully Clifford, Public Works Director Dave Klotzle, City Clerk Jeffrie Madland, Administrative Services Director Carmen Nichols, City Attorney Brian Pierik and Finance Director Genie Rocha; Bob Aaron, Art Roberts and Emily Vaniman.

4. Senior and Community Recreation Facility Final Design Plan

General Manager Mary Otten provided background for the project and introduced Jeremy Hart with the architect firm, LPA. Mr. Hart presented PVRPD's and the District/City Liaison Committee's recommendations for either Plan B (Integrated Design) or Plan D (Stand Alone Design) along with construction cost estimates, operational costs versus revenue, and cost recovery models for the two options.

Art Roberts of Camarillo stated his concern that the plans offered exclude any consideration for outdoor facilities and usage. Mr. Roberts presented and read a letter from AARP California that supports the inclusion of lawn bowling at outdoor facilities to promote physical and social interaction within public communities.

A non-verbal letter presented to Mayor Kildee requested the inclusion of a wooden dance floor in the designs.

Bob Aaron of Camarillo stated that the City Councilmembers should be reminded that some of the PVRPD Board Directors have a different view of what PVRPD is all about and that he will be contacting the councilmembers soon.

Discussion from the Councilmembers and Board included: having a plan that is buildable, financeable, and sustainable; numbers that need more refinement, and ideas about how to best move the project forward.

Mayor Kildee called for a motion. A motion was made by Vice Mayor Trembley and seconded by Councilmember Santangelo to select Plan D (Stand Alone Design).

Motion: Carried 3-2 (Craven/Mulchay dissenting).

Chairman Kelley called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to select Plan D (Stand Alone Design).

**Motion to
Select Plan D**

Voting was as follows:

Ayes: Mishler, Malloy, Magner, Chairman Kelley

Noes: Dixon

Absent:

Carried

Motion: Carried

Mayor Kildee called for a motion regarding phasing the project. A motion was made by Councilmember Craven and seconded by Councilmember Mulchay to phase the project without specifying at this time how the phasing would occur.

Motion: Carried 3-2 (Santangelo/Kildee dissenting).

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dixon to not phase the project.

**Motion to
Not Phase
the Project**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

A recess was called at 9:07 p.m. and the meeting resumed at 9:19 p.m.

Further discussion from the Councilmembers and Board included: phasing, need for a master plan, bond indebtedness, CEQA process, and identifying phases within the project once financing is better defined.

General Manager Otten explained next steps would be for both agencies to consider financing options and what each agency could allocate towards the project, allow the Liaison Committee to consider timing for environmental review, bonding for the November 2020 election, refined design, and construction timing.

Jeremy Hart stated the environmental review process was the next critical path as it potentially required the longest lead time.

City Manager Norman recommended the two agencies both direct the Liaison Committee to work with staff to hire a consultant for the preparation of an environmental impact report and to prepare an agreement for the share of the costs.

Mayor Kildee called for a motion regarding Liaison Committee direction. A motion was made by Councilmember Santangelo and seconded by Councilmember Craven to direct the Liaison Committee to work with staff to hire a consultant for preparation of the environmental impact report and to prepare an agreement for the share of costs.

Motion carried unanimously.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to direct the Liaison Committee to work with staff to hire a consultant for preparation of the environmental impact report and to prepare an agreement for the share of costs.

**Motion to
Direct Liaison
Comm. To
Seek an Env.
Consultant**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

Councilmember Santegelo confirmed that the next step for both agencies is to discuss funding.

8. ADJOURNMENT

Chairman Kelley and Mayor Kildee adjourned the meeting at 10:20 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Robert Kelley
Chairman**

Pleasant Valley Recreation and Park District
Finance Report
August 2019

	Date	Amount	
Accounts Payables:	8/1/19-8/31/19	\$ 710,738.23	
	Total	\$ 710,738.23	
Payroll (Total Cost):	8/8/2019	\$ 168,052.24	PR 8/8/2019
	8/22/2019	\$ 160,341.91	PR 8/22/2019
	Total	\$ 328,394.15	
Outgoing:Online Payments			
	8/1/2019	\$ 479.55	VSP- 8/2019 Vision Insurance
	8/1/2019	\$ 1,796.93	The Hartford- 8/2019 Life/ADD/STD/LTD Insurance
	8/1/2019	\$ 2,172.84	The Guardian- 8/2019 Dental Insurance
	8/1/2019	\$ 28,460.80	08/2019 CALPERS Health Insurance
	8/5/2019	\$ 25,218.85	City of Camarillo- Water
	8/7/2019	\$ 4,927.55	WEX (76) Fuel
	8/8/2019	\$ 117.46	Culligan Water
	8/8/2019	\$ 14,577.67	CALPERS (Ret) PR 8/8/2019
	8/12/2019	\$ 10,784.09	Southern CA Edison
	8/14/2019	\$ 45.48	Southern CA Edison
	8/15/2019	\$ 43.31	Southern CA Edison
	8/21/2019	\$ 6,298.92	Southern CA Edison
	8/22/2019	24.83	Southern CA Edison
	8/23/2019	14543.29	CALPERS (Ret) PR 8/22/2019
	8/26/2019	\$ 90.64	Southern CA Edison
	8/27/2019	23.50	Southern CA Edison
	8/30/2019	\$ 128.13	Southern CA Edison
	Total	\$ 109,733.84	
	Grand Total	\$ 1,148,866.22	

CASH REPORT

	8/31/2019 Balance	8/31/2018 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 242,623.40	\$ 636,529.56	
457 Pension Trust Restricted	\$ 67,098.11	\$ 70,058.34	
Quimby Fee - Restricted	\$ 11,068.98	\$ 307,637.77	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 644,897.54	
Ventura County Pool - Restricted	\$ 4,191,635.37	\$ 5,056,897.54	
FCDP Checking	\$ 20,979.04	\$ 29,730.35	
Total	\$ 5,194,169.38	\$ 6,745,751.10	
Semi-Restricted Funds			
Assessment	\$ 578,427.60	\$ 78,264.53	
Capital Improvement	\$ 30,979.88	\$ 29,257.50	
Capital - Vehicle Replacement	\$ 50,843.80	\$ 40,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,706,443.03	\$ 2,094,955.79	
Contingency - Dry Period	\$ 271,000.00	\$ 181,000.00	
Contingency - Computer	\$ 10,000.00	\$ 5,000.00	
Contingency - Repair/Oper/Admin	\$ 30,000.00		
Total	\$ 3,694,092.25	\$ 2,445,719.56	
Unrestricted Funds			
Contingency	\$ 766,059.76	\$ 564,292.73	
Cal Trust	\$ 586,862.31	\$ 735,934.87	
General Fund Checking	\$ 191,734.99	\$ 249,070.72	
Total	\$ 1,544,657.06	\$ 1,549,298.32	
Total of all Funds	\$ 10,432,918.69	\$ 10,740,768.98	\$ (307,850.29)

	9/12/2019 Balance	9/30/2018 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 242,623.40	\$ 636,529.56	
457 Pension Trust Restricted	\$ 67,098.11	\$ 70,058.34	
Quimby Fee - Restricted	\$ 11,068.98	\$ 301,617.44	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,191,635.37	\$ 5,056,897.54	
FCDP Checking	\$ 21,004.04	\$ 29,730.35	
Total	\$ 5,194,194.38	\$ 6,755,597.71	
Semi-Restricted Funds			
Assessment	\$ 577,732.93	\$ 14,378.73	
Capital Improvement	\$ 30,979.88	\$ 29,257.50	
Capital - Vehicle Replacement	\$ 50,843.80	\$ 43,343.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,706,443.03	\$ 2,094,955.79	
Contingency - Dry Period	\$ 271,000.00	\$ 203,500.00	
Contingency - Computer	\$ 10,000.00	\$ 6,250.01	
Contingency - Repair/Oper/Admin	\$ 30,000.00	\$ 7,500.00	
Total	\$ 3,693,397.58	\$ 2,415,583.77	
Unrestricted Funds			
Contingency	\$ 766,059.76	\$ 564,292.73	
Cal Trust	\$ 336,862.31	\$ 129,228.69	
General Fund Checking	\$ 76,702.88	\$ 494,128.68	
Total	\$ 1,179,624.95	\$ 1,187,650.10	
Total of all Funds	\$ 10,067,216.91	\$ 10,358,831.58	\$ (291,614.67)

MBS – Multi Bank Securities

MBS - US Treasury Type	April 7 2018	May 10 2018	June 6 2018	July 11 2018	Aug 9 2018	Sept 11 2018	Oct 15 2018	Nov 11 2018	Dec 11 2018
US 3 Month	1.694%	1.842%	1.900%	1.922%	2.003%	2.095%	2.228%	2.327%	2.344%
US 6 Month	1.860%	2.000%	2.067%	2.085%	2.173%	2.255%	2.395%	2.464%	2.475%
US 1 Year	1.954%	2.175%	2.223%	2.260%	2.343%	2.435%	2.567%	2.637%	2.595%
US 2 Year	2.266%	2.526%	2.520%	2.582%	2.649%	2.744%	2.853%	2.924%	2.754%
US 3 Year	2.397%	2.667%	2.650%	2.672%	2.728%	2.820%	2.941%	2.990%	2.751%
US 5 Year	2.584%	2.526%	2.809%	2.752%	2.811%	2.869%	3.012%	3.039%	2.726%
	Jan 11 2019	Feb 11 2019	March 13 2019	April 9 2019	May 8 2019	June 10 2019	July 9 2019	Aug 12 2019	Sept 12 2019
US 3 Month	2.345%	2.375%	2.388%	2.376%	2.399%	2.215%	2.148%	1.927%	1.870%
US 6 Month	2.437%	2.432%	2.445%	2.375%	2.388%	2.128%	2.065%	1.875%	1.840%
US 1 Year	2.490%	2.458%	2.435%	2.332%	2.295%	1.961%	1.932%	1.702%	1.755%
US 2 Year	2.537%	2.490%	2.463%	2.346%	2.297%	1.904%	1.886%	1.575%	1.720%
US 3 Year	2.504%	2.467%	2.433%	2.294%	2.264%	1.874%	1.835%	1.503%	1.685%
US 5 Year	2.520%	2.475%	2.522%	2.306%	2.287%	1.915%	1.857%	1.484%	1.645%

Ventura County Pool

Investment Name	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	September 2018	October 2018	November 2018
Ventura County Pool	1.611%	1.781%	1.857%	1.963%	2.072%	2.136%	2.135%	2.293%	2.433%
	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019
Ventura County Pool	2.483%	2.757%	2.669%	2.655%	2.677%	2.686%	2.707%	2.639%	2.563%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	September 2018	October 2018	November 2018
Local Agency Investment Fund (LAIF)	1.524%	1.661%	1.755%	1.854%	1.944%	1.998%	2.160%	2.144%	2.208%
	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019
Local Agency Investment Fund (LAIF)	2.291%	2.355%	2.392%	2.436%	2.445%	2.449%	2.428%	2.379%	2.341%

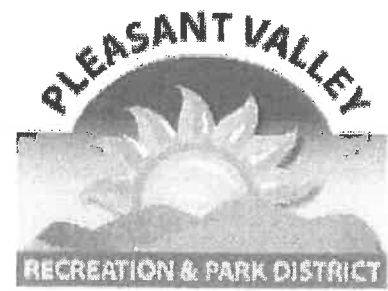
Cal Trust

Investment Name	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019
Cal Trust	2.54%	2.52%	2.52%	2.58%	2.54%	2.59%	2.38%	2.26%

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 07/18/2019 - 9:55AM
 Date Range: 07/01/2019 - 07/04/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
21309	GABRIEL IBARRA	G.IBARRA: REP. OF PR CHECK-6/2	07/02/2019	396.66
21325	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: PIPES & SOCKE'	07/04/2019	18.89
21335	US BANK	US BANK: CALCARD CHARGES -	07/04/2019	18,356.74
Total for Department: 00 Non Departmentalized				18,772.29
Department: 03 Recreation				
0	LANNY BINNEY	L.BINNEY: MILEAGE REIMBURSE	07/04/2019	19.14
0	SARAH SCRIVANO	S.SCRIVANO: MILEAGE REIMBUR	07/04/2019	80.04
21314	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/MI	07/04/2019	148.20
21315	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ART	07/04/2019	143.65
21316	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WAT	07/04/2019	117.25
21317	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	07/04/2019	195.40
21319	ALISON LITTLE	A.LITTLE: INSTRUCTOR FEES/SP/	07/04/2019	130.65
21320	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	07/04/2019	1,719.25
21321	JAMES SWING	J.SWING: INSTRUCTOR FEES/UKI	07/04/2019	231.40
21330	MIKE PREWITT	M.PREWITT: INSTRUCTOR FEES/C	07/04/2019	6,098.40
21331	SAMANTHA PYLE	S.PYLE: MILEAGE REIMBURSEMI	07/04/2019	15.66
21333	ANN M. WRIGHT	S.PYLE: INSTRUCTOR FEES/LIFE	07/04/2019	487.50
21334	ODILE YEREVANIAN	O.YEREVANIAN: INSTRUCTOR FE	07/04/2019	444.60
Total for Department: 03 Recreation				9,831.14
Department: 04 Parks				
0	CITY OF CAMARILLO	CITY OF CAMARILLO-WATER: FR	07/02/2019	19,636.62
0	GRAINGER	GRAINGER: CONTROL BOARD/PV	07/04/2019	441.59
0	BRANDON LOPEZ	B.LOPEZ: TUITION REIMBURSEM	07/04/2019	424.27
0	JOSEPH KEY	J.KEY: BOOTS REIMBURSEMENT	07/04/2019	300.00
0	SAM RIOS	S.RIOS: PANTS REIMBURSEMENT	07/04/2019	128.67
21322	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	07/04/2019	166.81
21323	B & B DO IT CENTER	B&B: PAINT SUPPLIES/ARNEILL F	07/04/2019	92.88
21324	COAST CART INC.	COAST CART: BELT, STARTER, CI	07/04/2019	15.17
21325	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: IRRIGATION SU	07/04/2019	127.72
21326	COUNTY OF VENTURA	COUNTY OF VENTURA: FOR PV P	07/04/2019	590.19
21332	VISTA FORD OF OXNARD	VISTA FORD: MOULDING/VEHICI	07/04/2019	119.82
Total for Department: 04 Parks				22,043.74
Department: 05 Administration				
0	CHERYL PETERSON	C.PETERSON: 5/2019 MILEAGE RE	07/04/2019	12.76
0	KAREN ROBERTS	K.ROBERTS: MILEAGE REIMBUR	07/04/2019	16.12
0	Stephanie McClure	S.MCCLURE: MILEAGE REIMBUR	07/04/2019	8.12
21310	ALLCONNECTED, INC.	ALLCONNECTED: SERVER, XTRA	07/04/2019	8,277.09
21311	ALLCONNECTED, INC.	ALLCONNECTED: ADDT'L LABOF	07/04/2019	6,539.50
21312	ALLCONNECTED, INC.	ALLCONNECTED: MERAKI INSTA	07/04/2019	1,050.00
21313	ALLCONNECTED, INC.	ALLCONNECTED: SERVER UPGR.	07/04/2019	6,960.00
Total for Department: 05 Administration				22,863.59

Total for Fund:10 General Fund

73,510.76

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
21318	KASTLE KARE	KASTLE KARE: BARE GRND SPR/	07/04/2019	475.00
21327	LEACH MOUNCE ARCHITECTS	LEACH MOUNCE ARCHITECTS: A	07/04/2019	10,770.00
21328	LEACH MOUNCE ARCHITECTS	LEACH MOUNCE ARCHITECTS: A	07/04/2019	2,100.00
21329	MUSCO SPORTS LIGHTING	MUSCO LIGHTING: CHANGE ORI	07/04/2019	7,880.00
Total for Department: 00				21,225.00
Total for Fund:30 Park Dedication Fund				21,225.00

		Grand Total		94,735.76
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Bank Reconciliation

Board Audit

User: fsantos
 Printed: 07/31/2019 - 3:29PM
 Date Range: 07/05/2019 - 07/31/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
21339	CORNWALL SECURITY SERVICES	CORNWALL SECURITY SERVICES	07/18/2019	700.00
21375	CAPRI	CAPRI: 1ST QTR CONT. WORKER:	07/18/2019	59,992.25
21376	SUSAN CHITTUM	S.CHITTUM: REFUND- MAYOR OF	07/18/2019	25.00
21378	FILIPINO-AMERICAN ASSOC. OF (FILIPINO-AMERICAN ASSOC. OF (07/18/2019	50.00
21379	GOLDEN RETRIEVER CLUB OF GI	GOLDEN RETRIEVER CLUB OF GI	07/18/2019	300.00
21380	GOOSETOWN PRODUCTIONS INC	GOOSETOWN PRODUCTIONS: LIC	07/18/2019	4,300.00
21386	MICHAEL SMITH	M.SMITH/MIGHTY CASH CATS: B.	07/18/2019	1,000.00
21387	ST. DEMETRIOS GREEK CHURCH	ST. DEMETRIOS GREEK ORTHOD:	07/18/2019	600.00
21394	HUB INTERNATIONAL INSURANC	06/2019-HIB INS.: 06/2019 LIABILIT	07/18/2019	1,562.00
Total for Department: 00 Non Departmentalized				68,529.25
Department: 03 Recreation				
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C	07/16/2019	12.66
0	KADIN MELLO	K.MELLO: MILEAGE REIMBURSE	07/18/2019	14.50
0	VICTORIA ZAVALA	V.ZAVALA: MILEAGE REIMBURSI	07/18/2019	12.76
21341	SUPER SOCCER STARS	SUPER SOCCER STARS:INSTRUCT	07/18/2019	3,022.50
21342	DEBBIE LEE BAVARO	D/BAVARO: INSTRCUTOR FEES/M	07/18/2019	248.50
21343	BINGO WEST #4	BINGO WEST#4: BINGO SUPPLIES	07/18/2019	469.22
21344	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/.	07/18/2019	864.50
21345	THOMAS COSTA	T.COSTA: INSTRUCTOR FEES/PIC	07/18/2019	575.32
21346	LORENZO J. CRAWFORD JR.	L.CRAWFORD: INSTRUCTOR FEE:	07/18/2019	354.90
21348	SUHASINI JOSHI	S.JOSHI: INSTRUCTOR FEES/BOL	07/18/2019	309.40
21350	LUCILE B. MOSIER	L.MOSIER: INSTRUCTOR FEES/M	07/18/2019	234.00
21352	BRET NIEDENS	B.NIEDENS: INSTRUCTOR FEES/ I	07/18/2019	227.50
21353	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	07/18/2019	107.25
21354	SPORTS OF ALL SORTS	SPORTS OF ALL SORTS: INSTRUC	07/18/2019	748.80
21356	SWORDS INC.	SWORDS: INSTRUCTOR FEES/FEN	07/18/2019	344.50
21357	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	07/18/2019	741.00
21360	MONIQUE ABRAHAMSEN	M.ABRAHAMSEN: INSTRUCTOR I	07/18/2019	27.30
21364	BRUCE COLELL	B.COLELL: INSTRUCTOR FEES/SP	07/18/2019	200.85
21365	BRIAN SMALLWOOD	B.SMALLWOOD: INSTRUCTOR FF	07/18/2019	149.50
21381	DEBRA GREENWOOD	D.GREENWOOD: WATER AEROBIC	07/18/2019	425.10
21388	USPS BULK MAILING	USPS: PERMIT# PI 109/ SEPT.-DEC	07/18/2019	5,319.10
21395	PAMELA ANN TAYLOR	P.TAYLOR: INSTRUCTOR FEES/TC	07/18/2019	358.80
Total for Department: 03 Recreation				14,767.96
Department: 04 Parks				
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/3	07/22/2019	7,291.78
0	CITY OF CAMARILLO	CITY OF CAMARILLO: WATER SE	07/24/2019	17,082.48
0	CULLIGAN OF SYLMAR	CULLIGAN: WATER SERVICE/SHC	07/30/2019	17.85
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 5/2019 TRASH COL	07/30/2019	7,884.92
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 7/2019 TRASH COL	07/31/2019	4,336.74
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/PV	07/16/2019	88.00
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/16/2019	11,166.18
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/18/2019	444.84
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/18/2019	1,250.16
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/22/2019	47.13

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/24/2019	5,481.59
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	07/30/2019	112.59
0	WEX BANK	WEX BANK: FUEL CHARGES- BIL	07/08/2019	3,625.19
0	JOHN FLETCHER	J.FLETCHER: BOOTS REIMBURSE	07/18/2019	150.00
21340	P.S.I.	PSI; INSTALLATION OF FLOATING	07/18/2019	2,000.00
21347	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: W/	07/18/2019	54.00
21359	W & S SERVICES	W&S: SEWER CHARGE/PARK OFF	07/18/2019	482.71
21362	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF: ROUND-UP PROMAX	07/18/2019	352.25
21372	ANGEL'S SMOG CHECK TEST ONI	ANGEL'S SMOG CHECK TEST ONI	07/18/2019	41.75
21373	B & B DO IT CENTER	B&B: GY WP PLAST BL COVER/B.	07/18/2019	62.32
21374	BATTERIES PLUS BULBS 320	BATTERIES+BULBS: VEHICLE BA	07/18/2019	169.35
21382	J. THAYER COMPANY	J.THAYER: TONER-BLACK/SHOP	07/18/2019	167.10
21389	WITHERS & SANDGREN, LTD.	WITHERS & SANDGREN, LTD.: L/A	07/18/2019	24,365.00
21390	WITHERS & SANDGREN, LTD.	WITHERS & SANDGREN, LTD.: L/A	07/18/2019	1,760.00
21391	WITHERS & SANDGREN, LTD.	WITHERS & SANDGREN, LTD.: L/A	07/18/2019	38,830.00
21392	CAMROSA WATER DISTRICT	CAMROSA WATER DIST.: WATER :	07/18/2019	17,266.66
21393	COUNTY OF VENTURA-AIRPORT	COUNTY OF VENTURA DEPT. OF	07/18/2019	16,345.00
21394	HUB INTERNATIONAL INSURANC	06/2019-HIB INS.: 06/2019 LIABILIT	07/18/2019	-73.14

Total for Department: 04 Parks 160,802.45

Department: 05 Administration

0	CULLIGAN OF SYLMAR	CULLIGAN: WATER SERVICE/ ADI	07/30/2019	36.25
0	PACIFIC WESTERN BANK	PACIFC WESTERN BANK: 06/2019	07/18/2019	94.79
0	ANTHONY MILLER	A.MILLER: MILEAGE REIMBURSE	07/18/2019	27.26
0	MEGAN HAMLIN	M.HAMLIN: MILEAGE REIMBURS	07/18/2019	62.06
21349	KONICA MINOLTA	KONICA MINOLTA: 6/2019 COPIER	07/18/2019	1,086.56
21351	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARTZHEIM: FOR	07/18/2019	6,000.00
21355	STATE OF CALIFORNIA DEPT. OF	ST. OF CA DEPT. OF JUSTICE: FIN	07/18/2019	160.00
21358	TOTALFUNDS	TOTALFUNDS: POSTAGE	07/18/2019	500.00
21361	ACCU-PRINTS/M&L PARTNERSHIP	ACCU-PRINTS: FINGERPRINT PRC	07/18/2019	24.00
21363	CENTERS FOR FAMILY HEALTH	CENTER FOR FAMILY HEALTH: BI	07/18/2019	560.00
21368	VENTURA COUNTY STAR	VC STAR: NOTICE OF PUBLIC HE.	07/18/2019	137.21
21369	ACCELA, INC. #774375	ACCELA: 2019/2020- MAINTENAN	07/18/2019	7,568.00
21370	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 07/2019	07/18/2019	1,262.03
21371	ALLCONNECTED, INC.	ALLCONNECTED: 07/2019 COMP.	07/18/2019	881.00
21377	DIGITAL ASSURANCE CERTIFICA	DIGITAL ASSURANCE CERT.: DIS:	07/18/2019	2,500.00
21382	J. THAYER COMPANY	J.THAYER: VARIOUS OFFICE SUP	07/18/2019	228.02
21383	LAFCO	LAFCO: 7/2019-6/2020 APPORTION	07/18/2019	7,834.00
21384	LIEBERT CASSIDY WHITMORE	LIEBERT CASSIDY WHITMORE: 2	07/18/2019	3,855.00
21385	MAILFINANCE	MAILFINANCE: POSTAGE METER	07/18/2019	258.44

Total for Department: 05 Administration 33,074.62

Total for Fund:10 General Fund 277,174.28

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
21366	ARDALAN CONSTRUCTION COM	ARDALAN CONSTRUCTION; APP	07/18/2019	35,821.49
21367	LESLIE S. GILMER III	L.GILMER/SG MASONRY; BAL DU	07/18/2019	7,605.00
21368	VENTURA COUNTY STAR	VC STAR: NOTICE OF PUBLIC HE	07/18/2019	167.72
Total for Department: 00				43,594.21
Total for Fund:30 Park Dedication Fund				43,594.21

Grand Total 320,768.49

P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER _____
STATEMENT DATE 07-22-2019
AMOUNT DUE \$8,829.04
NEW BALANCE \$8,829.04

PAYMENT DUE ON RECEIPT

000002516 01 SP 0.560 106481034918131 P
PLEASANT VALLEY REC PRK
ATTN LEO YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

000882904 000882904

tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

PLEASANT VALLEY REC PRK	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$18,356.74	\$8,982.25	\$0.00	\$0.00	\$0.00	\$153.21	\$18,356.74	\$8,829.04

CORPORATE ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-11	07-08	74798269192000000002535	PAYMENT - THANK YOU 00000 C	18,356.74 PY
TOTAL CORPORATE ACTIVITY				\$18,356.74 CR

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-25	24493989177400731000177	LAKESHORE LEARNING #38 VENTURA CA	7.39
06-27	06-26	24231689178837000250870	SMART AND FINAL 400 CAMARILLO CA	43.55
06-28	06-26	24055239178200188400535	PRESTO PASTA Q02 CAMARILLO CA	136.74
07-02	07-01	24492159183894187255710	PAYPAL *IRIGHT4U2 402-935-7733 CA	150.00
07-11	07-09	24610439191010183549286	THE HOME DEPOT #1012 CAMARILLO CA	23.51
CREDITS				\$0.00
PURCHASES				\$412.40
CASH ADV				\$0.00
TOTAL ACTIVITY				\$412.40

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE
07/22/19

DISPUTED AMOUNT
.00

AMOUNT DUE

8,829.04

PREVIOUS BALANCE	18,356.74
PURCHASES & OTHER CHARGES	8,982.25
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	153.21
PAYMENTS	18,356.74
ACCOUNT BALANCE	8,829.04

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number
Statement Date: 07-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-12	24692169194100608371233	REDBOX *DVD RENTAL OAKBROOK TER IL	2.15
07-22	07-18	24453519200030013048307	LAS POSAS CLEANERS CAMARILLO CA	48.00
07-22	07-19	2469216920110007780659	REDBOX *DVD RENTAL OAKBROOK TER IL	1.06

LEONORE YOUNG	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$488.94	\$0.00	\$488.94

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24431069178026720882328	ADOBE *ACROPRO SUBS 800-833-6687 CA	14.99
07-09	07-08	24692169189100664004410	J2 *METROFAX 888-929-4141 CA	7.95
07-19	07-18	24492159200637204111435	CSDA CAREER CENTER HTTPSNAYLOR.C MD	105.00
07-22	07-21	24204299202000090760743	MSFT * E07008RIKM 800-6427676 WA	325.00
07-22	07-20	24430999202400818000458	MSFT * E07008RIMC 800-642-7676 WA	12.00
07-22	07-20	24430999202400818000466	MSFT * E07008RJ4F 800-642-7676 WA	24.00

LANNY BINNEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,018.28	\$0.00	\$1,018.28

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24231689179837000251992	SMART AND FINAL 400 CAMARILLO CA	181.97
06-28	06-27	24445009179000628337023	DOLLAR TREE CAMARILLO CA	9.65
06-28	06-26	24692169179100138372551	CONNEY SAFETY 800-532-1860 WI	149.23
07-05	07-03	24431069185975010450348	VONS #1672 CAMARILLO CA	18.40
07-08	07-05	24431069186083714052129	AMAZON.COM*MH10J7VZ1 AMZN AMZN.COM/BILL WA	41.18
07-18	07-17	24231689199837000683703	SMART AND FINAL 400 CAMARILLO CA	18.85
07-22	07-18	24842799200900778423788	TEAMSIDELINE.COM 888-9532483 CA	599.00

KATLYN SIMBER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$2,832.52	\$0.00	\$2,832.52

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24231689178837000249583	SMART AND FINAL 400 CAMARILLO CA	314.65
06-27	06-26	24231689178837000683419	SMART AND FINAL 400 CAMARILLO CA	7.39
06-27	06-26	24445009178000615998259	DOLLAR TREE CAMARILLO CA	48.26
06-27	06-26	24692169177100367346104	AMZN MKTP US*M625D3R20 AMZN.COM/BILL WA	110.11
06-27	06-27	24692169178100487289639	AMZN MKTP US*M66GM1RLO AMZN.COM/BILL WA	143.67
06-28	06-27	24431069178083344612938	AMAZON.COM*M66193W60 AMZN AMZN.COM/BILL WA	17.16
07-01	06-27	24789309179800800951444	FUN EXPRESS 800-2280122 NE	70.67
07-02	07-02	24431069183083335871447	AMZN MKTP US*MHOXN71G1 AM AMZN.COM/BILL WA	32.11
07-02	07-01	24493989182207583900013	ROSE ENTERTAINMENT AND C 805-758-7728 CA	430.00
07-04	07-02	24013399184000319728092	TOPPERS PIZZA PLACE 2 CAMARILLO CA	25.00
07-04	07-03	24755429184281843302102	HARLEYS CAMARILLO BOWL CAMARILLO CA	352.50
07-11	07-10	24692169191100990058318	SQ *GILCHRIST FARM SANTA CLARITA CA	560.00
07-16	07-15	24632699197000826071696	CASITAS WATER ADVENTURE VENTURA CA	691.00
07-19	07-17	24632699199500522195119	LAKE CASITAS RECREATION A VENTURA CA	30.00



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number
Statement Date: 07-22-2019

NEW ACTIVITY

NICK MARIENTHAL	CREDITS \$0.00	PURCHASES \$223.78	CASH ADV \$0.00	TOTAL ACTIVITY \$223.78
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-04	07-03	24015179184000355283568	76 - GSE 76 LAS POSAS CAMARILLO CA	90.83
07-17	07-16	24015179197002059879985	76 - GSE 76 LAS POSAS CAMARILLO CA	79.72
07-17	07-16	24692169198100911511117	CAMARILLO ALL OTHER 805-388-5320 CA	53.23

ERIC STORRIE	CREDITS \$0.00	PURCHASES \$235.60	CASH ADV \$0.00	TOTAL ACTIVITY \$235.60
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24137469180501098840939	B AND B DO IT CENTER CAMARILLO CA	24.98
07-01	06-28	24137469180501098841010	B AND B DO IT CENTER CAMARILLO CA	12.62
07-01	06-28	24137469180501098841192	B AND B DO IT CENTER CAMARILLO CA	0.74
07-02	07-01	24492159182719848512863	HALLOWEENCOSTUMES.COM 507-386-0207 MN	154.38
07-22	07-18	24137469200500868865585	B AND B DO IT CENTER CAMARILLO CA	42.88

BRANDON LOPEZ	CREDITS \$0.00	PURCHASES \$21.42	CASH ADV \$0.00	TOTAL ACTIVITY \$21.42
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-17	07-15	24610439197010183542269	THE HOME DEPOT #1012 CAMARILLO CA	21.42

MICHAEL CRUZ	CREDITS \$0.00	PURCHASES \$342.24	CASH ADV \$0.00	TOTAL ACTIVITY \$342.24
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-11	07-09	24692169191100909290762	THE HOME DEPOT 1012 CAMARILLO CA	80.77
07-17	07-15	24610439197010183540016	THE HOME DEPOT #1012 CAMARILLO CA	175.76
07-22	07-19	24692169201100288097075	THE HOME DEPOT 1012 CAMARILLO CA	85.71

DHN FLETCHER	CREDITS \$126.40	PURCHASES \$903.29	CASH ADV \$0.00	TOTAL ACTIVITY \$776.89
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24436549180010491488665	RAINMASTER 650-6222200 CA	508.30
07-15	07-11	24610439193010187448749	THE HOME DEPOT #1012 CAMARILLO CA	44.11
07-19	07-17	24610439199010187476090	THE HOME DEPOT #1012 CAMARILLO CA	50.88
07-22	07-18	74610439200010182415863	THE HOME DEPOT #1012 CAMARILLO CA	126.40 CR
07-22	07-18	24692169200100624413698	THE HOME DEPOT 1012 CAMARILLO CA	300.00



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 07-22-2019

NEW ACTIVITY

MARY OTTEN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$900.21	\$0.00	\$900.21

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24692169177100282256867	AMZN MKTP US*M66DD1Y72 AMZN.COM/BILL WA	33.92
06-28	06-27	24692169178100708583935	AMZN MKTP US*MH4VN93O1 AMZN.COM/BILL WA	16.29
07-15	07-11	24202989193030031135324	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	850.00

STEVE REVELES	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$26.81	\$910.29	\$0.00	\$883.48

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-25	06-24	24755429176151763038038	YAMA LAWNMOWER SERVICE OXNARD CA	38.76
06-26	06-25	24801979176726302403351	WARREN DISTRIBUTING VENT VENTURA CA	282.50
06-28	06-27	24801979178726811498874	WARREN DISTRIBUTING VENT VENTURA CA	146.10
07-03	07-02	24801979183726711404637	WARREN DISTRIBUTING VENT VENTURA CA	138.03
07-10	07-08	24073149190900018410496	JACKS SMALL ENGINES & GEN 999-9999999 MD	74.09
07-11	07-10	74801979191726072494040	WARREN DISTRIBUTING SANTA FE SPRI CA	26.81 CR
07-12	07-11	240151791920019373271395	76 - GSE 76 LAS POSAS CAMARILLO CA	93.75
07-15	07-11	24122599193030015823253	TRI-COUNTY AUTO DISMANTLE SANTA PAULA CA	137.06

EMILY RAAR	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$153.75	\$0.00	\$153.75

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-10	07-09	24445009191000623863399	CABLETIESANDMORE 877-284-7760 WY	153.75

ANTHONY MILLER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$114.25	\$0.00	\$114.25

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-25	06-23	24299109175003234373019	USA 63036 VENTURA CA	30.00
07-04	07-03	24493989185191000393092	TRADER JOE'S #114 QPS CAMARILLO CA	6.98
07-05	07-03	24013399185000460374455	TOPPERS PIZZA PLACE 2 CAMARILLO CA	66.87
07-17	07-15	24137469198001184802430	USPS KIOSK 0511589551 CAMARILLO CA	10.40

MACY ANDERSEN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$425.28	\$0.00	\$425.28

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24492159177637068429484	MOXI MUSEUM SANTA BARBA CA	366.00
07-15	07-12	24692169193100301056587	IN *ELIFEGUARD, INC. 321-4333630 FL	59.28



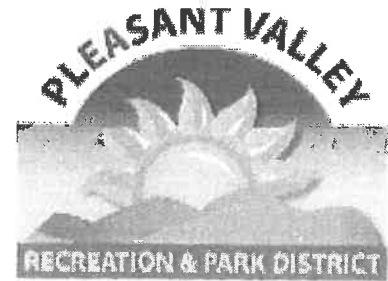
Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number
Statement Date: 07-22-2019

Department: 00000 Total: \$8,829.04
Division: 00000 Total: \$8,829.04

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 08/02/2019 - 11:34AM
 Date Range: 08/01/2019 - 08/02/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
21438	LAURA CRISOSTOMO	L.CRISOSTOMO: PERMIT REFUND	08/01/2019	50.00
21439	CVUSD	CVUSD: PERMIT REFUND	08/01/2019	50.00
21447	NOONTIME OPTIMIST CLUB OF C	NOONTIME OPTIMIST CLUB OF C	08/01/2019	50.00
21449	MARIA PILENO	M.PILENO: PERMIT REFUND	08/01/2019	50.00
21451	VENTURA COUNTY PUBLIC HEAL	VENTURA COUNTY PUBLIC HEAL	08/01/2019	300.00
Total for Department: 00 Non Departmentalized				500.00
Department: 03 Recreation				
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C	08/02/2019	12.03
0	KIMBERLY RAMOS	K.RAMOS: MILEAGE REIMBURSE	08/01/2019	3.48
0	Nathan Weinstein	N.WEINSTEIN: MILEAGE REIMBU	08/01/2019	5.57
21402	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERVICES: IN	08/01/2019	543.34
21404	LUTZ LISA/ETIQUETTE OF VC	LISA LUTZ: INSTRUCTOR FEES/M	08/01/2019	117.00
21405	MAIN STREET EXPERIENCES	MAIN STREET EXPERIENCES: LA	08/01/2019	4,428.00
21408	AED SUPERSTORE AN ALLIED 100	AED SUPERSTORE: PROG, MNGT.	08/01/2019	130.00
21411	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE:	08/01/2019	316.28
21412	CANON SOLUTIONS AMERICA IN	CANON: BANNER PRINTER NEW	08/01/2019	705.68
21417	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERV: BUS RE	08/01/2019	654.54
21419	BRENDAN GARRETT	B.GARRETT: INSTRUCTOR FEES/I	08/01/2019	2,340.00
21420	DANIEL E. HOWARD	D,HOWARD: INSTRUCTOR FEES/J	08/01/2019	627.90
21421	J. THAYER COMPANY	J.THAYER: DEFLECTO SUPERIOR	08/01/2019	145.60
21424	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	08/01/2019	1,706.25
21425	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/F	08/01/2019	984.75
21428	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	08/01/2019	249.60
21432	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/TC	08/01/2019	1,059.50
21433	ADM GROUP INC.	ADM GRP: INSTRUCTOR FEES/TE	08/01/2019	728.00
21435	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE:	08/01/2019	390.39
21440	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERVICES: BU	08/01/2019	1,029.31
21443	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	08/01/2019	180.05
Total for Department: 03 Recreation				16,357.27
Department: 04 Parks				
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C	08/02/2019	1,507.11
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	08/02/2019	1,517.00
21400	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECOVER	08/01/2019	947.39
21401	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	08/01/2019	165.12
21407	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: METER DISCONT	08/01/2019	307.19
21409	ANGEL'S SMOG CHECK TEST ONI	ANGEL'S SMOG CHECK TEST: SM	08/01/2019	41.75
21410	B & B DO IT CENTER	B&B: INNER TUBE/SHOP	08/01/2019	119.02
21415	DCH TOYOTA OF OXNARD	DCH TOYOTA OF OXNARD: PART	08/01/2019	27.73
21416	DEPT. OF INDUSTRIAL RELATION	DEPT. OF IND. RELATIONS: INSPE	08/01/2019	755.00
21418	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: JAN	08/01/2019	541.08
21422	KASTLE KARE	KASTLE KARE: GOPHER CLEANC	08/01/2019	400.00
21426	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES/	08/01/2019	967.47
21427	THE DETAIL DOCTOR	THE DETAIL DR.: POWER WASHIN	08/01/2019	250.00
21429	TURF STAR INC.	TURF STAR: SCREW & NUT/SHOP	08/01/2019	49.74
21430	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	08/01/2019	527.05

Check No.	Vendor/Employee	Transaction Description	Date	Amount
21434	B & B DO IT CENTER	B&B: PAINT SUPPLIES/CAMM CO.	08/01/2019	42.73
21437	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: 2" BRASS INLIN	08/01/2019	143.03
21441	LESLIE S. GILMER III	GILMER, L:RESTORATION OF RE	08/01/2019	10,000.00
21444	MOTION INDUSTRIES INC.	MOTION INDUSTRIES: B34 HI-PO'	08/01/2019	8.49
21448	PHOENIX GROUP INFORMATION ;	PHOENIX INFO. SYSTEM: PCSC F	08/01/2019	112.40
21450	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	08/01/2019	80.73
Total for Department: 04 Parks				18,510.03
Department: 05 Administration				
0	KAREN ROBERTS	K.ROBERTS: MILEAGE REIMBUR	08/01/2019	16.82
0	Stephanie McClure	S,McCLURE: MILEAGE REIMBUR	08/01/2019	11.02
21399	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER LLP: 6/201	08/01/2019	4,764.50
21403	GRANICUS, INC	GRANICUS: CIVICA SELF HOSTIN	08/01/2019	2,520.00
21406	MYRON CORP.	MYRON: NOVARA 200 BLK/BRN M	08/01/2019	152.61
21408	AED SUPERSTORE AN ALLIED 100	AED SUPERSTORE: PROG, MNGT.	08/01/2019	130.00
21413	CAPRI	CAPRI: 2019/2020- 50% CONTRIBU	08/01/2019	71,100.50
21414	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: USE OF CH	08/01/2019	269.84
21421	J. THAYER COMPANY	J.THAYER: TONER CARTRIDGE	08/01/2019	422.52
21423	KONICA MINOLTA	KONICA MINOLTA; SCANNING FI	08/01/2019	200.00
21431	VCSDA	VCSDA: FOR 08/06/2019 MEETING	08/01/2019	80.00
21436	CARPD	CARPD: 7/1/19-6/30/20 MEMBERSH	08/01/2019	2,500.00
21442	GRANICUS, INC	GRANICUS: CIVICA SELF-HOSTIN	08/01/2019	2,520.00
21445	NATIONAL RECREATION & PK AS	NRPA: MEMBERSHP RENEWAL- 9.	08/01/2019	875.00
Total for Department: 05 Administration				85,562.81
Total for Fund:10 General Fund				120,930.11

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
21446	NATURAL GREEN LANDSACAPES	NATURL GREEN LANSCAPES: 07/	08/01/2019	15,615.08
Total for Department: 00 Non Departmentalized				15,615.08
Total for Fund:20 Assessment Fund				15,615.08

		Grand Total		136,545.19
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P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 08-22-2019
AMOUNT DUE \$15,411.69
NEW BALANCE \$15,411.69
PAYMENT DUE ON RECEIPT

000002286 01 SP 0.560 106481051698673 P
PLEASANT VALLEY REC PRK
ATTN LEO YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEM
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

W

ease tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

PLEASANT VALLEY REC	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	Credits -	Payments -	New Balance =
Company Total	\$8,829.04	\$15,451.10	\$0.00	\$0.00	\$0.00	\$39.41	\$8,829.04	\$15,411.69

CORPORATE ACCOUNT ACTIVITY

PLEASANT VALLEY REC PRK

TOTAL CORPORATE ACTIVITY
\$8,829.04 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-14	08-13	74798269226000000000158	PAYMENT - THANK YOU 00000 C	8,829.04 PY

NEW ACTIVITY

JANE RAAB	CREDITS \$39.41	PURCHASES \$714.33	CASH ADV \$0.00	TOTAL ACTIVITY \$674.92
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-23	24137469205500799644203	B AND B DO IT CENTER CAMARILLO CA	222.74
07-25	07-23	24431069205975017960089	VONS #1672 CAMARILLO CA	39.99
07-29	07-27	24431069209975014440750	VONS #1672 CAMARILLO CA	46.91
08-01	07-30	24453519212030012709293	LAS POSAS CLEANERS CAMARILLO CA	32.00
08-05	08-03	24692169215100719539210	REDBOX *DVD RENTAL 866-733-2693 IL	4.29

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 08/22/19
DISPUTED AMOUNT .00

PREVIOUS BALANCE	8,829.04
PURCHASES & OTHER CHARGES	15,451.10
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	39.41
PAYMENTS	8,829.04
ACCOUNT BALANCE	15,411.69

SEND BILLING INQUIRIES TO:

AMOUNT DUE

15,411.69

U.S. Bank National Association
%O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

Company Name: PLEASANT VALLEY REC PRK

Corporate Account Number:

Statement Date: 08-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-09	08-08	24231689221837000687136	SMART AND FINAL 400 CAMARILLO CA	7.99
08-16	08-15	24231689228837000190225	SMART AND FINAL 400 CAMARILLO CA	203.98
08-19	08-15	24137469228500649194055	B AND B DO IT CENTER CAMARILLO CA	23.04
08-19	08-16	24231689229837000193780	SMART AND FINAL 400 CAMARILLO CA	37.43
08-19	08-16	24431069229400651000185	BIG 5 SPORTING GOODS 429 CAMARILLO CA	27.86
08-19	08-17	24692169229100264653097	REDBOX *DVD RENTAL 866-733-2693 IL	3.75
08-20	08-19	24492159231854233548072	SQ *YOUNGOTSMOKED BB 877-417-4551 CA	64.35
08-21	08-20	74231689233837000565034	SMART AND FINAL 400 CAMARILLO CA	39.41 CR

LEONORE YOUNG CREDITS \$0.00 PURCHASES \$4,348.08 CASH ADV \$0.00 TOTAL ACTIVITY \$4,348.08

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-24	24492159205894055581993	PAYPAL *CALPELRA 402-935-7733 CA	1,080.00
07-25	07-24	24492159205894055674046	PAYPAL *CALPELRA 402-935-7733 CA	1,080.00
07-25	07-24	24692169205100746599437	HOTELSCOM8072865853526 HOTELS.COM WA	854.16
07-29	07-27	24431069208026774329048	ADOBE *ACROPRO SUBS 800-833-6687 CA	14.99
08-06	08-05	24137469218001215076026	USPS PO 0511580060 CAMARILLO CA	5.65
08-07	08-06	24692169218100669771349	AMZN MKTP US*MA1IE30LO AMZN.COM/BILL WA	24.75
08-09	08-08	24692169220100912154588	J2 *METROFAX 888-929-4141 CA	7.95
08-19	08-17	24692169229100540149613	AMZN MKTP US*MO17Q7NW2 AMZN.COM/BILL WA	79.99
08-21	08-21	24204299233000063230628	MSFT * E07008ZEHG 800-6427676 WA	24.00
08-21	08-20	24430999233400818038360	MSFT * E07008ZJBO 800-642-7676 WA	325.00
08-21	08-20	24430999233400818038378	MSFT * E07008ZKRQ 800-642-7676 WA	12.00
08-21	08-20	24431059232286888800117	NOAH'S BAGELS #2153 CAMARILLO CA	35.48
08-21	08-20	24760629233470001700038	LIGHTGABLER 805-2487033 CA	750.00
08-22	08-21	24431069233083356176478	AMAZON.COM*MO60Y1311 AMZN AMZN.COM/BILL WA	54.11

LANNY RINNEY CREDITS \$0.00 PURCHASES \$389.97 CASH ADV \$0.00 TOTAL ACTIVITY \$389.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-23	07-22	24755429203272036450276	THE MARK IT PLACE CAMARILLO CA	274.02
07-25	07-23	24801669205030023817094	PICKLEBALLCENTRAL 253-854-0163 WA	66.90
08-02	08-01	24692169213100793442192	REDBOX *DVD RENTAL OAKBROOK TER IL	1.88
08-05	08-01	24137469214500675474500	B AND B DO IT CENTER CAMARILLO CA	47.17

KATLYN SIMBER-CLICKENER CREDITS \$0.00 PURCHASES \$1,944.80 CASH ADV \$0.00 TOTAL ACTIVITY \$1,944.80

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-26	07-24	24269799206500613777550	SCOOTERS JUNGLE - SIMI SIMI VALLEY CA	417.95
07-26	07-24	24269799206500613777634	SCOOTERS JUNGLE - SIMI SIMI VALLEY CA	9.35
08-02	07-31	24428069213100494562200	SANTA BARBARA ZOOLOGICAL SANTA BARBARA CA	612.00
08-12	08-09	244939892212075833000019	ROSE ENTERTAINMENT AND C 805-758-7728 CA	380.00
08-15	08-14	24492159226740192645586	SQ *SKATING PLUS VENTURA CA	525.50



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 08-22-2019

NEW ACTIVITY

NICK MARIENTHAL		CREDITS \$0.00	PURCHASES \$973.43	CASH ADV \$0.00	TOTAL ACTIVITY \$973.43
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-23	07-22	24015179203002894574397	76 - GSE 76 LAS POSAS CAMARILLO CA	57.82	
08-05	08-02	24015179214000243772099	76 - GSE 76 LAS POSAS CAMARILLO CA	77.88	
08-05	08-01	24610439214010178394469	THE HOME DEPOT #1012 CAMARILLO CA	123.23	
08-13	08-12	24015179224001647501769	76 - GSE 76 LAS POSAS CAMARILLO CA	80.77	
08-13	08-12	24755429224162248214989	CA DEPT PEST REGS LICENSI 916-4453891 CA	120.00	
08-15	08-13	24610439226010182416478	THE HOME DEPOT #1012 CAMARILLO CA	119.28	
08-19	08-17	24431069229083741317205	AMAZON.COM*MA81Q9KU0 AMZN AMZN.COM/BILL WA	321.74	
08-21	08-20	24015179232002747145150	76 - GSE 76 LAS POSAS CAMARILLO CA	72.71	

ERIC STORRIE		CREDITS \$0.00	PURCHASES \$1,733.81	CASH ADV \$0.00	TOTAL ACTIVITY \$1,733.81
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-09	08-08	246921692220100088887094	AMZN MKTP US*MA1GX6S61 AMZN.COM/BILL WA	41.98	
08-19	08-16	24492159228719661622860	HALLOWEENCOSTUMES.COM 507-386-0207 MN	60.23	
08-19	08-16	24692169229100324140895	PARTY CITY 1516 OXNARD CA	5.38	
08-22	08-20	24906049233040100004743	WILSONS LODGE OGLEBAY WHEELING WV ARRIVAL: 08-19-19	1,626.22	

BRANDON LOPEZ		CREDITS \$0.00	PURCHASES \$441.75	CASH ADV \$0.00	TOTAL ACTIVITY \$441.75
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-09	08-07	24183109220900015214508	PARK WAREHOUSE- LLC 888-3215334 FL	365.73	
08-19	08-16	24610439229010182406708	THE HOME DEPOT #1012 CAMARILLO CA	76.02	

MICHAEL CRUZ		CREDITS \$0.00	PURCHASES \$100.38	CASH ADV \$0.00	TOTAL ACTIVITY \$100.38
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-29	07-25	24610439207010186469138	THE HOME DEPOT #1012 CAMARILLO CA	8.54	
08-02	07-31	24610439213010186441139	THE HOME DEPOT #1012 CAMARILLO CA	59.76	
08-05	08-02	24610439215010178438547	THE HOME DEPOT #1012 CAMARILLO CA	32.08	

JOHN FLETCHER		CREDITS \$0.00	PURCHASES \$1,500.83	CASH ADV \$0.00	TOTAL ACTIVITY \$1,500.83
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-24	07-23	24436549205010532647346	RAINMASTER 650-6222200 CA	508.30	
07-26	07-24	24610439206010188458338	THE HOME DEPOT #1012 CAMARILLO CA	25.65	



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 08-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-29	07-26	24610439208010186502218	THE HOME DEPOT #1012 CAMARILLO CA	44.51
08-02	07-31	24692169213100527841495	THE HOME DEPOT 1012 CAMARILLO CA	98.86
08-07	08-05	24692169218100707295780	THE HOME DEPOT 1012 CAMARILLO CA	83.45
08-07	08-05	24692169218100707295947	THE HOME DEPOT 1012 CAMARILLO CA	96.72
08-12	08-08	24610439221010182417406	THE HOME DEPOT #1012 CAMARILLO CA	122.69
08-12	08-09	24610439222010182460215	THE HOME DEPOT #1012 CAMARILLO CA	44.97
08-21	08-20	24436549233010581432604	RAINMASTER 650-6222200 CA	59.80
08-22	08-20	24610439233010186425427	THE HOME DEPOT #1012 CAMARILLO CA	34.33
08-22	08-21	24717059233262331539309	THE TORO COMPANY 952-9484642 MN	381.55

MARY OTTEN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$582.84	\$0.00	\$582.84

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-22	24164079204105002400239	STAPLES 00106369 CAMARILLO CA	99.36
08-20	08-17	24638589231030039867643	ESTABLOS MEAT MARKET CAMARILLO CA	418.85
08-21	08-19	24431069232975014562067	VONS #1672 CAMARILLO CA	64.63

STEVE REVUEFS	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,579.53	\$0.00	\$1,579.53

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-22	24744559204560000031370	MID AMERICA SPORTS ADVANT 812-6342100 IN	102.39
07-26	07-24	24610439206010188455128	THE HOME DEPOT #1012 CAMARILLO CA	39.01
07-30	07-29	24801979210726641444684	WARREN DISTRIBUTING VENT VENTURA CA	451.96
08-05	08-01	24755429214172149375393	YAMA LAWMOWER SERVICE OXNARD CA	21.53
08-08	08-07	24015179219000933039713	76 - GSE 76 LAS POSAS CAMARILLO CA	107.30
08-14	08-13	24137469225200382098521	BIG BRAND TIRE #5 CAMARIL CARMARILLO CA	601.85
08-14	08-13	24801979225726392410291	WARREN DISTRIBUTING VENT VENTURA CA	17.12
08-14	08-13	24801979225726731410994	WARREN DISTRIBUTING VENT VENTURA CA	101.65
08-21	08-19	24610439232010179454815	THE HOME DEPOT #1012 CAMARILLO CA	36.21
08-21	08-20	24801979232726641405127	WARREN DISTRIBUTING VENT VENTURA CA	100.51

EMILY RAAR	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$52.88	\$0.00	\$52.88

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-23	24073149205900014927462	FIREFOLD 704-9797100 NC	7.53
07-31	07-30	24399009211503487049411	BESTBUYCOM71313 888-BESTBUY MN	7.50
07-31	07-30	24399009211503487049924	BESTBUYCOM49287 888-BESTBUY MN	21.57
08-15	08-14	24692169226100543360210	AMZN MKTP US*MO7L11FN2 AMZN.COM/BILL WA	16.28

ROBERT A CERASUOLO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$227.99	\$0.00	\$227.99



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 08-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-16	24692169229100443372320	THE HOME DEPOT 1012 CAMARILLO CA	227.99

ANTHONY MILLER	CREDITS \$0.00	PURCHASES \$364.74	CASH ADV \$0.00	TOTAL ACTIVITY \$364.74
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-29	07-26	24388949208630167540008	VENTURACORECORDERCTR*V VENTURA CA	52.50
07-31	07-29	24138299211207299600527	BAJA FRESH 30632 CAMARILLO CA	102.95
07-31	07-29	24138299211207299600535	BAJA FRESH 30632 CAMARILLO CA	17.14
07-31	07-29	24327439211998001954250	MARIE CALLENDERS CAMARILL CAMARILLO CA	20.78
07-31	07-30	24692169211100196044837	SHELL 12634517002 PEORIA AZ	49.82
07-31	07-30	24692169211100301210596	SHELL 57442226205 GLENDALE AZ	27.02
08-01	08-01	24692169213100289144724	SHELL 12634517002 PEORIA AZ	55.01
08-02	08-02	24692169214100864191198	SHELL 57442989802 PHOENIX AZ	39.52

> Fraud

MACY ANDERSEN	CREDITS \$0.00	PURCHASES \$495.74	CASH ADV \$0.00	TOTAL ACTIVITY \$495.74
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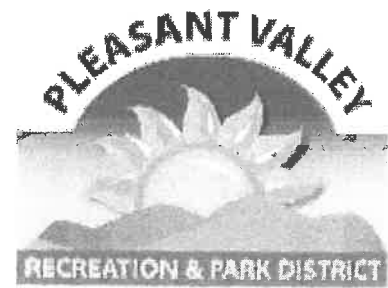
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-07	08-06	24692169218100646518334	RED*CROSS TRNG & PROD 800-733-2767 GA	37.00
08-13	08-12	24692169224100221017704	RED*CROSS TRNG & PROD 800-733-2767 GA	37.00
08-19	08-16	24040489228083737523661	24HOURWRISTBANDS.COM 855-711-4467 TX	366.00
08-19	08-16	24692169229100324262277	PARTY CITY 446 THOUSAND OAKS CA	55.74

Department: 00000 Total: \$15,411.69
 Division: 00000 Total: \$15,411.69

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 09/05/2019 - 3:00PM
 Date Range: 08/01/2019 - 08/31/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	JANE RAAB	J.RAAB: MILEAGE REIMBURSEM	08/15/2019	22.62
0	JANE RAAB	J.RAAB MILEAGE REIMBURSEM	08/29/2019	27.84
21438	LAURA CRISOSTOMO	L.CRISOSTOMO: PERMIT REFUND	08/01/2019	50.00
21439	CVUSD	CVUSD: PERMIT REFUND	08/01/2019	50.00
21447	NOONTIME OPTIMIST CLUB OF C	NOONTIME OPTIMIST CLUB OF C	08/01/2019	50.00
21449	MARIA PILENO	M.PILENO: PERMIT REFUND	08/01/2019	50.00
21451	VENTURA COUNTY PUBLIC HEAL	VENTURA COUNTY PUBLIC HEAL	08/01/2019	300.00
21455	US BANK	US BANK: 2018-2019 CALCARD CI	08/06/2019	226.02
21456	US BANK	US BANK: 2019-2020 CALCARD CI	08/06/2019	78.75
21457	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 07/2019 INSUR/	08/15/2019	1,173.00
21465	JAMIE ADAMS	J.ADAMS: PERMIT REFUND	08/15/2019	50.00
21470	CALVARY NEXUS	CALVARY NEXUS: PERMIT REFUND	08/15/2019	300.00
21472	OCTAVIO CEJA	O.CEJA: PERMIT REFUND	08/15/2019	100.00
21475	EMPIRE CLEANING SUPPLY	EMPIRE: JANITORIAL SUPPLIES/S	08/15/2019	64.24
21478	MANPREET GILL	M.GILL: PERMIT REFUND	08/15/2019	50.00
21479	GOOSETOWN PRODUCTIONS INC	GOOSETOWN PRODUCTIONS:SUP	08/15/2019	4,300.00
21483	JEFFREY MARSHALL	J.MARSHALL: BAND/SUMMER CC	08/15/2019	3,250.00
21486	BECCA PEYTON	PEYTON PRODUCTIONS" PERMIT	08/15/2019	50.00
21489	QUINTANA SAMUEL	Q.SAMUEL: PERMIT REFUND	08/15/2019	50.00
21496	NANCY VASQUEZ	N.VASQUEZ: PERMIT REFUND	08/15/2019	100.00
21497	VCAAC INC.	VCAAC: PERMIT REFUND	08/15/2019	300.00
21498	VENTURA COUNTY SCOTTISH RI	VENTURA COUNTY SCOTTISH RI	08/15/2019	200.00
22510	AYSO AREA 10W	AYSO 10-W: PERMIT REFUND	08/15/2019	300.00
22536	UMPQUA BANK	UMPQUA BANK - Interest Payment	08/26/2019	18,627.70
22550	CORNWALL SECURITY SERVICES	CORNWALL SECURITY PYMT 8/29	08/29/2019	840.00
22558	IBEW LOCAL #952	IBEW952 PYMT 8/29/19: RENTAL I	08/29/2019	250.00
22562	PATRICIA LIEBERKNECHT	LIEBERKNECHT PERMIT REFUND	08/29/2019	50.00
Total for Department: 00 Non Departmentalized				30,910.17

Department: 03 Recreation

0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/CI	08/02/2019	12.03
0	CONNOR SOUDANI	C.SOUDANI MILEAGE REIMBURS	08/29/2019	0.58
0	DANTE CORNEJO	D.CORNEJO: RED CROSS REG. FE	08/15/2019	37.00
0	KADIN MELLO	K.MELLO: MILEAGE REIMBURSE	08/15/2019	12.18
0	KIMBERLY RAMOS	K.RAMOS: MILEAGE REIMBURSE	08/01/2019	3.48
0	LANNY BINNEY	L.BINNEY: 07/2019 MILEAGE REI	08/15/2019	40.02
0	Nathan Weinstein	N.WEINSTEIN: MILEAGE REIMBU	08/01/2019	5.57
21402	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERVICES: IN	08/01/2019	543.34
21404	LUTZ LISA/ETIQUETTE OF VC	LISA LUTZ: INSTRUCTOR FEES/M	08/01/2019	117.00
21405	MAIN STREET EXPERIENCES	MAIN STREET EXPERIENCES: LA	08/01/2019	4,428.00
21408	AED SUPERSTORE AN ALLIED 10	AED SUPERSTORE: PROG, MNGT.	08/01/2019	130.00
21411	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE	08/01/2019	316.28
21412	CANON SOLUTIONS AMERICA IN	CANON: BANNER PRINTER NEW	08/01/2019	705.68
21417	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERV: BUS RE	08/01/2019	654.54
21419	BRENDAN GARRETT	B.GARRETT: INSTRUCTOR FEES/I	08/01/2019	2,340.00
21420	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/J	08/01/2019	627.90
21421	J. THAYER COMPANY	J.THAYER: DEFLECTO SUPERIOR	08/01/2019	145.60
21424	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	08/01/2019	1,706.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
21425	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/	08/01/2019	984.75
21428	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	08/01/2019	249.60
21432	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/TC	08/01/2019	1,059.50
21433	ADM GROUP INC.	ADM GRP: INSTRUCTOR FEES/TE	08/01/2019	728.00
21435	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE	08/01/2019	390.39
21440	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERVICES: BU	08/01/2019	1,029.31
21443	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	08/01/2019	180.05
21455	US BANK	US BANK: 2018-2019 CALCARD CI	08/06/2019	1,848.76
21456	US BANK	US BANK: 2019-2020 CALCARD CI	08/06/2019	2,924.30
21461	PETTY CASH - PLEASANT VALLE	B&B: SINGLE SIDED KEY	08/15/2019	5.89
21464	DANIEL MARVOSH	D.MARVOSH: INSTRUCTOR FEES/	08/15/2019	100.88
21467	PATRICIA J. BOLLAND	P.BOLLAND/INSTRUCUTOR FEES/J	08/15/2019	968.50
21468	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/MI	08/15/2019	52.00
21471	CANON SOLUTIONS AMERICA IN	CANON: MAINTENANCE CARTRI	08/15/2019	116.89
21473	LARRY CHAVEZ	L.CHAVEZ: SUMMER BASKETBAI	08/15/2019	100.00
21476	JENNIFER ERSONMEZ	J.ERSONMEZ: COLLEGE COOKIN	08/15/2019	373.75
21477	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ART	08/15/2019	132.60
21488	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	08/15/2019	97.18
21494	PAMELA ANN TAYLOR	P.TAYLOR; INSTRUCTOR FEES/TC	08/15/2019	327.60
22505	DEBRA GREENWOOD	D. GREENWOOD:INSTRUCTOR FE	08/15/2019	238.55
22506	PECHANGA RESORT & CASINO	PECHANGA RESORT: 9/17/19 EXC	08/15/2019	600.00
22509	AMERICAN RED CROSS	AMERICAN RED CROSS: ADULT &	08/15/2019	690.00
22515	LORENZO J. CRAWFORD JR.	L.CRAWFORD: INSTRUCTOR FEE:	08/15/2019	146.25
22517	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SERVICES: BU	08/15/2019	1,134.67
22518	ELITE COMMUNICATION	ELITE COMMUNICATION: CHAM	08/15/2019	651.33
22531	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/BI	08/15/2019	845.00
22532	ANN M. WRIGHT	A.WRIGHT: LG INST. TRNG. FOR I	08/15/2019	330.00
22543	DEBBIE LEE BAVARO	BAVARO INSTRUCTOR PYMT 8/29	08/29/2019	108.50
22544	BINGO WEST #4	BINGO WEST #4 PYMT 8/29/19: BI	08/29/2019	116.47
22549	BRUCE COLELL	B.COLELL INSTRUCTOR PYMT 8/	08/29/2019	349.51
22556	CLIFTON G. GORE JR.	INSTRUCTOR PYMT 8/29/19: GORI	08/29/2019	2,028.70
22561	KIDZ LOVE SOCCER	INSTRUCTOR PYMT 8/29/19:KIDZ	08/29/2019	1,209.00
22563	LUTZ LISA/ETIQUETTE OF VC	LUTZ PYMT 8/20/19: CLASS 5762.7	08/29/2019	175.50
22564	LUCILE B. MOSIER	CONTRACT INSTRUCTOR PYMT 8	08/29/2019	455.00
22565	DEBORAH NORRIS	INSTRUCTOR PYMT 8/29/19:D. NO	08/29/2019	1,519.44
22572	CHERIE STEWARD	STEWART PYMT 8/29/19: LIFEGU/	08/29/2019	245.00
22574	NANCE TAPLEY-PECK	TAPLEY-PECK INSTRUCTOR PYM	08/29/2019	272.30

Total for Department: 03 Recreation

34,610.62

Department: 04 Parks

0	E.J.HARRISON AND SONS, INC.	EJ HARRISON & SONS PAYMENT	08/29/2019	4,336.74
0	GRAINGER	GRAINGER: V-BELT/FREEDOM PA	08/15/2019	4.91
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/CI	08/02/2019	1,507.11
0	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: ELECTRICITY SE	08/02/2019	1,517.00
0	BRANDON LOPEZ	LOPEZ, B PYMT 8/29/19: REIMBU	08/29/2019	543.75
0	MICHAEL GUERRERO	M.GUERRERO: NFPA 70E ELECTR	08/15/2019	138.35
0	STEVE REVELES	REVELES, STEVE AP PAYMENT 8/	08/29/2019	232.70
21400	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECOVER	08/01/2019	947.39
21401	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	08/01/2019	165.12
21407	SOUTHERN CALIF EDISON COMP.	SOCAL EDISON: METER DISCON	08/01/2019	307.19
21409	ANGEL'S SMOG CHECK TEST ONI	ANGEL'S SMOG CHECK TEST: SM	08/01/2019	41.75
21410	B & B DO IT CENTER	B&B: INNER TUBE/SHOP	08/01/2019	119.02
21415	DCH TOYOTA OF OXNARD	DCH TOYOTA OF OXNARD: PART	08/01/2019	27.73
21416	DEPT. OF INDUSTRIAL RELATION	DEPT. OF IND. RELATIONS: INSPE	08/01/2019	755.00
21418	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: JANI	08/01/2019	541.08
21422	KASTLE KARE	KASTLE KARE: GOPHER CLEANC	08/01/2019	400.00
21426	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	08/01/2019	967.47
21427	THE DETAIL DOCTOR	THE DETAIL DR.: POWER WASHIN	08/01/2019	250.00
21429	TURF STAR INC.	TURF STAR: SCREW & NUT/SHOP	08/01/2019	49.74
21430	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	08/01/2019	527.05
21434	B & B DO IT CENTER	B&B: PAINT SUPPLIES/CAMM CO	08/01/2019	42.73
21437	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: 2" BRASS INLIN	08/01/2019	143.03

Check No.	Vendor/Employee	Transaction Description	Date	Amount
21441	LESLIE S. GILMER III	GILMER, L:RESTORATION OF RE	08/01/2019	10,000.00
21444	MOTION INDUSTRIES INC.	MOTION INDUSTRIES: B34 HI-PO'	08/01/2019	8.49
21448	PHOENIX GROUP INFORMATION ;	PHOENIX INFO. SYSTEM: PCSC F	08/01/2019	112.40
21450	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	08/01/2019	80.73
21455	US BANK	US BANK: 2018-2019 CALCARD CI	08/06/2019	1,002.08
21456	US BANK	US BANK: 2019-2020 CALCARD CI	08/06/2019	1,245.73
21457	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 07/2019 INSUR	08/15/2019	-54.36
21458	BATTERIES PLUS BULBS 320	BATTERIES+BULBS: VEHICLE BA	08/15/2019	147.04
21460	COUNTY OF VENTURA	COUNTY OF VENTURA: 06/2019 C	08/15/2019	87.50
21462	PHOENIX GROUP INFORMATION ;	PHOENIX INFO GRP. SYSTEM: PC	08/15/2019	13.20
21465	JAMIE ADAMS	J.ADAMS: PERMIT REFUND	08/15/2019	50.00
21466	B & B DO IT CENTER	B&B: ROOM 6 AC DRAIN & SCRE'	08/15/2019	3,580.09
21474	DEPT. OF INDUSTRIAL RELATION	DEPT. OF INDUSTRIAL RELATION	08/15/2019	97.50
21475	EMPIRE CLEANING SUPPLY	EMPIRE: JANITORIAL SUPPLIES/C	08/15/2019	662.53
21482	ARMANDO MADERA	A.MADERA: BOOT REIMBURSEM	08/15/2019	300.00
21484	NATURAL GREEN LANDSACAPES	NATURAL GREEN LS: TREE REMC	08/15/2019	250.00
21490	SIERRA COMMERCIAL PLUMBING	SIERRA COMM PLUMBING: POOL	08/15/2019	732.31
21499	WITHERS & SANDGREN, LTD.	WITHERS & SANDGREN LTD.: 7/1-	08/15/2019	27,332.00
21500	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES/	08/15/2019	124.38
22501	SOUTHERN CALIF EDISON COMP.	SCE: ELECTRICITY SERVICE/LOK	08/15/2019	34.20
22503	AMERICAN BUILDING COMFORT	AMERICAN BLDG COMFORT: HE,	08/15/2019	277.50
22504	ANGEL'S SMOG CHECK TEST ONI	ANGEL'S SMOG CHECK: VEHICLI	08/15/2019	83.50
22507	LESLIE S. GILMER III	SG MASONRY: RESTORATION OF	08/15/2019	20,000.00
22511	B & B DO IT CENTER	B&B:IRRIGATION SUPPLIES/MISS	08/15/2019	79.85
22512	BCI BURKE COMPANY LLC	BCI BURKE:PLAYGROUND PARTS	08/15/2019	6,817.21
22513	CALIFORNIA ELECTRIC COMPAN	CA ELECTRIC CO: NEW METER &	08/15/2019	7,843.00
22516	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: 7/2019 WATE	08/15/2019	54.00
22519	EMG HOLDINGS, LLC	EMG HOLDINGS: SIGN MAINTEN.	08/15/2019	1,400.00
22520	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING: JANITORIAL	08/15/2019	2,359.71
22521	FALCON ROOFING COMPANY	FALCON ROOFING: CAM GROVE	08/15/2019	4,934.00
22522	FERGUSON ENTERPRISES INC. #1	FERGUSON: BALL VALVE/IRRIGA	08/15/2019	97.91
22523	LINCOLN AQUATICS	LINCOLN AQUATICS: CHLORINE/	08/15/2019	621.42
22524	LPA INC.	LPA: ARCHI SERV. PV SENIOR/CO	08/15/2019	15,173.99
22525	NATURAL GREEN LANDSACAPES	NAT GREEN L/S: THATCH DUMP F	08/15/2019	5,625.00
22528	UNITED SITE SERVICES OF CA IN	UNITED SITE SERV: TEMP RR REN	08/15/2019	223.00
22529	U-RENT INC.	URENT: STUMP GRINDER MO	08/15/2019	376.54
22530	VISTA FORD OF OXNARD	VISTA FORD: CORE RETURN VEH	08/15/2019	141.09
22537	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF AP PAYMENT 8/29/19:	08/29/2019	79.70
22540	AMERICAN RESOURCE RECVY	AMER RESOURS/HARRISON PYM	08/29/2019	1,894.78
22541	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL SVC PYMT 8	08/29/2019	149.08
22542	B & B DO IT CENTER	B&B PAYMENT 8/26/19:FIELD CH.	08/29/2019	774.02
22546	CAL-COAST MACHINERY INC. - S.	CAL COAST MACHINERY AP PAY	08/29/2019	4,784.11
22547	CAMARILLO FEED STORE	CAM FEED STORE PYMT 8/29/19:)	08/29/2019	38.61
22548	CAMROSA WATER DISTRICT	CAMROSA WATER:6/30/19-7/31/19	08/29/2019	22,510.79
22551	COUNTY OF VENTURA	COUNTY OF VENTURA PYMT 8/2(08/29/2019	87.50
22552	DIAL SECURITY	DIAL SECURITY AP PAYMENT 8/2'	08/29/2019	125.00
22553	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY PYM	08/29/2019	3,423.85
22554	FERGUSON ENTERPRISES INC. #1	FERGUSON PYMT 8/29/19: MISSIO	08/29/2019	118.16
22555	FRIEDLEY'S SCREEN & GLASS	FRIEDLEY SCREEN PYMT 8/29/19:	08/29/2019	128.88
22557	HOME DEPOT CREDIT SERVICES	HOME DEPOT PYMT 8/29/19: PLU	08/29/2019	33.14
22560	KASTLE KARE	KASTLE KARE AP PAYMENT 8/29/	08/29/2019	260.00
22567	PACIFIC SOD	PACIFIC SOD PYMT 8/20/19: SOD I	08/29/2019	396.83
22569	SECOR PAINTING	SECOR PAINT PYMT 8/29/19: PV F	08/29/2019	13,690.00
22570	SITEONE LANDSCAPE SUPPLY LI	SITEONE LS SVC PYMT 8/29/19: IF	08/29/2019	1,713.76
22571	SPRINT	SPRINT AP PAYMENT 8/29/19: MOI	08/29/2019	100.48
22573	SUPERIOR POOL PRODUCTS LLC	SUPERIOR POOL SUPPLY PYMT 8:	08/29/2019	146.29
22576	TURF STAR INC.	TURF STAR AP PAYMENT 8/29/19:	08/29/2019	80.78
22577	UNITED SITE SERVICES OF CA IN	UNITED SITE SVC PYMT 8/29/19: 1	08/29/2019	247.54

Total for Department: 04 Parks

176,261.70

Department: 05 Administration

0	EMPLOYMENT DEVELOPMENT D	EDD: SUI BENEFIT CHARGES - 4/1	08/07/2019	1,116.00
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0	KAREN ROBERTS	K.ROBERTS: MILEAGE REIMBUR	08/01/2019	16.82
0	KAREN ROBERTS	K.ROBERTS: POSTAGE FOR MAIL	08/15/2019	34.44
0	Stephanie McClure	S,McCLURE: MILEAGE REIMBUR	08/01/2019	11.02
21399	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER LLP: 6/201	08/01/2019	4,764.50
21403	GRANICUS, INC	GRANICUS: CIVICA SELF HOSTIN	08/01/2019	2,520.00
21406	MYRON CORP.	MYRON: NOVARA 200 BLK/BRN M	08/01/2019	152.61
21408	AED SUPERSTORE AN ALLIED 100	AED SUPERSTORE: PROG, MNGT.	08/01/2019	130.00
21413	CAPRI	CAPRI: 2019/2020- 50% CONTRIBU	08/01/2019	71,100.50
21414	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: USE OF CH	08/01/2019	269.84
21421	J. THAYER COMPANY	J.THAYER: TONER CARTRIDGE	08/01/2019	422.52
21423	KONICA MINOLTA	KONICA MINOLTA; SCANNING FI	08/01/2019	200.00
21431	VCSDA	VCSDA: FOR 08/06/2019 MEETING	08/01/2019	80.00
21436	CARPD	CARPD: 7/1/19-6/30/20 MEMBERSH	08/01/2019	2,500.00
21442	GRANICUS, INC	GRANICUS: CIVICA SELF-HOSTIN	08/01/2019	2,520.00
21445	NATIONAL RECREATION & PK AS	NRPA: MEMBERSHP RENEWAL- 9.	08/01/2019	875.00
21455	US BANK	US BANK: 2018-2019 CALCARD CI	08/06/2019	441.21
21456	US BANK	US BANK: 2019-2020 CALCARD CI	08/06/2019	1,062.19
21461	PETTY CASH - PLEASANT VALLE	USPS: POSATGE EXPENSE FOR 94	08/15/2019	6.85
21463	JAMES RESER	J: RESER: 2018/2019 REIMB. OF VI	08/15/2019	14.10
21480	J. THAYER COMPANY	J.THAYER: CALENDARS	08/15/2019	815.60
21481	KONICA MINOLTA	KONICA MINOLTA: 7/2019 COPIER	08/15/2019	1,036.58
21485	PETTY CASH - PLEASANT VALLE	USPS: POSTAGE FOR 941 RETURN	08/15/2019	6.85
21495	TOTALFUNDS	TOTALFUNDS: POSTAGE	08/15/2019	500.00
22502	ALLCONNECTED, INC.	ALLCONNECTED: 8/2019 CLOUD I	08/15/2019	1,174.00
22508	ADVANTAGE TELECOM/A+WIREL	ADV TELECOM: 8/2019 TELEPHON	08/15/2019	1,240.32
22514	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAM HLTH: EE HLI	08/15/2019	380.00
22526	STATE OF CALIFORNIA DEPT. OF	STATE OF CA DOJ: FINGERPRINT	08/15/2019	192.00
22536	UMPQUA BANK	UMPQUA BANK - Principle Payment	08/26/2019	104,000.00
22538	ALESHIRE & WYNDER LLP	ALESHIRE&WYNDER PYMT 8/29/	08/29/2019	7,784.90
22539	ALLCONNECTED, INC.	ALLCONNECTED PAYMENT: BAC	08/29/2019	881.00
22559	J. THAYER COMPANY	AP PAYMENT 8/29/19: J THAYER O	08/29/2019	58.95
22566	OCCUPATIONAL HEALTH CENTER	OCC HEALTH CTR PYMT 8/20/19: j	08/29/2019	57.50
22575	TIME WARNER CABLE	TIME WARNER PAYMENT: 8/29/19	08/29/2019	10.61

Total for Department: 05 Administration

206,375.91

Total for Fund: 10 General Fund

448,158.40

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
21446	NATURAL GREEN LANDSACAPES	NATURL GREEN LANSCAPES: 07/	08/01/2019	15,615.08
21459	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW LANDSCAPE: 06/20	08/15/2019	25,127.50
21469	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 7/2019 LANDSCAP	08/15/2019	25,127.50
22545	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW LDSCP SVC PYMT 8	08/29/2019	25,127.50
22568	SCI CONSULTING GROUP	SCI CONSULT PYMT 8/29/19: ADM	08/29/2019	10,449.72
Total for Department: 00 Non Departmentalized				101,447.30
Total for Fund:20 Assessment Fund				101,447.30

Fund: 30 Park Dedication Fund

Department: 00

			Date	Amount
21487	PUBLIC RESTROOM COMPANY	PUBLIC RESTROOM CO.: PREFAB	08/15/2019	105,966.00
22527	UNITED CONSTRUCTION & LAND	UNITED CONST: VALLE LINDO RI	08/15/2019	54,606.00
22577	UNITED SITE SERVICES OF CA IN	UNITED SITE SVC PYMT 8/29/19: I	08/29/2019	560.53
Total for Department: 00				161,132.53
Total for Fund:30 Park Dedication Fund				161,132.53

Grand Total

710,738.23

**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: October 2, 2019

SUBJECT: FINANCE REPORT AUGUST 2019

RECOMMENDATION

It is recommended the Board review and approve the District's Financial Statements for August 31, 2019 for Fund 10, Fund 20 and Fund 30.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH AUGUST 31, 2019

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2019 through August 31, 2019 with a year-to-date comparison for the period of July 1, 2018 through August 31, 2018. The percentage rate used for the 2019-2020 fiscal year budget is 17% for Period 2 of the fiscal year.

REVENUES

Total revenue for the 2nd month ending August 31, 2019 for Fund 10 (General Fund) has an overall increase of \$220,131. Most of the increase is due to 1) Hill Fire 2018 (\$156,693), 2) Donations (\$36,530) and various other revenue accounts.

Total revenue for the 2nd month ending August 31, 2019 for Fund 20 (Assessment District) is at 1.67% of budget. The first installment of tax apportionment for fiscal year 2019-2020 will arrive around December 28, 2019. At that time the Assessment District will receive approximately 60% of their budgeted tax apportionment. Until then the finance reports will reflect minimal activity in the revenue section of the report.

Fund 30 (Park Dedication Fee) is at 0.87% in revenue, this is due to interest earnings the Quimby funds have received. Park Dedication Fees are not budgeted for as it is not guaranteed revenue and \$500,000 is budgeted in Capital Expense for the Pleasant Valley Aquatic Center Restroom and Shower Remodel.

EXPENDITURES

Personnel expenditures have increased by \$37,642 for FY 2019-2020 in comparison to personnel expense for the same time period as last year. This increase will be a constant for the first few months of the fiscal year, as the District paid the CalPERS Unfunded Liability in full for fiscal year 2019-2020; the amount paid to CalPERS was \$349,318. This variance is made primarily up

from two line items 1) PERS Unfunded Liability has an increase over prior year of \$62,758 and 2) a decrease in Employee Insurance of \$32,629 due to the posting of board member and retirees insurance payments.

Service and Supply expenditures for Fund 10 have decreased \$41,506 in comparison to the same time period as last year. This is primarily due to Utilities -Water which is showing a decrease of \$41,437 which is due to the timing of payments in comparison to prior year.

Fund 20 is at 8.15% in Personnel and 6.82% in Service and Supplies. The Assessment District is staying within budget in all categories.

Fund 30 Services and Supplies is at 0.0% in expenses.

Capital projects for fiscal year 2019-2020 are currently underway and the upcoming finance reports will reflect more activity in the months to come. Currently this fiscal year is ahead of prior year by \$46,636.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 1.21%. Fund 20 overall is under budget by 6.86%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for August 31, 2019 for Fund 10, Fund 20 and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of August 31, 2019 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of August 31, 2019 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of August 31, 2019 Fund 30
(1 page)

General Ledger
Fund 10 General Ledger
August 2019 17%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport - Cur Year Secured	5110-5240	\$ -	\$ -	\$ -	\$ (6,561,872.00)	\$ (6,561,872.00)	0.00%
Interest Earnings	5310	\$ -	\$ (654.48)	\$ (3,995.66)	\$ (46,500.00)	\$ (42,504.34)	8.59%
Hill Fire 2018	5465	\$ (152,992.51)	\$ -	\$ (156,693.01)	\$ -	\$ 156,693.01	0.00%
Park Patrol Citations	5506	\$ (322.25)	\$ (2,855.32)	\$ (322.25)	\$ (4,950.00)	\$ (4,627.75)	6.51%
Contract Classes-Public Fees	5510	\$ (23,063.15)	\$ (33,123.10)	\$ (38,741.90)	\$ (255,485.00)	\$ (216,743.10)	15.16%
Public Fees	5511	\$ (58,305.76)	\$ (111,196.85)	\$ (123,120.65)	\$ (459,621.00)	\$ (336,500.35)	26.79%
Public Fees-Entry Fees	5520	\$ (5,285.00)	\$ (14,281.47)	\$ (12,979.26)	\$ (56,995.00)	\$ (44,015.74)	22.77%
Vending Concessions	5525	\$ (655.95)	\$ (1,305.42)	\$ (2,383.60)	\$ (3,446.00)	\$ (1,062.40)	69.17%
Rental	5530	\$ (31,550.31)	\$ (68,674.70)	\$ (64,191.81)	\$ (423,769.00)	\$ (359,577.19)	15.15%
Cell Tower Revenue	5535	\$ (10,843.80)	\$ (17,867.40)	\$ (18,600.18)	\$ (91,704.00)	\$ (73,103.82)	20.28%
Parking Fees	5540	\$ (2,989.83)	\$ (4,511.95)	\$ (4,530.63)	\$ (12,312.00)	\$ (7,781.37)	36.80%
Dues	5550	\$ 50.00	\$ (545.00)	\$ 50.00	\$ (2,000.00)	\$ (2,050.00)	-2.50%
Activity Guide Revenue	5555	\$ (350.00)	\$ (4,775.75)	\$ (6,810.00)	\$ (18,000.00)	\$ (11,190.00)	37.83%
Sponsorships	5558	\$ -	\$ -	\$ (800.00)	\$ -	\$ 800.00	0.00%
Staffing Cost Recovery	5563	\$ (4,275.50)	\$ (1,734.00)	\$ (5,151.75)	\$ (16,880.00)	\$ (11,728.25)	30.52%
Special Event Permits	5564	\$ (100.00)	\$ (203.00)	\$ (100.00)	\$ (1,000.00)	\$ (900.00)	10.00%
Security Services Recovery	5566	\$ (427.00)	\$ -	\$ (427.00)	\$ -	\$ 427.00	0.00%
Donations	5570	\$ (30,065.00)	\$ (33,703.00)	\$ (70,232.50)	\$ (90,000.00)	\$ (19,767.50)	78.04%
Grant - HCF	5573	\$ (20.00)	\$ -	\$ (20.75)	\$ -	\$ 20.75	0.00%
Other/Purchase Discount Taken	5575	\$ (8,156.24)	\$ (24,894.43)	\$ (26,780.14)	\$ (68,015.00)	\$ (41,234.86)	39.37%
Credit Card Processing Fee	5576	\$ (46.70)	\$ -	\$ (209.67)	\$ -	\$ 209.67	0.00%
Cash Over/Under	5580	\$ (10.00)	\$ (19.00)	\$ (15.00)	\$ -	\$ 15.00	0.00%
Incentive Income	5585	\$ (26.49)	\$ (572.35)	\$ (26.49)	\$ (1,900.00)	\$ (1,873.51)	1.39%
Reimbursement - ROPS	5600	\$ -	\$ (183,619.00)	\$ (188,584.61)	\$ (100,000.00)	\$ 88,584.61	188.58%
Revenue		\$ (329,435.49)	\$ (504,536.22)	\$ (724,666.86)	\$ (8,214,449.00)	\$ (7,489,782.14)	8.82%
YTD Comparison				\$ (220,130.64)			
Expense							
Full Time Salaries	6100	\$ 171,150.58	\$ 293,914.25	\$ 297,816.25	\$ 2,650,972.00	\$ 2,353,155.75	11.23%
Overtime Salaries	6101	\$ 2,446.91	\$ 7,287.83	\$ 4,696.78	\$ 32,508.00	\$ 27,811.22	14.45%
Car Allowance	6105	\$ 830.74	\$ 1,668.11	\$ 1,661.48	\$ 10,800.00	\$ 9,138.52	15.38%
Cell Phone Allowance	6108	\$ 1,080.00	\$ 2,264.86	\$ 2,195.00	\$ 15,420.00	\$ 13,225.00	14.23%
Part-Time Salaries	6110	\$ 87,299.56	\$ 138,814.62	\$ 150,750.17	\$ 510,254.00	\$ 359,503.83	29.54%
Retirement	6120	\$ 30,429.02	\$ 53,042.78	\$ 53,589.96	\$ 450,140.00	\$ 396,550.04	11.91%
457 Pension	6121	\$ -	\$ 6,095.08	\$ 87.17	\$ 7,445.00	\$ 7,357.83	1.17%
Employee Insurance	6130	\$ (15,994.51)	\$ 35,050.88	\$ (2,422.34)	\$ 304,641.00	\$ 307,063.34	-0.80%
Workers Compensation	6140	\$ 15,192.13	\$ 23,018.66	\$ 27,666.77	\$ 172,200.00	\$ 144,533.23	16.07%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
PERS Unfunded Liability	6170	\$ -	\$ 286,560.00	\$ 349,318.00	\$ 348,560.00	\$ (758.00)	100.22%
Personnel		\$ 292,434.43	\$ 847,717.07	\$ 885,359.24	\$ 4,507,940.00	\$ 3,622,580.76	19.64%
YTD Comparison				\$ 37,642.17			
Services and Supplies							
Telephone/Internet	6210	\$ 1,340.80	\$ 1,168.30	\$ 2,687.00	\$ 20,804.00	\$ 18,117.00	12.92%
Internet Services	6220	\$ 2,065.40	\$ 7,282.66	\$ 5,466.40	\$ 27,492.00	\$ 22,025.60	19.88%
IT Infrastructure	6230	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	0.00%
Computer Hardware/Software	6240	\$ -	\$ -	\$ 1,367.64	\$ 13,264.00	\$ 11,896.36	10.31%
Pool Chemicals	6310	\$ 767.71	\$ 2,242.71	\$ 767.71	\$ 11,500.00	\$ 10,732.29	6.68%
Janitorial Supplies	6320	\$ 6,441.26	\$ 13,421.50	\$ 6,997.28	\$ 53,400.00	\$ 46,402.72	13.10%
Kitchen Supplies	6330	\$ -	\$ 55.14	\$ -	\$ 2,400.00	\$ 2,400.00	0.00%
Food Supplies	6340	\$ -	\$ 275.10	\$ -	\$ 18,800.00	\$ 18,800.00	0.00%
Water Maint & Service	6350	\$ 117.46	\$ 103.40	\$ 117.46	\$ 1,176.00	\$ 1,058.54	9.99%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 680.00	\$ 680.00	0.00%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 850.00	\$ 850.00	0.00%
Insurance Liability	6410	\$ -	\$ 57,572.00	\$ 71,100.50	\$ 143,930.00	\$ 72,829.50	49.40%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 5,124.59	\$ 488.12	\$ 5,124.59	\$ 48,000.00	\$ 42,875.41	10.68%
Vehicle Maintenance	6520	\$ 748.30	\$ 2,857.18	\$ 1,046.99	\$ 35,400.00	\$ 34,353.01	2.96%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	0.00%
Building Repair	6610	\$ 1,936.03	\$ 10,253.65	\$ 2,322.85	\$ 93,250.00	\$ 90,927.15	2.49%
Bldg Equip Maint/Repair	6620	\$ 277.50	\$ 506.76	\$ 277.50	\$ 10,240.00	\$ 9,962.50	2.71%
Improvements/Maintenance	6630	\$ 6,835.96	\$ 125.00	\$ 6,835.96	\$ 30,000.00	\$ 23,164.04	22.79%
Hill Fire 2018	6640	\$ 24,934.00	\$ -	\$ 35,316.58	\$ -	\$ (35,316.58)	0.00%
Grounds Maintenance	6710	\$ 8,519.46	\$ 19,988.91	\$ 9,742.39	\$ 91,280.00	\$ 81,537.61	10.67%
Tree Care - Assess	6719	\$ -	\$ -	\$ -	\$ 28,000.00	\$ 28,000.00	0.00%
Park Signage (Branding)	6725	\$ -	\$ 85.29	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ 260.00	\$ 325.00	\$ 660.00	\$ 2,000.00	\$ 1,340.00	33.00%

General Ledger
Fund 10 General Ledger
August 2019 17%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Rubbish & Refuse	6740	\$ 11,856.52	\$ 9,151.03	\$ 16,193.26	\$ 73,586.00	\$ 57,392.74	22.01%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ -	\$ 3,975.00	\$ 4,080.00	\$ 16,245.00	\$ 12,165.00	25.12%
Office Supplies	6910	\$ 1,197.38	\$ 1,175.60	\$ 2,699.20	\$ 23,671.00	\$ 20,971.80	11.40%
Postage Expense	6920	\$ 541.29	\$ 560.27	\$ 5,860.39	\$ 22,540.00	\$ 16,679.61	26.00%
Advertising Expense	6930	\$ 105.00	\$ 1,911.07	\$ 105.00	\$ 5,840.00	\$ 5,735.00	1.80%
Printing Charges	6940	\$ 1,036.58	\$ 2,648.62	\$ 1,403.68	\$ 13,598.00	\$ 12,194.32	10.32%
ActiveNet Charges	6950	\$ 7,034.33	\$ 12,334.28	\$ 12,731.27	\$ 61,209.00	\$ 48,477.73	20.80%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 459,455.00	\$ 459,455.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 258.44	\$ 258.44	\$ 1,233.00	\$ 974.56	20.96%
Comp Hardware/Software Exp	6990	\$ 14.99	\$ 1,334.63	\$ 14.99	\$ -	\$ (14.99)	0.00%
Fingerprint Fees (HR)	7010	\$ 192.00	\$ 72.00	\$ 192.00	\$ 2,440.00	\$ 2,248.00	7.87%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 4,275.00	\$ 4,275.00	0.00%
Permit & Licensing Fees	7030	\$ -	\$ 4,641.21	\$ 250.00	\$ 11,730.00	\$ 11,480.00	2.13%
State License Fee	7040	\$ 97.50	\$ 755.00	\$ 852.50	\$ 800.00	\$ (52.50)	106.56%
Professional Services	7100	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
Legal Services	7110	\$ 7,784.90	\$ 9,214.50	\$ 7,784.90	\$ 78,000.00	\$ 70,215.10	9.98%
Typeset and Print Services	7115	\$ -	\$ 12,169.07	\$ -	\$ 40,400.00	\$ 40,400.00	0.00%
Instructor Services	7120	\$ 9,299.38	\$ 24,571.30	\$ 17,600.53	\$ 162,847.00	\$ 145,246.47	10.81%
PERS Admin Fees	7125	\$ -	\$ 183.94	\$ 72.18	\$ 1,550.00	\$ 1,477.82	4.66%
Audit Services	7130	\$ -	\$ -	\$ -	\$ 20,175.00	\$ 20,175.00	0.00%
Medical & Health Svcs (HR)	7140	\$ 437.50	\$ 395.00	\$ 437.50	\$ 9,250.00	\$ 8,812.50	4.73%
Security Services	7150	\$ 125.00	\$ 1,403.02	\$ 125.00	\$ 9,530.00	\$ 9,405.00	1.31%
Entertainment Services	7160	\$ -	\$ 325.00	\$ -	\$ 7,500.00	\$ 7,500.00	0.00%
Business Services	7180	\$ 3,380.61	\$ 40,255.69	\$ 23,813.06	\$ 61,788.00	\$ 37,974.94	38.54%
Umpire/Referee Services	7190	\$ 100.00	\$ 350.00	\$ 100.00	\$ 1,877.00	\$ 1,777.00	5.33%
Subscriptions	7210	\$ -	\$ 203.40	\$ 176.96	\$ 4,712.00	\$ 4,535.04	3.76%
Rents & Leases - Equip	7310	\$ 5,671.21	\$ 4,965.86	\$ 6,629.54	\$ 41,750.00	\$ 35,120.46	15.88%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ -	\$ 120.00	\$ 120.00	0.00%
Event Supplies	7410	\$ (20.00)	\$ 288.00	\$ (20.00)	\$ 2,245.00	\$ 2,265.00	-0.89%
Supplies	7420	\$ 181.10	\$ 455.40	\$ 202.53	\$ 9,250.00	\$ 9,047.47	2.19%
Bingo Supplies	7430	\$ 116.47	\$ 1,558.18	\$ 823.14	\$ 9,600.00	\$ 8,776.86	8.57%
Sporting Goods	7440	\$ 59.58	\$ (213.00)	\$ 59.58	\$ 7,900.00	\$ 7,840.42	0.75%
Arts and Craft Supplies	7450	\$ 18.85	\$ -	\$ 18.85	\$ 2,430.00	\$ 2,411.15	0.78%
Training Supplies	7460	\$ 210.00	\$ -	\$ 210.00	\$ 2,500.00	\$ 2,290.00	8.40%
Camp Supplies	7470	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Small Tools	7500	\$ -	\$ 580.37	\$ -	\$ 6,000.00	\$ 6,000.00	0.00%
Safety Supplies	7510	\$ -	\$ 410.79	\$ 260.00	\$ 6,855.00	\$ 6,595.00	3.79%
Uniform Allowance	7610	\$ 349.97	\$ 195.09	\$ 349.97	\$ 12,450.00	\$ 12,100.03	2.81%
Safety Clothing	7620	\$ 246.84	\$ 300.00	\$ 396.84	\$ 6,054.00	\$ 5,657.16	6.56%
Conference&Seminar Staff	7710	\$ 1,217.00	\$ 4,031.65	\$ 5,092.00	\$ 27,510.00	\$ 22,418.00	18.51%
Conference&Seminar Board	7715	\$ -	\$ -	\$ 60.00	\$ 4,450.00	\$ 4,390.00	1.35%
Conference&Seminar Travel Exp	7720	\$ -	\$ 1,150.00	\$ -	\$ 13,117.00	\$ 13,117.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ -	\$ -	\$ 6,556.00	\$ 6,556.00	0.00%
Private Vehicle Mileage	7730	\$ 12.76	\$ 242.44	\$ 64.15	\$ 4,287.00	\$ 4,222.85	1.50%
Buses/Excursions	7750	\$ 1,734.67	\$ 1,796.32	\$ 3,418.52	\$ 26,700.00	\$ 23,281.48	12.80%
Tuition/Book Reimbursement	7760	\$ 543.75	\$ -	\$ 543.75	\$ -	\$ (543.75)	0.00%
Utilities - Gas	7810	\$ 1,461.08	\$ 2,525.29	\$ 1,461.08	\$ 26,283.00	\$ 24,821.92	5.56%
Utilities - Water	7820	\$ 47,783.64	\$ 100,599.38	\$ 59,162.46	\$ 825,373.00	\$ 766,210.54	7.17%
Utilities - Electric	7830	\$ 21,890.77	\$ 22,774.00	\$ 21,890.77	\$ 240,864.00	\$ 218,973.23	9.09%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Awards and Certificates	7910	\$ 1,281.33	\$ 64.33	\$ 1,281.33	\$ 20,995.00	\$ 19,713.67	6.10%
Meals for Staff Training	7920	\$ 73.85	\$ 61.67	\$ 73.85	\$ 2,610.00	\$ 2,536.15	2.83%
Employee Morale	7930	\$ 25.00	\$ -	\$ 25.00	\$ 3,000.00	\$ 2,975.00	0.83%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 229,760.00	\$ 229,760.00	0.00%
Reserve Vehicle Fleet	7970	\$ 833.33	\$ 1,666.67	\$ 1,666.67	\$ 10,000.00	\$ 8,333.33	16.67%
Reserve Computer Fleet	7971	\$ 416.67	\$ 833.34	\$ 833.33	\$ 5,000.00	\$ 4,166.67	16.67%
Reserve Dry Period	7973	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 90,000.00	\$ 75,000.00	16.67%
Reserve Repair/Oper/Admin	7975	\$ 1,666.67	\$ 5,000.00	\$ 3,333.33	\$ 20,000.00	\$ 16,666.67	16.67%
Services and Supplies		\$ 195,845.99	\$ 408,924.57	\$ 367,418.40	\$ 3,426,776.00	\$ 3,059,357.60	10.72%
YTD Comparison				\$ (41,506.17)			
Capital							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	0.00%
Needs Assessment	8422	\$ -	\$ 1,032.00	\$ -	\$ -	\$ -	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ 2,771.41	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt,Phill,Adolf	8456	\$ 7,843.00	\$ -	\$ 7,843.00	\$ -	\$ (7,843.00)	0.00%
Arneill Rnch Park Picnic Area	8457	\$ -	\$ 13,600.00	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 10 General Ledger
August 2019 17%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
LPA Architects-CC/Gym/Sr Ctr	8463	\$ 15,173.99	\$ -	\$ 15,173.99	\$ -	\$ (15,173.99)	0.00%
Arneill Ranch Park Renovation	8464	\$ 27,332.00	\$ -	\$ 27,332.00	\$ -	\$ (27,332.00)	0.00%
Lamps/Pole Replacement at M.O.	8465	\$ -	\$ -	\$ -	\$ 53,000.00	\$ 53,000.00	0.00%
L.E.D. Light Springville Tennis	8466	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00	0.00%
Charter Oaks Irrigation-Trees	8467	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Community Center Marquee	8468	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%
PVAC Pool Heater	8470	\$ -	\$ -	\$ -	\$ 23,930.00	\$ 23,930.00	0.00%
Cam Grove Play Equipment	8471	\$ -	\$ -	\$ -	\$ 34,117.00	\$ 34,117.00	0.00%
Freedom Park Parking Lot & Skyway	8472	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0.00%
P.V. Fields Painting II	8473	\$ 13,690.00	\$ -	\$ 13,690.00	\$ 15,000.00	\$ 1,310.00	91.27%
Capital		\$ 64,038.99	\$ 17,403.41	\$ 64,038.99	\$ 522,047.00	\$ 458,008.01	12.27%
YTD Comparison				\$ 46,635.58			

General Ledger
Fund 20 Assessment District
August 2019 17%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (42.94)	\$ (171.23)	\$ (1,078.00)	\$ (906.77)	15.88%
Assessment Revenue	5500	\$ -	\$ -	\$ (19,075.23)	\$ (1,150,444.00)	\$ (1,131,368.77)	1.66%
Staffing Cost Recovery	5563	\$ -	\$ (216.30)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ -	\$ 259.24	\$ 19,246.46	\$ 1,151,522.00	\$ 1,132,275.54	1.67%
YTD Comparison				\$ 18,987.22			
Expense							
Full Time Salaries	6100	\$ 939.20	\$ 2,170.20	\$ 1,643.60	\$ 21,093.00	\$ 19,449.40	7.79%
Retirement	6120	\$ 144.38	\$ 368.43	\$ 251.51	\$ 3,896.00	\$ 3,644.49	6.46%
Employee Insurance	6130	\$ 215.19	\$ 490.49	\$ 376.58	\$ 3,025.00	\$ 2,648.42	12.45%
Workers Compensation	6140	\$ 100.99	\$ 204.69	\$ 184.56	\$ 2,120.00	\$ 1,935.44	8.71%
Personnel		\$ 1,399.76	\$ 3,233.81	\$ 2,456.25	\$ 30,134.00	\$ 27,677.75	8.15%
YTD Comparison				\$ (777.56)			
Services and Supplies							
Incidental Costs - Assess	6709	\$ 10,449.72	\$ 9,776.34	\$ 10,449.72	\$ 33,346.00	\$ 22,896.28	31.34%
Tree Care - Assess	6719	\$ -	\$ 18,750.00	\$ -	\$ 55,000.00	\$ 55,000.00	0.00%
Contracted LS Services	6720	\$ 50,255.00	\$ 54,977.66	\$ 65,870.08	\$ 489,568.00	\$ 423,697.92	13.45%
Park Amenities - Assess	6722	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
ActiveNet Charges	6950	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 517,434.00	\$ 517,434.00	0.00%
Expense		\$ 60,704.72	\$ 83,504.00	\$ 76,319.80	\$ 1,118,408.00	\$ 1,042,088.20	6.82%
YTD Comparison				\$ (7,184.20)			
Total Expenses		\$ 62,104.48	\$ 86,737.81	\$ 78,776.05	\$ 1,148,542.00	\$ 1,069,765.95	6.86%
YTD Comparison				\$ (7,961.76)			

General Ledger
Fund 30 Park Dedication Fees (Quimby)
August 2019 17%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (130.60)	\$ (47.50)	\$ (43,900.00)	\$ (43,852.50)	0.11%
MBS Interest Earnings	5320	\$ -	\$ (4,295.60)	\$ (332.26)	\$ -	\$ 332.26	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue		\$ -	\$ (4,426.20)	\$ (379.76)	\$ (43,900.00)	\$ (43,520.24)	0.87%
YTD Comparison				\$ 4,046.44			
Expense							
ActiveNet Charges	6950	\$ -	\$ -	\$ 36.00	\$ -	\$ (36.00)	0.00%
Services and Supplies		\$ -	\$ -	\$ 36.00	\$ -	\$ (36.00)	0.00%
YTD Comparison				\$ 36.00			
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ 55,166.53	\$ -	\$ 55,166.53	\$ -	\$ (55,166.53)	0.00%
PVAC Restroom&Shower	8469	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0.00%
Capital		\$ 55,166.53	\$ -	\$ 55,166.53	\$ 500,000.00	\$ 444,833.47	11.03%
YTD Comparison				\$ 55,166.53			

Park Dedication Fees (Quimby) CASH						
Date Received	Amount	Developer	Amount Used	Amount Earmarked	Balance	Sunset Date
7/31/2014	\$615,709.00	AMLI	\$360,508.22	\$615,709.00	\$255,200.78	7/31/2019
1/15/2015	\$2,250,489.00	Fairfield Camarillo LLC	\$874,518.42	\$-	\$1,375,970.58	1/31/2020
8/8/2016	\$2,649,209.00	Elacora Mission Oaks	\$189,887.74	\$-	\$2,459,321.26	8/8/2021
8/10/2016	\$474,353.00	KB Homes	\$138,353.37	\$-	\$335,999.63	8/10/2021
6/7/2018	\$21,612.25	Crestview	\$-	\$-	\$0.00	6/7/2023
6/29/2018	\$96,391.39	Aldersgate Construction	\$-	\$-	\$0.00	6/29/2023
1/11/2019	\$50,291.16	Aldersgate Construction	\$-	\$-	\$0.00	1/11/2024
3/7/2019	\$35,242.00	Habitat for Humanity	\$-	\$-	\$0.00	3/7/2024
Total	\$6,193,296.80		\$1,563,267.75	\$615,709.00	\$4,014,320.05	

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

TO: BOARD OF DIRECTORS

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

DATE: October 2, 2019

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

RECOMMENDATION

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

BACKGROUND

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to recent events within the District such as the office redesign, upgraded IT infrastructure and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on April 4, 2018, staff has compiled the attached list for board review.

FISCAL IMPACT

There is a possible minor positive fiscal impact from this action upon sale of the surplus supplies and equipment.

RECOMMENDATION

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

ATTACHMENTS

- 1) Surplus Supplies and Equipment List (1 page)
- 2) Surplus District Property Disposal Policy (2 pages)



Pleasant Valley Recreation and Park District

Surplus Supplies and Equipment List

Equipment	Model	Serial #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
Keyboard	Logitech	M/N: Y-R0009	Y	Poor	N/A	\$0.00		
Keyboard	Logitech	M/N: Y-U0009	Y	Poor	N/A	\$0.00		
Docking Station	Dell	1406014930	N	Broken	N/A	\$0.00		
Dell Laptop	Latitude D60C	N/A	Y	Fair	2005	\$0.00		
Toshiba Laptop	Satellite L505	4A035345Q	N	Good	Unknown	\$0.00		
Targus Bag	N/A	N/A	N	Poor	Unknown	\$0.00		
Toyota Truck	Pick-up	JT4RN50R4FOO71151	N	Poor	1985	\$250 KBB		
Toyota Truck	Pick-up	4TARN81A5N2007944	Y	Poor	1992	\$400 KBB		
Dell Laptop Dock	PR03X	QAD0160701245	Y	Good	Unknown	\$10.00		
Dell Computer	Optiplex 701C	N/A	N	Fair	Unknown	\$0.00		
Dell Bag	N/A	N/A	Y	Good	Unknown	\$0.00		
Lenovo Server	TS140	N/A	Y	Fair	Unknown	\$50.00		
Trendnet								
Switch/Routers x4	Various	N/A	Y	Good	Unknown	\$0.00		
Netgear								
Switch/Routers x4	Various	N/A	Y	Good	Unknown	\$0.00		
Engenius Wireless								
Router x4	ECB600	Various	Y	Good/New	Unknown	\$100.00		
D-Link Wireless								
Router	DAP-2553	PVIU1C2001528	Y	Good	Unknown	\$50.00		
D-Link Network								
Switch	DES-1024D	F30C37A001540	Y	Good	Unknown	\$50.00		
Supermicro Firewall	502-2	5015A-EHF-D525	Y	Good	Unknown	\$0.00		
MicroTik	CRS125-							
Router/Switch	24G-1S-RM	N/A	Y	Fair	Unknown	\$50.00		
MicroTik Router								
Board	750GL	3B0602B456645/324	Y	Fair	Unknown	\$10.00		
Workstation OSs	Various	Various	Y	Good	Unknown	\$0.00		
Productivity Software	Various	Various	Y	Good	Unknown	\$0.00		
Dell Server	ECM01	843W1F1	N	Poor	Unknown	\$0.00		
Supermicro Server	813M-3	5017R-MTF	N	Poor	Unknown	\$0.00		



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved April 4, 2018

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a “Surplus Supplies and Equipment List” (“personal property” or “property”) which is surplus. Prior to disposition, the Board shall be provided with, and approve the “List.”

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined “surplus” by the General Manager.
- SURPLUS – Non “real property” has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier’s check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. Sale by sealed bid. The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY Board Approved April 4, 2018

3. Donation. The General Manager may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. Selling for Scrap. Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.
6. No employee or Director of the District or his/her immediate family may acquire any District surplus property.

Accounting for the disposition of personal property, equipment and materials:

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Megan Hamlin, Administrative Analyst

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF REGULAR
BOARD MEETING DATES FOR 2020**

RECOMMENDATION

It is recommended the Board review and approve the dates for the Regular Board Meetings for calendar year 2020.

BACKGROUND

The meeting dates for the new year are traditionally reviewed at the December meeting. However, this year there are **three** scheduling conflicts that staff believes should be addressed earlier to allow for necessary accommodations. Typically, the Board meets the first Wednesday every month at the City Hall Council Chambers. Due to scheduling conflicts, the District is not able to reserve Council Chambers the first Wednesday in **January, November or December**. Staff have identified **that the following day, Thursday, for January, November and December is available**. Staff is recommending the Board meet the **following Thursday for all three months**. The City has confirmed that the listed dates are compatible with the City Hall Council Chambers **2020** schedule.

It is recommended the Board review all the meeting dates and make recommendations for any additional changes due to holidays and/or conflicts.

RECOMMENDATION

It is recommended the Board review and approve the dates for the Regular Board Meetings for calendar year 2020.

ATTACHMENTS

- 1) Board of Directors Regular Meeting Dates 2020 Calendar (1 page)

PLEASANT VALLEY RECREATION AND PARK DISTRICT

BOARD OF DIRECTOR MEETING DATES CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS 601 CARMEN DRIVE, CAMARILLO (UNLESS OTHERWISE NOTED)

2020 DATES

- Thursday, January 2, 6:00pm
- Wednesday, February 5, 6:00pm
- Wednesday, March 4, 6:00pm
- Wednesday, April 1, 6:00pm
- Wednesday, May 6, 6:00pm
- Wednesday, June 3, 6:00pm
- Wednesday, July 1, 6:00pm
- Wednesday, August 5, 6:00pm (*typically dark in August*)
- Wednesday, September 2, 6:00pm
- Wednesday, October 7, 6:00pm
- Thursday, November 5, 6:00pm
- Thursday, December 3, 6:00pm

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

TO: BOARD OF DIRECTORS

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

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 637, ADOPTING THE INJURY AND ILLNESS
PREVENTION PROGRAM POLICY**

SUMMARY

Staff has been working on making updates to the Injury and Illness Prevention Program (IIPP) policy per the request of our insurance company CAPRI, California Association for Park & Recreation Indemnity.

BACKGROUND

The purpose of the Injury and Illness Prevention program is to establish a management framework for reducing the risks associated with workplace injuries, illnesses and identifying what is required to promote safety and health and create an outline of policies and procedures to achieve safety goals for the District. This document meets the requirements of California Code of Regulations 3203 which establishes that every employer shall implement and maintain an effective Injury and Illness Prevention Program.

CAPRI completes site visits with the District every 18 to 24 months. Upon their visit in 2017 it was recommended that the IIPP be reviewed on an annual basis by the Safety Committee. Over the course of the past 12 months District staff worked to update the last revision which took place in 2003.

ANALYSIS

Safety Committee personnel reviewed this document in 2019 and sent it to CAPRI for review in June. CAPRI has reviewed and made recommendations for updates which are incorporated into the updated document. Included in this document are the following items:

- District Safety Program
- Job Safety and Loss Prevention
- Job Safety Training
- Personal Protective Equipment
- First Aid Training Requirements

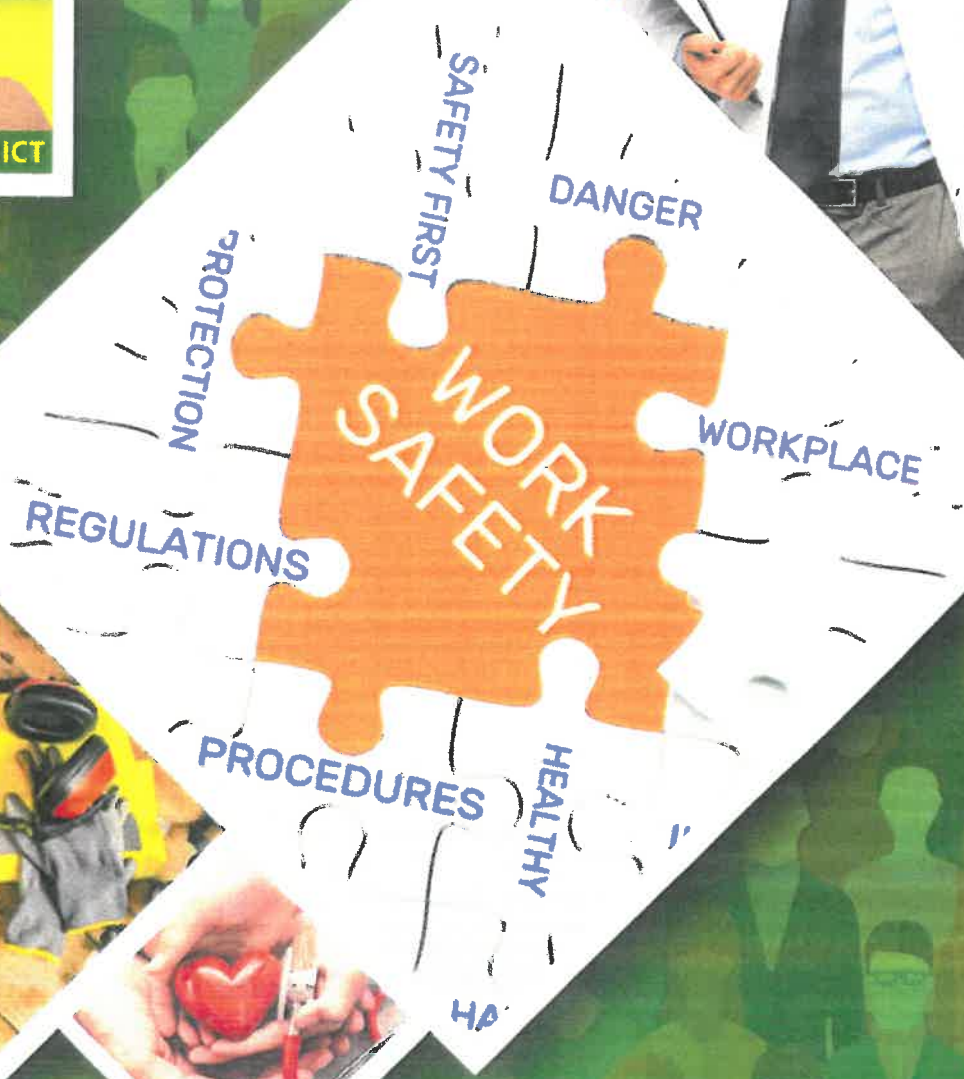
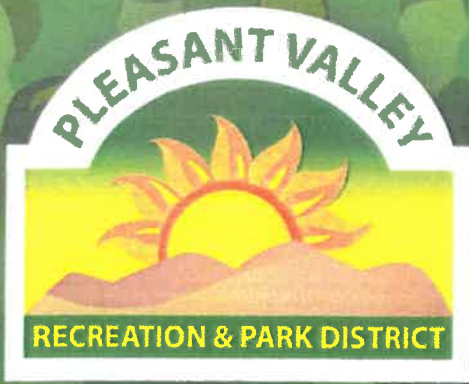
- Employee Accident Procedure
- Safety Reports and Rules
- Procedures for Accidents
- Drug and Alcohol Use
- Motor Vehicle Safety
- Employee Vehicle Accident Procedures
- Facility Safety Inspection Guidelines

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 637, adopting the Injury and Illness Prevention Program Policy.

ATTACHMENTS

- 1) Injury and Illness Prevention Program Policy (22 pages)
- 2) Resolution No. 637 (1 page)



INJURY & ILLNESS PREVENTION PROGRAM

2019

INTRODUCTION

The maintenance of safe and healthful working environment is the utmost importance for the successful operation of our business. To this end, safety requirements must be considered fundamental to the design and construction of facilities. As technological advances are made, the District will continue to implement sound safety and health practices. To achieve our objectives, it is essential that the employee be trained to follow procedures consistent with applicable safety standards. However, each employee must be constantly alert to his or her personal obligation to observe safe operating procedures. The continued cooperation of all employees is required to support and sustain an effective safety program.

The Pleasant Valley Recreation and Park District desires to protect itself against losses. Losses incurred during any financial period may significantly affect District personnel, property, budget, and the ability to fulfill District responsibilities. Loss of life or serious personal injury to employees or members of the public is unacceptable.

The District is committed to manage risks by applying a process including the following:

- A systematic and continuous identification of loss exposure.
- An analysis of these exposures for frequency and severity.
- The application of sound loss prevention and loss procedures.
- Review of available and economical risk transfer alternatives.
- The retention of a self-funding program consistent with the District's financial resources and statutory obligations.

Pleasant Valley Recreation and Park District follows a risk management policy which will prevent the loss of life or serious personal injury to employees or members of the public and resolves that: **It is every employee's responsibility to be aware of his/her work environment. Potentially hazardous situations shall be brought to the attention of one's immediate supervisor for corrective action.**

To promote a loss prevention program, the District has established a Safety Committee comprised of staff from throughout the District including but not limited to: Administrative Analyst, Recreation Supervisor, Lead Park Ranger, Human Resources, Parks Supervisor or Lead, and a Customer Service Representative. The District's Administrative Analyst and a Recreation Supervisor will serve as Chair and Vice-Chair of the Safety Committee. The Committee's operation guidelines, reporting forms, etc., are available through the Committee chair. If, for any reason,

the employee feels the District has not properly responded to a safety concern, that concern may be brought to the attention of the Safety Committee Chair or any committee member.

When an accident is work related, several actions must be taken:

- The injured party should be attended to immediately. In case of serious injury, 9-1-1 should be called so that the injured person will be transported to the nearest hospital by ambulance
- The injured person, when possible, should immediately report the injury to his/her supervisor or Human Resources. The employee along with the supervisor will complete the Accident Report and forward it to Human Resources on the same day as the injury. Additions or clarifications can be made at a later date.
- An injury report will be sent to the District's Worker's Compensation Administrator, Human Resources and the Safety Committee retain a copy.
- Every effort is made to return an injured employee to his/her job as soon as possible.
- An employee absent more than three (3) days should be contacted at least weekly by his/her respective supervisor.

DISTRICT SAFETY PROGRAM

The objective of the District Safety Program is to protect the District through a proactive loss control program. Although profit is not the primary objective of the District's function, the optimum efficiency is desired to ensure the best use of each tax dollar.

The aim of the District Safety Program is to focus attention on correction of workplace hazards that could cause a monetary or personnel loss. Hazard correction will contribute significantly to the efficiency of the District's operation.

Every District employee is responsible for safety. The responsibilities below are minimum and are anticipated to control and/or reduce accident losses.

The General Manager has the authority and responsibility to maintain safe and healthy working conditions. As such he/she must ensure that the policies and procedures are complied with by all personnel and provide leadership and positive direction.

Additionally, the General Manager shall:

- Review District safety and discuss plans to bring about positive safety attitudes.
- Conduct final review of all major accident/incident reports.
- Ensure active safety participation by all District personnel.

- Ensure that planning for construction and remodeling of facilities comply with local, state and federal requirements.
- Make managers and supervisors accountable for injuries, accidents and liabilities incurred by their respective employees.
- Ensure that injury and vehicle accident reporting procedures are followed.
- Be aware of the status of employees off work due to injury or vehicle accident.

A Safety Committee Chair shall be appointed to act as an inter-agency liaison in matters of industrial health and safety. In addition, he/she shall be responsible to:

- Provide background safety materials for committee meetings.
- Assist the District in reviewing plans, specifications, and operating procedures to reduce potential accident, property loss and liability.
- Monitor accident reports to ensure a timely and thorough evaluation of each accident and document all District safety incidents/accidents.
- Ensure the thorough investigation of accidents.
- Provide coordination concerning all industrial health and safety.
- Make field inspections and recommend resolution of reported unsafe working conditions and equipment.

Each Department Manager and Supervisor is responsible and accountable to the General Manager for compliance with the District's safety program. He/she will ensure that:

- All safety regulations are enforced.
- All personnel are oriented to their specific work procedures.
- Safety equipment and protective devices are available and properly used.
- Employees attend routine safety discussions and promote a free discussion of work problems and discuss possible solutions.
- All accidents are recorded and promptly reported.
- Prompt and corrective hazard abatement procedures are followed.
- Each division shall comply with the District's rules and regulations.

Employees are required, as a condition of employment, to exercise care during work to prevent injuries to themselves and to their fellow workers, to prevent damage to equipment, and conserve materials. Each employee will:

- Report all unsafe conditions to a supervisor.
- Keep work areas clean and orderly.
- Report every accident or "near miss" immediately to a supervisor.
- Avoid engaging in any "horseplay" and avoid distracting others.

- Lift and handle materials properly.
- Actively participate in the District's safety program.
- Immediately report suspension or revocation of any operator's license required for job performance.

Additionally, each employee working at hazardous jobs will:

- Obey all safety rules and follow prescribed work instructions. If doubt exists about the safety of a job, STOP and get additional instructions from the supervisor before continuing.
- Only operate equipment authorized by the supervisor.
- Wear protective equipment when working in hazardous areas and dress safely and sensibly.

JOB SAFETY AND LOSS PREVENTION

The Pleasant Valley Recreation and Park District has a proactive Safety Program designed to meet Occupational Safety and Worker's Compensation requirements. The expressed purpose is to reduce accident costs and to ensure that all District facilities and equipment are safe.

As a condition of employment, all employees must comply with established safety and health rules and perform their respective duties in the safest possible manner.

Supervisors are responsible for ensuring that employees avoid job-related hazards. Every supervisor must follow published work rules that define correct work procedures. This enables the supervisor to maintain consistency that promotes employee confidence in the capabilities of management.

Every job must be broken down into its basic steps. These steps describe what is to be done and in what sequence. After the steps are identified and their causes understood, methods and means to eliminate them will be developed. The four ways this can be accomplished are:

1. Eliminate the process or operation, or provide a substitute action which can be done without the hazard;
2. Isolate the process or operation to eliminate or minimize the hazard;
3. Provide guards or automatic devices to eliminate or minimize the hazard;
4. Provide personal protective equipment and enforce its use to prevent the possibility of injury.

Using the information gathered from the first three (3) steps, department work rules are written, disseminated among all employees, and maintained for periodic review. This becomes a document to assist the supervisor in employee job orientation and it also provides a source of information they can use for periodic task review and evaluation.

JOB SAFETY TRAINING

The supervisor must not assume that a newly hired, assigned, or reassigned employee knows the new job procedures. The four-point methods of job instruction are found best for most hazardous operations:

1. PREPARATION
 - Put them at ease.
 - Define the job and find out what they already know about it.
 - Get them interested in learning their job.
 - Place them in the correct position for effective work.
2. PRESENTATION
 - Tell, show, and illustrate one step at a time.
 - Stress every key point.
 - Instruct clearly, completely, and patiently.
 - Present the information in a sequential organized format.
3. PERFORMANCE
 - Observe job performance and provide immediate on-the-job follow-up.
 - Have them explain each key point to you as they work.
 - Make sure they understand.
 - Continue until they understand the performance requirements of the job to your satisfaction.
4. FOLLOW-UP
 - Put them on their own.
 - Check frequently and employ encouraging questions.

PERSONAL PROTECTIVE EQUIPMENT

The supervisor specifies the use of personal protective equipment (PPE). Examples are:

- Hard Hats – to protect the head against falling objects, head bumping situations or electrical conductors.

- Goggles, Face Shields, or Safety Glasses – to guard against air borne debris, dust, flying particles, chips, chemicals, heat or injurious rays.
- Ear Plugs or Earmuffs – to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
- Respirators, Gas Mask, Airline Respirators, and Self-Contained Breathing Apparatus – to protect employees against toxic conditions.
- Reflective Vests or Bright Articles – to increase worker visibility while working in or around traffic lanes.
- Protective Clothing – to protect against wounds, abrasions, bumps, heat or melted metals.

Mandatory Use: when PPE has been specified as a condition of employment, its use is mandatory. Supervisors are responsible for training employees in the proper use of PPE when performing hazardous duty.

Proper Dress for Work Assignment: each employee will wear clothing suitable for the job they perform and follow these additional guidelines:

- Individuals with long hair must wear a cap or net while working around machinery.
- Individuals whose jobs require them to wear breathing devices in toxic atmospheres must be clean shaven where the mask contacts the face.
- Employees working in hazardous areas will wear appropriate footwear: tennis shoes, loafers, sandals and similar shoes are not considered appropriate.

FIRST AID TRAINING FOR EMPLOYEES

All employees will be trained in First Aid and CPR within the first six (6) months of employment. Many industrial injuries can be effectively treated in the field and thus eliminate the necessity of a doctor for minor injuries. CPR and First Aid materials are furnished to the employee at no charge. Supervisors are advised to be aware of the following:

- **Physical Condition of Employees:** Illness is a major cause of injuries. The health of employees is a matter of concern to each supervisor. Observe your employee carefully.
- **Procurement of Power Tools, Heavy Equipment, Safety and Protective Equipment, Vehicles, etc.:** Detailed specifications for the use of special tools will be fully coordinated between supervisors of the employees, management, and safety.

- **Disciplinary Action:** Violations of safety policies will result in disciplinary action up to and including termination. The District may take disciplinary action when an employee causes injury to themselves, other, or destroys or damages District equipment.

EMPLOYEE ACCIDENT PROCEDURE

As required by District policy, on-duty District employees will implement immediate first aid measures in case of accident or injury.

The following procedures should be followed:

1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain or any bleeding from the ears, nose (severe), or mouth, and a head injury. Injured persons often cannot judge the extent of their own injury.
 - a. After 9-1-1 is called, immediately notify your supervisor and/or Pleasant Valley Recreation and Park District Office at (805) 482-1996.
2. First aid should be rendered within the ability of the employee. Never leave the injured. Send someone for help.

Every work-related employee or volunteer injury must be reported to the District within 24 hours.

DISTRICT SAFETY COMMITTEE

The District Safety Committee's function is to reduce accidents, and property losses, and develop recommendations to promote safe District facilities and safety for patrons. Its objectives are as follows:

- To protect the District against loss of assets and destruction or depletion of resources.
- To identify and control activities with the goal of reducing loss/accident frequency and severity.
- To establish and monitor procedures that provide a constant assessment of the District's exposure potential.
- To promote the continuing safety education and training of employees at all levels, as well as to provide the District and patrons a safe environment.

The Safety Committee is composed of a cross section of Pleasant Valley Recreation and Park District employees. The Administrative Analyst and/or Recreation Supervisor shall act as Chair and Vice Chair of the Committee. The Safety Committee functions as a Board of Review and will:

- Review all safety incident/accident reports.
- Investigate major accidents and determine the extent of an injury or accident, whether it was preventable, and recommend corrective action(s).
- Monitor, review, and recommend changes to the District safety program.

The Safety Committee meets regularly on the third Wednesday of the month, but the Chair may call special meetings in order to review safety issues and make recommendations for the Committee's review. The District Safety Officer will order all safety supplies and training materials.

SAFETY REPORTS

Safety reports are used as a procedure for the reporting of all safety incidents or accidents using the following definitions:

- An incident is any act committed by a person or by natural causes, fire, wind, lightning, etc., resulting in the destruction of property or personal injury.
- Property damage is the damage to or loss of District facilities or equipment.

SAFETY RULES

Though the District provides a safe place to work, with proper tools, equipment, and protective devices, safety is the responsibility of every employee. Therefore, all District employees must adhere to the following safety rules:

1. Do not smoke inside District facilities and vehicles.
2. Do not lift loads of excessive weight solely with your back. Use your leg muscles to lift heavy or difficult loads or get help if the load exceeds your capabilities.
3. Do not wear jewelry, frayed or loose clothing while operating power machinery.
4. Do not operate machinery that you have not been trained and certified to use.
5. Use tools and equipment for their designed intent only.
6. Do not repair or adjust machinery while in operation.
7. Do not speed or drive carelessly and wear seat belts at all times, as required by state law.

8. Keep your workplace and equipment clean and orderly.
9. Do not display rowdiness or horseplay during working hours.
10. Use proper protective equipment when operating District equipment (hard hats, gloves, hearing protection, protective glasses or goggles, face shields, etc.)
11. Never report to work while under the influence of intoxicating drugs or alcohol.
12. Do not use gasoline or other highly combustible fluids for cleaning purposes.
13. Always wash thoroughly after using chemicals or liquids (insecticides, herbicides, fertilizers, etc.)
14. Always secure ladders to prevent slippage or displacement before using.
15. Always face a ladder while descending or ascending and use both hands.
16. Promptly report all unsafe practices, procedures, or conditions to your supervisor.
17. Always wear a uniform while on duty, if instructed to do so.
18. Properly store all flammables.

The General Manager, with recommendations from the Safety Committee, shall determine the appropriate disciplinary action, up to and including termination, for violation of all safety rules.

PROCEDURE FOR PARTICIPANT ACCIDENTS

Every District employee is responsible for exercising extreme care and good judgement when members of the community are injured while participating in a District sponsored program or activity. Care of the injured is primary, but consideration must be given to potential liability, which might result from the injury or accident. As such, with the exception of emergency care needed to save a life, advanced medical treatment must be left to professional medical personnel.

Obtaining medical treatment: District employees must always activate the EMS (Emergency Medical System) by dialing 9-1-1 to provide emergency medical aid beyond first aid. After calling 9-1-1, always be the last to hang up. Failure to carry out this duty could result in legal action against the District and the employee and may endanger the life of the injured. Once the injured person is out of danger, the employee shall contact his Supervisor or other appropriate District person.

The designated District staff member will complete an Accident Report as soon as possible, being very careful to document the event objectively.

As required by District policy, on-duty employees will implement immediate first aid measures in case of accident or injury.

The following procedures should be followed:

1. Dial 9-1-1 for emergency assistance in any case of severe bleeding, loss of consciousness, chest pain, or any bleeding from the ears, nose (severe), or mouth, and a head injury. Injured persons often cannot judge the extent of their own injury.
 - a. After 9-1-1 is called, immediately notify your supervisor and/or Pleasant Valley Recreation and Park District Office at (805) 482-1996.
2. First aid should be rendered within the ability of the employee. Never leave the injured. Send someone else for help.
3. As soon as the situation has stabilized, record the name, address, and date of birth of the injured person(s). Write down a full objective description (using the words of the injured, if possible) of what happened and how. Obtain parent/guardian names and phone numbers. Record the names, addresses, and phone numbers of witnesses and write their account of the incident.
4. District employees are not to transport the injured. Contact a relative or allow the responding Emergency Medical Personnel to arrange transportation. If it is absolutely necessary for a District employee to transport the injured, District authorization must be obtained. Call the District office at (805) 482-1996.
5. Do not respond to questions or accusations concerning liability. Concentrate your efforts on care of the injured person and gathering information.
6. Prepare an Accident Report before completion of duty and leave it with your supervisor.

If the seriousness of the accident is not readily known, always treat the situation as if it were a serious injury. Never allow the seriously injured person to re-enter the District program/activity. The program/activity becomes secondary to the care and well-being of the injured.

Every District employee must know and follow the proper procedures when a program participant is injured during a District provided or sponsored program. Therefore, it must be the employee's responsibility to adhere to these procedures.

DRUG AND ALCOHOL USE

While the District has no intention of intruding into the private lives of its employees, unless it is for legitimate District reasons, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair them. If an employee is taking a drug or medication, whether or not prescribed by a physician, which may adversely affect their ability to perform work in a safe or productive manner, they are required to report such use to their Supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination or other senses, including those which may cause drowsiness or dizziness, and including both prescription and non-prescription drugs and medications. Their Supervisor, in conjunction with the Administrative Services Department, will determine whether they will be allowed to remain at work, and whether any work restrictions are appropriate.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

Supervisors may be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the District managers and employees. To that end, the District will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.

In recognition of the public service responsibilities entrusted to the employees of the District, and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the District.

DISTRICT POLICY

It is District policy that employees shall not be under the influence, or in possession, of alcohol or drugs while on District property, at work locations, or while on duty or subject to being called to duty or standby, and that employees shall not sell or provide drugs or alcohol to any other employee or person while on duty or on standby duty.

While use of validly prescribed medications and drugs does violate this policy per se, failure by an employee to notify his/her supervisor, before beginning work, when taking medications or

drugs which could foreseeably interfere with the safe and effective performance of duties, or the operation of District equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property in which the District maintains control or joint control with the employee. "Right to search, when utilized, shall be preceded with notice to the employee of his/her right to representation and to be present during the search *unless it is an emergency or the District deems it is not practical to have the employee present.*" Otherwise, the District may notify appropriate law enforcement agencies that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District.

Refusal to immediately submit to an alcohol and/or drug analysis when requested by District management or law enforcement personnel, or refusal to submit to a search of personal properties if requested by law enforcement personnel, may constitute insubordination and be grounds for discipline up to and including termination.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the work site.

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

The District has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors or the Human Resource office for additional information.

APPLICATION

This policy applies to all employees and unpaid persons whose actions can serve to place themselves or employees at risk, cause poor employee morale, or damage the District's reputation. This policy applies to alcohol and drugs, including all substances, drugs, or medication, whether legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

EMPLOYEE RESPONSIBILITIES

An employee must:

- not report to work or be subject to duty while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use; not possess or use alcohol or impairing

drugs, including illegal drugs and prescription drugs without a prescription, during working hours or while on standby duty, on breaks, during meal periods or at any time while on District property;

- not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or on standby duty;
- submit immediately to an alcohol and drug test when requested by a District representative, and approved by the General Manager or his/her designated representative;
- notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which the employee knows or should know may interfere with the safe and effective performance of duties or operation of District equipment; and
- provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

If drug/alcohol testing is proposed, the employee who is to be tested shall have the right to determine whether the test is by blood sample or by urinalysis. Testing, other than by breathalyzer performed by law enforcement for reasonable cause, shall only be conducted by a laboratory certified by the National Institute on Drug Abuse, using gas spectrometer testing and shall, in all cases, include a split-sample properly identified, for use by the employee if the employee challenges a positive result. The split sample and/or original sample shall be available for parallel testing by a different licensed laboratory at the District's expense. Test results and samples shall be retained for at least one (1) year. Any irregularity in the chain of custody of a sample shall serve to void the test.

MANAGEMENT RESPONSIBILITIES AND GUIDELINES

Managers and Supervisors are responsible for reasonable enforcement of this policy.

Managers and Supervisors may request that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

"Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safety is reduced. "Reasonable suspicion" shall generally not be deemed to exist if other objective explanations exist.

For example, any of the following, alone or in combination, may constitute reasonable suspicion: (when such behavior is unusual for an individual)

- Slurred speech;
 - Alcoholic odor on breath;
 - Unsteady walking and movement;
 - An accident involving District property, where it appears the employee's conduct is at fault, when other objective evidence exists;
 - Physical altercation;
 - Unusual behavior;
 - Verbal altercation;
 - Possession of alcohol or drugs;
- Any Manager or Supervisor requesting an employee to submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.
 - Any Manager or Supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor should arrange for the employee to be safely transported home.
 - Managers and Supervisors shall not physically search the person of employees, nor shall they search the personal possession of employees without the freely given written consent of, and in the presence of, the employee.
 - Managers and Supervisors shall notify their Department Manager or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District. If the Department Manager or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Manager shall notify the appropriate law enforcement agency.

PHYSICAL EXAMINATION AND PROCEDURE

The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, P.C.P., methadone, barbiturates, amphetamines, marijuana, and other cannabinoids. Form "A" describes the method in which the initial test will be conducted, how the sample will be processed after the drug and/or alcohol test is completed, and how a confirmatory test after an initial positive result will be performed.

RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS

A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and including termination. "Positive results" shall be defined, for alcohol, as having a blood-alcohol level above that limit as established under California law for the operation of a motor vehicle.

If the drug screen is positive, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action up to and including termination.

If an alcohol or drug test is positive for alcohol or drugs, the District shall conduct an investigation to gather all facts.

The Alcohol/Drug Abuse Report shall not be considered valid until signed by a trained supervisor/manager and the General Manager or his designee. Any such report shall be removed from the file unless confirmation is made the violation took place.

CONFIDENTIALITY

Suspicion of, participation in EAP laboratory reports and test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request.

Disclosures, without employee consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Disclosure of any information garnered through the administration of this policy is a violation of this policy and may cause discipline up to and including termination of the person or persons making the disclosure.

MOTOR VEHICLE SAFETY

The driving of vehicle is vital in conducting District business. Vehicle losses can be very costly and exposes the District to a variety of liabilities, including:

- Property Damage
- Bodily Injury

- Fatalities
- Lawsuits

The cost of claims can mount to losses that will adversely affect the District's efforts to accomplish its mission. To help prevent vehicle accidents and the type of loss exposure associated with them a general guideline for establishing a fleet program is presented below.

The maintenance person/mechanic in charge of vehicles and equipment is responsible for the fleet safety. Their duties include:

1. Establishing a fleet safety policy and rules for personnel to adhere to and check on compliance with these requirements.
2. Establish policy and procedures for inspecting fleet vehicles for the operating condition of safety devices such as hazard warning lights and wipers. Also inspect for signs of abuse, unreported physical damage, and general upkeep.
3. Fully support and promote defensive driving practices and the use of seat belts by all drivers and passengers.

Drivers of vehicles owned, rented or leased by the District shall be required to practice defensive driving techniques and practices. The basic defensive driving practice is to plan and do everything that one can reasonably do to prevent an accident. The following guidelines should also be followed:

1. Drivers must have a valid driver's license to operate a District vehicle. All drivers should be reviewed to see if their duties will involve operating vehicles that require a special license. Personnel staff shall evaluate the license at the time of hire.
2. The driver should be physically and mentally capable of driving the vehicle they are assigned, whether the vehicle is a car, van, truck, or tractor.
3. All District drivers should be trained/retrained and evaluated on safe driving skills through the use of recognized organizations that conduct driver training courses which cover defensive driving techniques: two-vehicle collision prevention, backing accident prevention, safe following distance and passing skills, and intersection driving and turns.

OPERATION OF VEHICLES

Before operating a vehicle, the driver should inspect the vehicle. An inspection check should include but not be limited to the following items:

- Condition of tires and air pressure
- Windshield wipers
- Lights, turn signals, brakes, and horn
- Cleanliness of the windows

- Mirrors cleaned, secured, and properly adjusted.

All employees should be aware that the District Safety Committee will review all vehicle accidents to determine preventability. This review is designed to protect both the District and the employee. Any action by the Committee should be considered helpful counselling, not as a disciplinary action.

Human Resources will monitor each District employee for:

- Date of and type of driver's license and renewals.
- Date and type of driver's training courses, defensive driving courses, and refresher course taken.
- Three-year accident history showing the dates and types of accidents, even if the driver was not at fault.

RULES FOR USING DISTRICT VEHICLES

1. Obey all District policies and state laws
2. Do not use alcohol or drugs before operating any vehicle
3. Practice defensive driving at all times while operating District vehicles
4. Do not operate District equipment without a valid operator's license and District approval
5. Immediately report all accidents to the supervisor or the District Administration office
6. Except for accidents causing injury, wait for the police investigation before leaving the scene
7. For an accident outside Ventura County, request that a state or local police agency be notified, and an accident report filed
8. The Motor Vehicle Accident Report Kit is in the District vehicle. It is the employee's obligation to make clear any extenuating circumstances surrounding the accident. This report must be in detail, clear, and submitted to the employee's supervisor within 24 hours of the accident. If the employee is unable to complete report, the supervisor must submit a preliminary report.

MOTOR VEHICLE REPORTS FOR AUTHORIZED DISTRICT DRIVERS

Motor Vehicle Reports (MVR's) are obtained from the California Department of Motor Vehicles and are forwarded to Human Resources for review. The following point system is provided as illustration of the method of assigning values to the various types of traffic violations and/or District incidents to arrive at a decision on the acceptability of drivers:

Convictions

- Minor – 1
- At Fault Accident – 3

- Major (within last two years) – 6
- Major (over two years) – 3
- *Two or more incidents within an 18-month period – 1

*Time reference is from the date of conviction, not the date the citation was issued.

Major convictions include, but are not limited to:

- Driving while intoxicated or under the influence of alcohol or drugs;
- Failure to stop and report an accident;
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- Driving during a period when license is suspended or revoked;
- Reckless driving;
- Possession of an open container of alcoholic beverage;
- Speed contest drag or highway racing or trying to elude a Peace Officer.

An acceptable point total is five (5) points or less.

EMPLOYEE VEHICLE ACCIDENT PROCEDURE

Stop and give medical assistance, if needed. Call 9-1-1 if medical help is needed, then call the District office at (805) 482-1996. Always insist that a police report be taken. Complete your Motor Vehicle Accident Report.

Employee accident, seek medical treatment as needed. Contact your supervisor immediately or the District Office (805) 482-1996.

1. In case of serious injury, get needed attention as quickly as possible, including calling 9-1-1 for emergency transportation or assistance if needed.
2. All employees seeking medical treatment must do so by using the Excess Insurance Authority (EIA) Medical Provider Network: www.eiampn.csac-eia.org.
3. If the employee is injured after business hours of a medical facility found on the Medical Provider Network, or the illness or injury is severe to warrant a trip to the hospital then the employee may choose a local hospital to obtain care.
4. In all cases, notify your supervisor as soon as possible after an accident, and provide all the information needed for the Accident Report.

Employees should never admit liability or fault for an accident or injury and never promise medical or hospital bills will be paid by the District. Remember you are an extension of the District, guilt or fault will be determined by others at a later date.

The procedures described above to ensure that each District employee is aware of the appropriate actions required of them in case of an accident or injury. The guidelines reference all District accidents and injuries that may occur at work or during a District function/activity/program.

FACILITY SAFETY INSPECTION GUIDELINES

District facility safety inspections are conducted routinely. Employees of the District shall cooperate fully in the inspection process to ensure that all hazards are identified and corrected in a timely manner.

The lead and maintenance workers will utilize the checklist appropriate for each area being inspected with emphasis placed on standards consistent with local, state, and federal regulations. Emphasis is placed on conditions of facilities, equipment, and machines.

Examples are:

- Good housekeeping;
- Use of appropriate protective equipment;
- Compliance with safety rules;
- Condition of ladders;
- Proper maintenance of electrical equipment;
- Proper guarding of open pits, ditches, tanks, etc.;
- Proper storage of flammable/combustible/hazardous liquids and/or substances;
- Portable fire fighting equipment, first aid kits, and emergency lights;
- Condition of power and hand tools;
- Proper guarding of powered equipment and machines;
- Inspection of all irrigation equipment;
- Extensive inspection of all playground equipment.

The park supervisor assigned to the facility shall maintain the safety inspection reports. Completed inspections are stored in files at the Parks office. The inspections will consist of the following:

- Date of inspection;
- Inspector's name;
- Written list of deficiencies;
- Recommendations for correction of deficiencies.

Facilities and equipment deemed unsafe or an imminent hazard will be taken out of use until the needed repairs are made and the equipment is re-inspected. Corrections requiring special

equipment and/or monetary funds beyond the control of the Department manager must be presented to the General Manager for resolution.

Lead and maintenance staff will inform management of any unsafe condition that presents the potential of danger to persons or property that cannot be immediately corrected and ensure that all necessary precautions have been taken to prevent further loss or injury.

RESOLUTION NO. 637

**A RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING THE INJURY AND ILLNESS PREVENTION PROGRAM
POLICY**

WHEREAS, The Pleasant Valley Recreation and Park District is governed by the policies and procedures specified within California Code of Regulations; and

WHEREAS, California Code of Regulations 3203 establishes that every employer shall implement and maintain an effective Injury and Illness Prevention Program; and

WHEREAS, California Association for Park & Recreation Indemnity requires that the District maintain an effective Injury and Illness Prevention Program; and

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District seeks to maintain a healthy and safe working environment.

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

The Board of Directors approves and adopts the policy entitled "Injury and Illness Prevention Program".

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of October 2019, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Robert Kelley, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Dr. Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Megan Hamlin, Administrative Analyst

DATE: October 2, 2019

**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE
NO. 10, AN ORDINANCE OF THE BOARD OF
DIRECTORS OF THE PLEASANT VALLEY
RECREATION AND PARK DISTRICT SETTING
BOARD MEMBER COMPENSATION**

SUMMARY

This is the second reading of Ordinance 10, an ordinance which sets board member compensation. The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.15. Each Board Member of the Board of Directors may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set for by the law.

BACKGROUND

It has been common practice to review and update policies and resolutions as necessary, according to current Governmental Code and Public Resource Code. In January 2018 the Board adopted Resolution No. 583 pursuant to the updated Public Resource Code (PRC) which included the following items: ethics training, sexual harassment training, and service rendered as a Director by request of the Board. This past year, AB2329 was passed which updated compensation for board members.

The District Board reviewed and approved the first reading of Ordinance 10 at the September 9, 2019 board meeting.

ANALYSIS

There are two state laws which address the subject of compensation for board members of a recreation and park district and which are derived from PRC Chapter 4 Recreation and Park Districts Article 5 Boards of Directors and Officers Parks 5784.15 and California Water Code Section 20202.

Existing law from the PRC's Recreation and Park Districts provides that each member of the board of directors of a recreation and park district shall not receive compensation for more than six meetings of the board in a calendar month. The board of directors shall,

commencing January 1, 2019 if the district compensates its members for more than five meetings in a calendar month, annually adopt a written policy based on a finding supported by substantial evidence why more than five meetings per month are necessary for the effective operation of the district.

For the purposes of this section, a meeting of the board of directors includes but is not limited to regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board as well as those items specified in Resolution No. 583.

Staff analyzed 2018 Board payment request forms to establish an individual average and an overall meeting average. Documents show individual averages range from 2.5 – 5.0 meetings annually. However, the combined Board Member average over 12 months is 3.6 meetings. Based on the findings, the Board of Directors would not have supported evidence to increase from 5 to 6 monthly meetings.

California Water Code Section 20202 provides as follows:

“In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.”

The proposed ordinance would increase Board Member compensation by 5% (\$5.00) to \$105 for each day of service not-to-exceed 5 days in a calendar month. The first sentence of Section 1 of Resolution No. 583 is revised to increase the amount of compensation for each Director for each day’s attendance at meetings of the Board or for each day’s service rendered as a Director by request of the Board to \$105.00.

FISCAL IMPACT

The proposed resolution would increase Board Member compensation by 5% (\$5.00) to \$105 for each day of service not-to-exceed 5 days in a calendar month. Sufficient funds are available in the General Operating Fund Account.

RECOMMENDED ACTION

It is recommended the Board review and approve the following:

1. A MOTION to Approve a second reading, by title only, of proposed Ordinance No. 10 and waive further reading of the ordinance and
2. A MOTION to Adopt Ordinance No. 10, revise the first sentence of Section 1 of Resolution No. 583 to increase the amount of the compensation for each Director for each day’s attendance at meetings of the Board or for each day’s service rendered as a Director by request of the Board to \$105.

ATTACHMENTS

- 1) Ordinance No. 10 (2 pages)
- 2) Resolution No. 583 (4 pages)
- 3) Public Resource Code Section 5784.15 (1 page)
- 4) Board Compensation Payment Request (1 page)

ORDINANCE NO. 10

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING BOARD MEMBER COMPENSATION

WHEREAS, on January 3, 2018 the Board adopted Resolution No. 583 pursuant to Public Resources Code 5784.15 setting the compensation of Board Members; and

WHEREAS, the compensation for Directors for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board is \$100 under Resolution No. 583; and

WHEREAS, the Board desires to adjust Board Member compensation as permitted under State law; and

WHEREAS, this item was properly noticed for a public hearing by the Board of Directors on September 15, 2019.

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

SECTION 1. – The recitals above are true and correct and incorporated herein by reference.

SECTION 2. – Permitted Compensation

- A. The first sentence of Section 1 of Resolution No. 583 is revised to increase the amount of compensation for each Director for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board to \$105.00.
- B. Directors may not receive compensation for services rendered for more than a total of 5 days in any calendar month per the Public Resources Code Section 5784.15.
- C. In addition to daily compensation authorized in subsection A, the Board authorizes the reimbursement of any actual costs, per Resolution No. 583, incurred by a Director when rendering services as a Director by request of the Board.

SECTION 3. – Future Adjustments to Compensation. Any future increases in compensation for Directors must be approved by an ordinance of the Board and the increase may not exceed the amount permitted by State law since the last increase.

SECTION 4. – This Ordinance will become effective 60 days from the date of adoption.

SECTION 5. – Except as expressly provided for in Section 1(A) above, all other provisions of Resolution No. 583 shall remain in full force and effect.

SECTION 6. - The Clerk of the Board of Directors shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED AND ADOPTED this ____ day of _____, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Robert Kelley, Chairman, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Dr. Neal Dixon, Secretary, Board of Directors
Pleasant Valley Recreation and Park District

RESOLUTION NO. 583

RESOLUTION OF THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING COMPENSATION FOR DAYS OF SERVICE BY BOARD MEMBERS, REIMBURSEMENT OF BOARD MEMBER EXPENSES, PROVIDING FOR ETHICS TRAINING AND RELATED MATTERS

WHEREAS, California Public Resources Code Section 5784.15 provides that each member ("Director") of the Board of Directors ("Board") may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set forth by law; and

WHEREAS, AB 1234 (Chapter 700, Statutes of 2005) added and amended certain statutory requirements, which among other things govern the receipt of per diem and expense reimbursement by Directors; and

WHEREAS, this resolution is intended to set forth the District's policy and procedures for compensation and reimbursement of expenses of Directors, to ensure compliance with Public Resources Code Section 5784.15 and AB 1234.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. PER DIEM COMPENSATION/DAY OF SERVICE: Pursuant to Public Resources Code section 5784.15, each Director shall receive compensation from the District in an amount not to exceed one hundred dollars (\$100) per day, for the following:

- (A) Attendance by a Director at any Board meeting including, but not limited to, regular board meetings, special meetings, closed sessions, emergency meetings, Board field trips, district public hearings, or meetings of a committee of the Board.
- (B) Attendance at conferences, organized educational activities, or meetings when the Board hereby determines that such attendance has significant and meaningful link to purpose, policies and interests of the district and is therefore beneficial to the District such as events sponsored by:

- I. California Special Districts Association (CSDA)

- II. California Association of Recreation and Park Districts (CARPD)
- III. Santa Monica Mountains Conservancy
- IV. Ventura County Special Districts Association
- V. LAFCO
- VI. Designated by Board Chair

- (C) Attendance at meetings providing ethics training in accordance with Government Code section 53232.1(a)(3).
- (D) Attendance at meetings providing Sexual Harassment Prevention Training and Education in accordance with Government Code section 53237.1, which the Board deems to be part of the official duties of a Director.

A member of the Board of Directors may waive the compensation which must be designated prior to attendance.

The maximum compensation for each Director in any calendar month shall be five hundred dollars (\$500), *exclusive of expenses*. Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business in accordance with Section 2 below.

2. REIMBURSEMENT OF EXPENSES:

- (A) Each Director shall be entitled to reimbursement of actual and necessary expenses incurred in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. In accordance with Government Code section 53232.2, the District shall use the Internal Revenue Service (IRS) rates for reimbursement of such expenses as established in Publication 463 or any successor publication thereto.
- (B) If the lodging expenses are in connection with a conference or organized educational activity, conducted in compliance with subdivision of Section 54952.2, including but not limited to, ethics training, required by Article 2.4 (commencing with Section 53234), or as otherwise approved by the Board in accordance with Section 1, the costs shall not exceed the maximum group rate published by the conference or activity sponsor,

provided that lodging at the group rate is available to the board member at the time of booking. If the group rate is not available, the Director shall use comparable lodging that is consistent with the requirements of this policy. Each Director shall use government rates and group rates offered by a provider of transportation and lodging for travel and lodging when available.

- (C) All expenses that do not fall within this policy or the IRS reimbursable rates shall be subject to approval by the Board of Directors, in a public meeting, before the expense is incurred. Any such expenses not approved by the Board of Directors prior to being incurred will not be eligible for reimbursement.

I. The following expenses will not be reimbursed:

1. Alcoholic beverages
2. Parking or traffic violations
3. In-room movies
4. Laundry services
5. Entertainment
6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

- (D) If a Board member chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved, then the Board member may do so at his or her own expense.

3. EXPENSE REPORTS:

- (A) Each Director shall submit expense reports within thirty (30) days after attendance at a meeting, conference, or event at which authorized or pre-approved reimbursement expenses were incurred; a Director shall submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.).
- (B) The Board secretary shall produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report shall be presented to the Board on a quarterly basis.

4. BOARD MEMBER REPORTS: All Board members, either verbal or in writing, shall briefly report on meetings attended at District expense at the next regular scheduled Board meeting following the meeting for which the reimbursement is received.

5. ETHICS TRAINING: In accordance with Government Code section 53234, Directors and any designated employees shall receive at least two (2) hours of training in general ethics principals and ethics laws relevant to his or her public service every two (2) years. Certificates of completion of ethics training shall be maintained by the District for at least five (5) years.

6. SEXUAL HARASSMENT PREVENTION TRAINING AND EDUCATION: In accordance with Government Code section 53237.1, Directors and any designated employees shall receive at least two (2) hours of training in Sexual Harassment Prevention Training and Education within the first six months of taking office or commencing employment, and every two (2) years thereafter. Certificates of completion of this training shall be maintained by the District for at least five (5) years.

7. EFFECTIVE DATE: These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 394 previously-adopted Board reimbursement of expenses, providing for ethics training and related matters.

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

AYES: _____
NAYS: _____
ABSENT: _____

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

(SEAL)
ATTEST:

Elaine Magner, Secretary, Board of Directors
PLEASANT VALLEY RECREATION AND PARK DISTRICT



State of California

PUBLIC RESOURCES CODE

Section 5784.15

5784.15. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the board.

(b) Board members shall not receive compensation for more than six meetings of the board in a calendar month. The board of directors shall, commencing January 1, 2019, if the district compensates its members for more than five meetings in a calendar month, annually adopt a written policy, based on a finding supported by substantial evidence, why more than five meetings per month are necessary for the effective operation of the district.

(c) In addition, members of the board of directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.

(d) A member of the board of directors may waive the compensation.

(e) For the purposes of this section, a meeting of the board of directors includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board.

(f) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(g) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

(Amended by Stats. 2018, Ch. 170, Sec. 5. (AB 2329) Effective January 1, 2019.)

		2018												Total Mtgs over 12 months
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Malloy	Board Mtg	3	2	4	3	4	4	3	2	4	4	3	3	39 Average of 3.25 Meetings per month
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	
	Special	X												
	Special	X												
	VCSDA		X				X			X				
Kelley	Board Mtg	3	3	4	3	4	3	1	1	3	1	2	2	30 Average of 2.50 Meetings per month
	Personnel	X	X	X	X	X	X	X		X	X	X	X	
	Special	X							X					
	Special	X	X	X	X	X	X			X		X	X	
	VCSDA		X							X				
Magner	Board Mtg	6	4	7	4	6	6	3	5	5	3	7	4	60 Average of 5.0 Meetings per month
	Personnel	X	X	X	X	X	X	X	X	X	X	X	X	
	Liaison	X						X						
	Special	X			X	X	X			X		X		
	Special			X		X								
	VCSDA		X	X	X	X	X		X		X		X	
	CSDA	X	X	X	X	X	X		X	X	X	X	X	
	CSDA	X	X	X					X	X		X	X	
	CSDA							X	X	X		X	X	
	CSDA													
Dixon	Board Mtg	3	3	5	3	4	3	2	0	4	2	3	1	33 Average of 2.75 Meetings per month
	Liaison	X	X	X	X	X	X	X		X	X	X	X	
	Policy	X												
	Policy		X	X	X		X			X	X	X		
	Special	X			X	X				X				
Mishler	Board Mtg	4	4	6	5	5	7	2	4	5	4	4	4	54 Average of 4.50 Meetings per month
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	
	Policy	X	X	X	X	X	X	X	X	X	X	X	X	
	Policy		X	X	X		X		X	X	X	X		
	Special	X		X	X	X	X		X	X		X		
Special			X	X	X	X			X					
VCSDA		X	X	X	X	X		X				X		
SM Mtgs.	X		X	X	X	X		X	X	X		X		

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Bob Cerasuolo, Park Services Manager

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF THE DESIGN
AND CONSTRUCTION PLANS FOR THE AQUATIC
CENTER SHOWER AND DRESSING ROOM DESIGN
REMODEL**

SUMMARY

Staff identified the Aquatic Center restroom remodel as part of the Capital Improvement Project in the FY 2019/2020 budget workshops. The Board appropriated Quimby funds in the amount of Five Hundred Thousand Dollars (\$500,000.00) to design and remodel the existing showers and dressing rooms.

BACKGROUND

On July 29, 2019 a special meeting was held, staff asked the board to approve the Request for Proposal (RFP) for the Aquatic Center Showers and Dressing Rooms design remodel and to solicit for an architect firm for this stage of the project.

On September 4, 2019 the Board approved and selected Leach Mounce Architects to design and draw new construction plans for the Aquatic Center restroom. Their proposal successfully satisfied all the criteria set out in the RFP to include similar projects, expertise of its key professional staff, explanation of deliverables and overall proposal. The District has contracted with Leach Mounce Architects for the Valle Lindo Park project and has been pleased with their performance and responsiveness.

The Aquatic Center was built in 1969. The pool is one of the most frequently used facilities in the District and is open seven (7) days a week and about 15 hours a day with approximately 89,500 patrons (on average) for the last three (3) years. This facility was remodeled in the late 1980's with work completed in the front office, lobby, dressing rooms, restrooms, showers and the pool. In 2006, the lobby/front desk was re-designed to accommodate ADA requirements. The envelope (pool area) has been upgraded throughout the years with the latest upgrades being last year with the fiberglass shell installation and the replacement of the metal structure for the slide.

ANALYSIS

The original design of both the men's and women's showers and dressing rooms are identical in layout only reversed. The showers have a total of eight (8) shower heads with one (1) meeting ADA requirements, dressing rooms are open with lockers on one wall, a dryer, and three (3) benches. The basis of the redesign is updating the current conditions of the area to include some privacy when showering and to create a more modern locker room facility.

Some of the key changes to the restroom will include: individual shower stalls, the addition of two (2) separate ADA shower stalls, adding metering valves for showers, flooring, wall tile, and new sinks. There is a store front window between the showers and dressing room which will be removed, and the architect will add a shelf along with electrical to both dressing rooms to accommodate the swimmers who want the ability to get ready for work. New energy efficient heaters will be installed along with a new T-Bar ceiling.

FISCAL IMPACT

There is no fiscal impact associated with this action. After reviewing and evaluating the bids, staff will return to the Board and request approval. Bids will be brought back to the Board at which time there will be a fiscal impact.

RECOMMENDATION

It is recommended that the Board of Directors provide direction and approve the design plans for the Aquatic Center showers and dressing rooms.

ATTACHMENTS

- 1) Architect Design Plan (1 page)

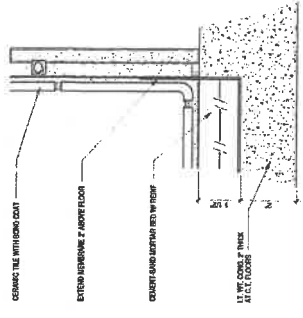


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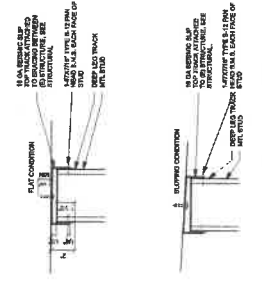
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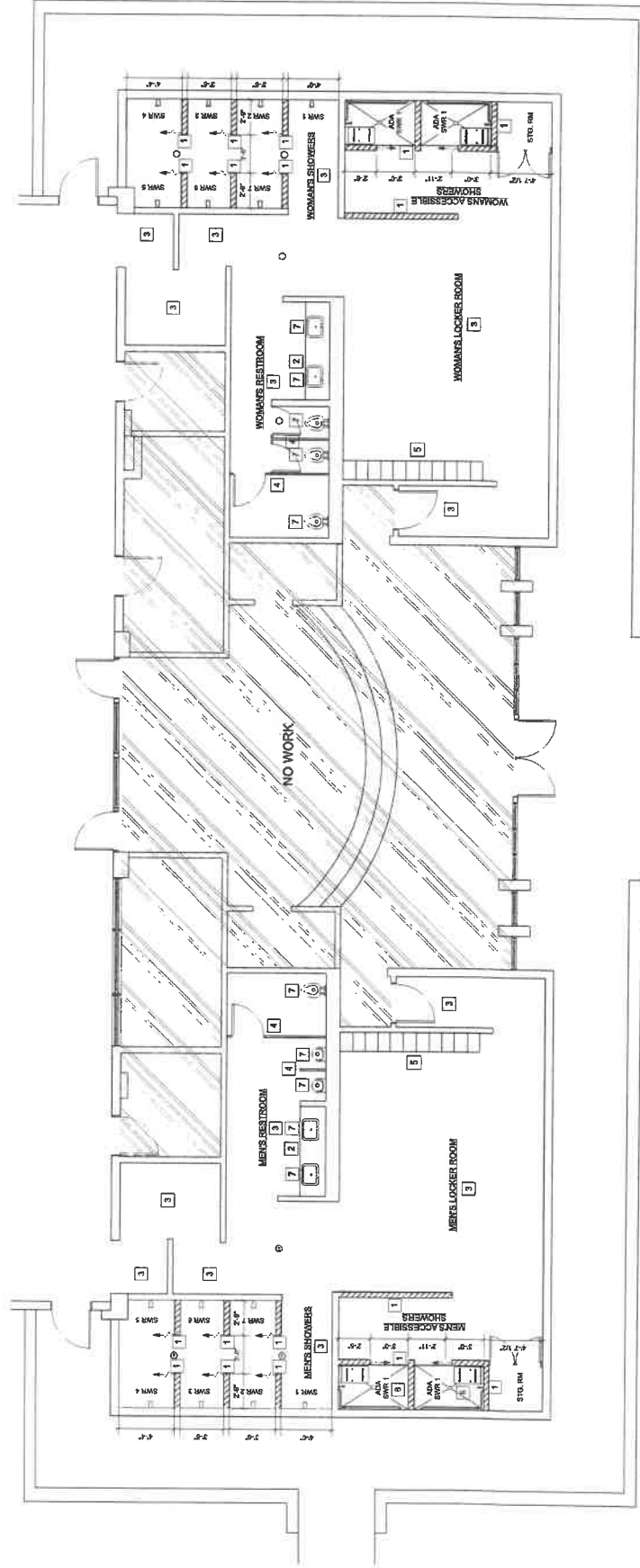
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2 FLOOR WATERPROOFING
NTS



3 WALL/CEILING ATTACHMENT
2=1'-0"



1. PROPOSED PLAN
1/4"=1'-0"

- KEYNOTE LEGEND**
- 1 (N) DIVIDER WALL SEE...
 - 2 (N) COUNTERTOP
 - 3 NEW FLOORING FINISH-WALL FINISH. SEE FINISHES PLAN
 - 4 RE-INSTALL (B) PARTITION
 - 5 RE-INSTALL (E) LOCKERS
 - 6 WATERPROOFING @ SHOWER SEE 2D.
 - 7 (N) PLUMBING FIXTURES, LOCATIONS (FORM)
 - 8 (N) LOCKER ROOM

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

TO: BOARD OF DIRECTORS

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

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO.
638, ADOPTING A DISTRICT SOCIAL MEDIA POLICY**

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) currently provides information to residents of the District via multiple outlets: print (newspapers, magazines, Activity Guide), digital (social media, website, email marketing), site activations (a 10’x10’ tent at District and non-District events where staff provide information), and word-of-mouth. The District does not currently have a policy or formalized process by which digital assets (Facebook, Twitter, Instagram) are moderated for content, accuracy, and information sharing.

BACKGROUND

To address the fast-changing landscape of the internet and the way residents and businesses communicate and obtain information about the District online, the District’s Departments may consider using social media tools to reach a broader audience. The District encourages the use of social media to further the goals of the District and the missions of its Departments, where appropriate.

The intended purpose behind establishing a Social Media Policy (“Policy”) is to disseminate information from the District, about the District, to its residents. The District has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the District on social media sites. This Policy establishes internal procedures for the use of social media.

ANALYSIS

The Policy is divided between two (2) sections:

1. General Policy - those items that are applicable as it relates to administrative actions (legal requirements, record keeping, reservation of rights); and
2. Comments Policy - those items that are posted by either the District or from visitors to District-managed social media sites. This Comments Policy outlines items that may allow the District to remove social media submissions/comments/links/pictures, including, but not limited to:
 - a. Comments that contain offensive, obscene, inflammatory, unlawful, threatening, harassing, illegal, defamatory, slanderous, or hostile language towards any individual or entity

- b. Comments that contain offensive remarks that perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws
- c. Comments that advocate illegal activity

The District's Policy Committee reviewed this item on September 11, 2019 and approved its presentation before the Board.

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 638, Adopting a District Social Media Policy.

ATTACHMENTS

- 1) District Social Media Policy (3 pages)
- 2) Resolution No. 638 (1 page)



PLEASANT VALLEY RECREATION & PARK DISTRICT

SOCIAL MEDIA POLICY Board Approved _____

PURPOSE

The purpose of the Pleasant Valley Recreation & Park District (“District”) Social Media Policy (“Policy”) is to provide content to community members about District services, events, and activities. Questions, comments, and concerns are welcome and encouraged, but please note this is a moderated online discussion site and not a public forum.

This Policy establishes guidelines for anyone who interacts with the District through District-managed social media sites (e.g. Facebook, YouTube, etc.). The intended purpose behind establishing a Social Media Policy is to disseminate information from the District, about the District, to its residents. The District has an overriding interest and expectation in deciding what is posted or communicated on behalf of the District on District-managed social media.

To promote respectful discussion within this forum, the District requests that you be courteous and productive. By interacting with the District through any and all District-managed social media, you agree to abide by this policy.

GENERAL POLICY

1. The District reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law. Any content removed based on these guidelines must be retained by District for a reasonable period of time, including the time, date, and identity of the poster, when available. As technology and social media platforms change and evolve, the District reserves the right, in its sole and absolute discretion, to discontinue any and all District-managed social media sites and/or pages if it determines such action is in the District’s best interest in meeting its goals of communicating with the community.
2. These guidelines must be displayed to users or made available by hyperlink.
3. The District will approach the use of this Policy as consistently as possible, enterprise wide.
4. The District website (www.pvrpd.org) will remain the District’s primary and predominant internet presence.
5. All District-managed social media shall adhere to applicable federal, state, and local laws, regulations and policies.
6. District-managed social media are subject to the California Public Records Act. Any content maintained in a social media format that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure or subject to discovery under pending litigation.
7. Comments on topics or issues not within the jurisdictional purview of the District, or in violation of this policy, may be removed.



PLEASANT VALLEY RECREATION & PARK DISTRICT

SOCIAL MEDIA POLICY Board Approved _____

8. The District reserves the right to deny access to District-managed social media for any individual who violates the District's Social Media Policy, at any time and without prior notice.
9. This Social Media Policy may be revised at any time in the District's sole and absolute discretion.

COMMENT POLICY

For purposes of this Policy, "comments" include information, articles, pictures, videos or any other form of communicative content posted on any District-managed social media.

1. A comment posted by a member of the public is the opinion of the commentator or poster only. Unless expressly authorized, the comment does not constitute any official opinion or position of the Pleasant Valley Recreation & Park District government or its officials, officers, and employees.
2. The Pleasant Valley Recreation & Park District reserves the right to review, edit, and/or delete, in its sole discretion, submissions for any reason, including but not limited to:
 - Comments that contain offensive, obscene, inflammatory, unlawful, threatening, harassing, illegal, defamatory, slanderous, or hostile language towards any individual or entity.
 - Comments that contain personal attacks of any kind.
 - Comments that contain offensive remarks that perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws.
 - Comments that contain spam or include links to other sites.
 - Comments that are off topic.
 - Comments that advocate illegal activity.
 - Comments that promote or endorse particular services, products, political organizations, campaigns, candidates, or ballot measures.
 - Comments that infringe on intellectual property.
 - Comments that contain personally identifiable information. This refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. To protect your privacy, please do not share personal information.
3. By posting content, a user agrees to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its officials, officers and employees, against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on any District-managed social media.



PLEASANT VALLEY RECREATION & PARK DISTRICT

SOCIAL MEDIA POLICY Board Approved _____

4. When a District employee responds to a comment, in his/her capacity as a District employee, the employee's initials shall be included at the end of the comment, and the employee shall not share personal information about himself or herself, or other District employees.
5. All comments posted to District-managed social are also bound by its specific use policy, and the District reserves the right to report any violation of any other social media sites use policy with the intent of taking appropriate and reasonable responsive action.
6. If you have any questions concerning the operation of this online moderated discussion site, please contact the District Office at (805) 482-1996.

DEFINITIONS

1. Pleasant Valley Recreation & Park District ("District") shall mean the independent special district, its officials, officers, and employees.
2. "Social Media Policy" shall refer to this policy.
3. District-managed social media sites shall mean any online platform, page, or profile owned and managed by the District.

RESOLUTION NO. 638

**A RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING A DISTRICT SOCIAL MEDIA POLICY**

WHEREAS, The Pleasant Valley Recreation and Park District is governed by the policies and procedures specified within Ordinance No. 8; and

WHEREAS, Ordinance No. 8 directs the District Board to approve and adopt a policy for the "General Use" of the parks; and

WHEREAS, with the approval of the General Use Policy and Ordinance No. 8, the District has no established policy regarding use of social media; and

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District seeks to establish a District Social Media policy for use by the District.

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

The Board of Directors approves and adopts the policy entitled "District Social Media" and directs that the policy be indicated as approved on October 2, 2019.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of October 2019, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Robert Kelley, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Dr. Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

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

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 639, ADOPTING THE UPDATED GENERAL USE
POLICY**

SUMMARY

Due to recommended changes from the District Counsel to Ordinance No. 8, District Staff and the Policy Committee have taken the opportunity to review and update the General Use Policy. The Policy Committee and District Staff through 2017, 2018, and 2019 discussed and made various changes both clerical and substantive in nature. The Policy presented to the Board is a culmination of that work.

BACKGROUND

The General Use policy provides the framework for the request and use of District facilities. The document provides guidelines and processes for use of the facilities and property. Additionally, if requested, the document informs residents of the policies governing facility use. The policy provides language on such items as the application process, issuance of permits, fees and charges (not including the actual fees), classification of organizations for priority use of facilities, miscellaneous charges, possession and sale of alcoholic beverages, and liability.

The General Use Policy was last updated in July 2015. Changes recently made to Ordinance No. 8 and the need to address specific issues has required amending the document.

ANALYSIS

The document has been reviewed by staff and two Policy Committees over the last three years. Most of the changes to the policy are regarding reservations where alcohol is present and they mirror the changes made in Ordinance No. 8. Also made were minor clerical and grammatical changes. In addition, sections have been removed, headings changed, and some major revisions made to the following items:

- I.C. Request for Waiver of Fees** – Removed in entirety
- I.T. Liability Insurance** – Section moved into Exhibit, tied to changes in CAPRI requirements
- I.U. Required Insurance** – Moved with section I.T. to Insurance Exhibit
- II.A. Priority of Use of Athletic Facilities** – Priority of Use removed, referred to Section I.I. and section title changed to “Additional Charges Over Basic Rate for Athletic Facilities”

- II.B. Additional Charges Over Basic Rate for Athletic Facilities** – Specifies charges for portable toilets, dumpsters/additional equipment, cleaning, or staffing above and beyond normal operations
- II.C. Additional Fees for Athletic Facilities** – Section renamed “Athletic Facility Hours of Operation”, text added requiring permits on site, operating hours changed to match Ordinance No. 8
- III. Non-Profit Rental Use** – Community Service Organizations removed from this section, 501(c)(4) organizations removed, section restated to clarify reduced fee eligibility, and request for waiver of fees removed
- IV. Community Service Organizations** – Section added, defines District relationship and expectations for Organizations
- V. Sales, Solicitation, and Unlawful Advertising** – Section restated in entirety for clarity

FISCAL IMPACT

There is no anticipated fiscal impact to the District from this recommendation.

RECOMMENDATION

It is recommended that the Board review and approve Resolution No. 639, adopting the updated General Use Policy.

ATTACHMENTS

- 1) General Use Policy (17 pages)
- 2) Resolution No. 639 (1 page)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

Pleasant Valley Recreation & Park District (District) encourages the use of our facilities and parks by the community. In an effort to be fair to all, the procedures and definitions below are used in the application of this policy.

- District facilities and services are available for District sponsored programs and other approved public, private, resident and non-resident use.
- Usage is conditional and appropriate fees shall be charged as stated in the rules and regulations governing payment of deposits, fees, permits, and groups. These are subject to change and vary by classification.

The Pleasant Valley Recreation & Park District offers diversified leisure services to its residents. Historically, these services have been financed by appropriations of tax dollars from the District's general fund. The growing population has increased the demand for new, expanded and even more diversified facilities and services. Cost for land and capital projects have also increased, as have operational expenses. These trends coupled with increased competition have resulted in greater emphasis on generating non-tax revenues. These alternative sources of revenue are becoming more critical for the operations of parks and facilities.

The District works to ensure that the programs and facilities offered meet the needs of the community and that access to them is as economically feasible as possible. Fees are used to offset public expenses to operate, maintain, supervise and administer the use of the parks, recreation facilities and pavilions. These policies and procedures are designed to facilitate the safe, efficient and equitable use of District facilities.

The District Board of Directors shall establish reasonable fees for the use of District property. Fees will be reviewed annually.

I. USE OF DISTRICT FACILITIES, PROPERTIES, PARKS, PICNIC AREAS and TENNIS COURTS

The rules and regulations laid out in this section apply to all parks and facilities. Items specific to athletic facilities can be found in Section II. ATHLETIC FACILITIES.

The District's reservable facilities, parks, picnic areas, and tennis courts may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate fees and deposits. A permit must be issued for the use of any facility, park, picnic area and organized tennis events for pre-advertised assemblies or by groups consisting of 25 people or more for picnic areas/green space usage. All applications for use of any facility, park, and picnic area or tennis court must be signed by an



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older who shall agree to be responsible for said use. Individuals, organizations, or groups under 25 may use any designated reservable facility, park, picnic area, or tennis court on an as available basis; however, such group must vacate the premises at the time a permit group arrives.

Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, and staffing and require an additional cleaning deposit. The District will arrange for these items to be placed at the park or facility. The cost of these items will be passed on to the Applicant.

Permits are revocable and all deposits forfeited if false statements are made in reserving a District facility, park, or picnic area, or if the individual or group violates any rule or regulation established by the District. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants shall be responsible for reasonable costs to replace, repair, or clean such property. Any individual, organization, or group that is responsible for damages to the District's facilities shall pay for all such charges as determined by the District. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open and close the facility, park, and picnic area and tennis courts and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee is authorized to grant or deny all applications for use of District Lands, parks, or buildings. All rental applications for use of a District facility, park, picnic area or tennis court shall be filed and signed by an adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older. The rental location is reserved only when the completed Application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid. The signed rental application for a permit shall include, but not be limited to, the following information:

- i. Name of applicant, sponsoring organization, or group, and name of persons responsible for proposed activity alongside the application fee.
- ii. Address, telephone number and email of applicant(s).
- iii. Specific park or building being reserved and area involved.
- iv. Starting and ending time of proposed activity. Times should include set up and clean up times.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

- v. Number of persons expected.
- vi. Additional District personnel or items requested, such as tables, chairs, set-up and associated equipment.
- vii. Nature of proposed activity(ies), including equipment to be brought into the park, duration and nature of use of such equipment, and duration and nature of use of any amplified sound.
- viii. Fees or admission charged and monies collected.
- ix. Persons who will receive monies collected and disposition of such monies.
- x. Certificate of liability insurance and separate endorsement naming the District as additional insured and containing a 30-day cancellation clause.
- xi. Non-refundable application fee.

B. DEPOSITS

- i. A reservation payment must be made upon submittal of the rental application. The payment consists of 50% of the total rental fees. The payment will secure the facility pending the payment of all applicable fees.
- ii. Total rental fees include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and if applicable insurances, vendor and/or security guard charges. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the facility in a clean and usable condition. If, at the conclusion of the activity the facility is not clean and usable, the District will retain the cleaning deposit.
- iii. Deposits are due and payable along with all other fees and charges at the time of the application. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee. The refundable cleaning/security deposit will be refunded for cancellations made 30 days in advance.

C. BOUNCE HOUSES, JUMPERS AND OTHER INFLATABLES

- i. In order to provide a safe and enjoyable experience, the District has established certain criteria for apparatus used in the park system. Specifically, the following identifies both permitted and prohibited apparatus:
 - a. Must use vendor from District approved Bounce House/Inflatable Vendor list.
 - b. A reservation permit with PVRPD (if group size is under 25, picnic shelter isn't needed, and there is no alcohol, renter may be able to obtain a permit for a nominal fee, provided there is availability).



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

- c. Bounce houses/inflatable jumpers may be located only in easy accessible areas. Bounce House/Inflatable Vendors cannot drive on park turf to deliver the bounce house/inflatable.
- d. Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation & Park District named insured, and must cover the entire event.
- e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. The District does not provide electricity or generators. Generators may NOT be fueled and/or refueled on District property.
- f. All bounce houses/inflatables must be attended at all times.
- g. Inflatables utilizing water, such as water slides, are PROHIBITED in all District parks.
- h. The following items are prohibited, unless permitted in advance by the General Manager or designee:
 - i. "Sumo Wrestling" and/or "Jousting"
 - ii. Laser Tag
 - iii. "Rock Climbing Walls"
 - iv. Inflatable "Mechanical Bulls"
 - v. Inflatable "Hamster Balls"
 - vi. Inflatable Water Features, Dunk Tanks and/or Pools
 - vii. Petting Zoos
- i. The following items require additional approvals in advance by the General Manager or designee and other fees may apply:
 - i. Game Truck/Games on wheels (requires additional approvals)
 - ii. Concession (require additional approvals)

D. DENIAL OF RENTAL APPLICATION

Denial of an application may be based on the following criteria:

- i. When District Land with the required capacity for the proposed activity is not available.
- ii. Refusal of an applicant to agree in writing to conditions of the permit.
- iii. Failure of an applicant to file an application in sufficient time for review and processing. The District must receive the Agreement, applicable cleaning/security deposit, rental fees, and permits at least 30 working days in advance. Failure to comply with the deadline date may render the contract null and void.
- iv. The requirement of an excessive number of personnel as determined by the General Manager or designee to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

- v. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee will consider the application and the schedule of priority classification.
- vi. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
- vii. When false or misleading information is provided.

E. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full. The District must receive the signed rental Agreement, applicable deposits, and fees at least 30 days in advance. Failure to comply with the deadline date renders the contract null and void.

F. RENTAL PERIODS

Rental periods are based on a two-hour or four-hour minimum for facility rentals (i.e. picnic areas, buildings and classrooms). Refer to approved current Fee Schedule for details. Tennis court rental periods are based on a minimum of two-hour increments. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the two- or four-hour block will be based on an hourly rate.

G. HOURS

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public from dawn to dusk or hours as otherwise posted except with the permission of the General Manager or designee.

Dog park facility hours of operation are:

- a.) *Camarillo Grove Park* - Open daily from 7:00 a.m. to dusk. Entire park is off-leash Monday - Friday. Saturday & Sunday, dogs are allowed off-leash only in the designated dog park area and on the trails from 7:00 a.m. until 10 a.m.
- b.) *Mission Oaks Park Off-Leash Area* - Open daily from 4 p.m. to dusk. Saturday & Sunday, dawn until dusk.
- c.) *Springville Dog Park* - Open daily 7 a.m. to dusk. Closed Friday mornings until 10:00 a.m. for lawn maintenance.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

District Land, buildings, park areas, and facilities (except sports parks/fields) are available for individual and group use during normally scheduled hours of operation as posted at the facility. Exceptions are subject to General Manager or designee approval.

H. PRIORITY OF USE AND FEE CHARGES

Use of District Land is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days written notice. In that case, the District will attempt to relocate the group to another District facility. Group priority rating and fee charges in accordance with the District Fee Schedule shall be as follows:

- i. Class 0 - District Activities
- ii. Class 1 - Community Service Organizations - Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District.
- iii. Class 2 - Resident Organization - Local school districts, governmental agencies and non-profit organizations.
- iv. Class 3 - In-District Resident - This includes in-District residents, groups, and organizations that hold private functions. Also includes any event held on Friday and Saturday.
- v. Class 4 - Out of District or Non-Resident - Includes non-resident/out of District individuals, groups, and organizations.

I. FEES

- i. Basic Rate - Application fees will be charged in accordance with the Board approved Fee Schedule.
 - a. Indoor Facility - During normal business hours of operation, rates will include rooms, chairs, and tables, single setup and cleanup.
 - i. Beyond the basic services, additional fees will be required for security staffing, additional custodial service and other services requested by permittee, or identified by staff in advance of permittee use.
 - ii. For rentals outside of normal business hours of operation, additional fees will be assessed for staffing required beyond the posted curfew and on holidays.
 - b. Picnic Area - During normal hours of operation, rates include existing site amenities such as picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

tables. Outside items, i.e. tables, chairs, and barbeques etc. are not permitted without approval by the General Manager or designee.

J. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over basic rate as defined in Section I. I. FEES and under the following conditions:

- i. All non-residents will pay a 25% additional fee.
- ii. Full payment is due 30 days prior to the use date.
- iii. When alcohol is served or sold at a function.
- iv. On all applicant-initiated changes, including cancellations.
- v. To cover the cost of security guards for certain events or functions. The District will arrange with an approved vendor.
- vi. When a facility is not normally open and District staff is required to be on duty.
- vii. When District staff is needed for facility control.
- viii. When facility damage and/or liability insurance fees are required.
- ix. To cover the cost of dumpsters, portable toilets, other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional personnel and associated charges shall be made by the General Manager or designee.

K. REFUNDS AND PAYMENTS

Facility Refunds - The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Refund of deposits is outlined in Section B. DEPOSITS. Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for any refund of paid fees. The application fee is non-refundable.

Class Refunds - If withdrawal/transfer from a program/class is made 5 business days prior to the start of a class there will be a full refund less a \$10 administrative fee. If withdrawal is made less than 5 business days before the first day of the program, there will be no refund issued. Registrants failing to be present for the program will forfeit all fees paid. No refund will be issued for programs and activities where the registration cost is \$10 or less.

Payments - Personal checks will be accepted 10 days prior to event or program.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

L. FACILITY CANCELLATION

- i. Application fee is non-refundable.
- ii. If a reservation is cancelled sixty-one (61) or more days prior to event date, customer will receive a full refund minus the application fee.
- iii. If the reservation is cancelled between thirty (30) and sixty (60) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% refund of all other fees paid (excluding application fee).
 - a. In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional \$25 non-refundable administrative fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.
- iv. If the reservation is cancelled twenty-nine (29) or less days prior to event customer will receive refund of cleaning/security deposit only.
- v. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
- vi. If a reservation is paid check or cash, a refund by check will be processed within fifteen (15) business days following the event.
- vii. No refunds will be given for inclement weather.
- viii. No personal checks accepted 10 days prior to event.
- ix. NSF charges will apply for returned checks.

M. ALCOHOL INSURANCE

Events with alcohol for consumption will require the purchase of alcohol insurance at the time the permit is approved.

N. SETUP

The District will perform setup and breakdown, unless otherwise stated in the application. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date, otherwise additional fees may apply.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

O. DECORATIONS

When decorations are to be used, the user shall obtain prior approval from the District's designee. No duct tape, tacks, nails or glue are allowed on any walls, columns, or counter or floor surface. Use of blue painters tape is allowed, with full removal at the end of the event. Use of lighted candles or any other open or enclosed flame is prohibited. No confetti, rice or glitter is allowed.

P. SECURITY

To ensure proper use and control of facilities and equipment, security will be required under the following circumstances:

- i. If the type of event and/or anticipated attendance places a major impact on the facility.
- ii. When alcohol is being served, sold, or consumed.
- iii. When additional precautions are deemed necessary due to the nature of the event.
- iv. The District will determine the total number of security guards required (typically 1 guard for every 50 people).

Q. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The individual and/or group may be removed and/or banned from future use of facilities.

R. EXTENDED USAGE

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager or designee's approval. Scheduled groups may be subject to cancellation when a determination is made in accordance with Section I. A. APPLICATION FOR USE AND SCHEDULING. When cancellation is necessary, the District will attempt to relocate the activity.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

S. ALCOHOLIC BEVERAGES

A State Alcohol Beverage Control Board permit is required when alcoholic beverages are sold. Such permit shall be obtained by the group using the facility and filed with the District.

Any group desiring to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for a facility permit. Such alcoholic beverage permit shall be issued only to an individual of legal age. The Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors attending the event. Security guards are required for all activities providing alcohol and will be assigned by the District. Alcoholic beverages are only allowed at the event for a maximum of four hours and will not be served a minimum of one hour prior to the end of the event, or no later than 9 p.m.

The applicant shall also secure all such permits or licenses required by other governmental agencies including but not limited to the State of California Alcoholic Beverage Control Board and the Ventura County Public Health Department. If such request for the alcoholic beverage permit is denied by the staff, Right of Appeal shall apply. The General Manager or designee may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

II. ATHLETIC FACILITIES

Certain athletic fields must be reserved for use by persons or groups consisting of 5 people or more. The District reserves the right to determine the appropriate facility for the requested activity based on the nature and size of the activity. An adult, over the age of 18, however, when alcohol is present an application must be signed by an adult 21 years or older, must sign all applications and be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District or Community Service Organization sponsored event taking place or a prior reservation at the same time and place. All requests must be reviewed and approved by the District staff. No use permit will be granted for any reservable field before 6:00 a.m. or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting. Lights can be utilized up to 10 p.m. (with prior permit approval and payment).

Organized athletic activities requiring a permit include, but are not limited to any activity that utilizes one or more of the following:

- i. A game official to maintain adherence to the rules of the game, or
- ii. A marked or defined field of play, track, or course, or



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

- iii. Specialized equipment such as uniforms or apparel that distinguishes teams, goals, flags, personal protective equipment, shoes, cleats, harnesses, or helmets, or
- iv. Motorized, energized, or otherwise powered equipment, or
- v. Is an activity that by its' nature, negatively impacts or creates a potential hazard to other users of the site or the facility, or
- vi. Personal training by individuals earning a fee for services, or
- vii. Any activity sponsored or held by groups or organizations that charge a fee to members for participation.

During normal hours of operation, basic rates include the following:

- i. Use of the athletic fields and supporting structures.
- ii. Use of onsite restrooms.
- iii. Basic turf management such as watering, mowing, and edging fields.
- iv. Staffing costs

Basic rates do not include:

- i. Diamond preparation and ball field lining.
- ii. Lighting.
- iii. Removal or installation of athletic field equipment (bases, pitcher's mound, goals etc.) and special location of base anchors, goals, bleachers, or other equipment.
- iv. Sporting equipment such as balls, nets, gloves, etc.
- v. Cleaning of the area following the event.

A. ADDITIONAL CHARGES OVER BASIC RATE FOR ATHLETIC FACILITIES

Additional charges will be charged over the basic rate under the following conditions:

- i. When extraordinary use requires facility renovation or rehabilitation.
- ii. When ball field lights or other special equipment are required.
- iii. When portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing is required to facilitate the reservation.

B. ATHLETIC FACILITY HOURS OF OPERATION

No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. Reservable Athletic Facility hours are as follows:

- i. Monday through Friday: 6:00 AM – 10:00 PM



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

- ii. Saturday and Sunday: 6:00 AM – 10:00 PM

Field hours are set at the discretion of the District and field conditions. All user groups must have a copy of their permit available upon request by District staff.

III. NON-PROFIT RENTAL USE

Pleasant Valley Recreation & Park District based Charitable, Social Welfare and Veterans' Organizations include organized non-profit groups with current 501(c)(3) or 501(c)(19) IRS status, whose membership is open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community.

The following criteria for District based Charitable, Social Welfare and Veterans' Organizations to receive Class 2 reservations are in effect:

- i. Organization must provide:
 - a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.
 - b. Complete rental application.
 - c. Proof of organization residing within the Pleasant Valley Recreation & Park District boundaries.
 - d. Proof of organization's establishment within the Community for at least 12 consecutive months.

Furthermore:

- ii. Full-fees apply for all fundraising events.
- iii. There is no non-profit rate for fees for special services, lighting, or staffing.
- iv. Class 2 rental rates are ONLY available Sunday – Thursday.

IV. COMMUNITY SERVICE ORGANIZATIONS

Community Service Organizations: Community Service Organizations are groups whose memberships are open to the public, whose primary purpose is to serve the needs of the Pleasant Valley Recreation & Park District community as designated by the District Board. Community Service Organizations must be based within the Pleasant Valley Recreation & Park District boundaries. Approved Community Service Organizations shall enter into a Memorandum of Understanding with the District which shall govern the Organization's relationship with the District. To receive the benefits afforded by this classification, Community Service Organizations shall submit on an annual basis an organizational file to be approved by the District Board of Directors which shall include a report on Organization business and financial condition.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

V. FILMING

Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. The General Manager or designee with the following stipulations may grant permission to film on District property pursuant to this section:

- A. Completion of a commercial filming application and compliance with its contents. Requests may be received by letter, telephone, or in person at the District's Administration office.
- B. A certificate of insurance is required naming the Pleasant Valley Recreation & Park District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause, and insured on the day or days of filming with the limits as required for District liability and property liability, which must be on file with the District prior to approval of the permit.
- C. The General Manager or designee shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.
- D. The applicant shall obtain all necessary permits to film and provide all personnel and services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards due to the presence of the filming production. Any District personnel services provided shall be compensated to the District at an hourly rate designated by the General Manager or designee. The appropriate fee will be established to cover all costs incurred by the District. At the time of permit issuance, an estimate of such fees will be given the applicant.
- E. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed and approved with the application prior by the General Manager or designee.
- F. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the time of the filming for which the permit applies.
- G. The applicant is responsible for any other required permits.

VI. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any District building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.

- i. It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.
- ii. It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.
- iii. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- iv. Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.

Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of:

- i. Advertising for sale any product, goods, wares, merchandise, services, or event.
- ii. Conducting or soliciting for any trade, occupation, business, service, or profession.

VII. NON-DISCRIMINATION

No organization or person will be discriminated against based on belief or affiliation, religion, age, ethnicity, native origin, medical condition, physical or mental disability, gender, gender orientation or marital status. Any person or organization entering into a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its Board of Directors, and the officers, agents and employees of these agencies for any failure to comply with this non-discrimination policy.

VIII. VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by permittee or any agent or employee of permittee is prohibited. The General Manager or designee reserves the right to revoke or refuse to issue permit(s) for a violation thereof, with or without notice to the persons or organization to which the permit was issued. No group or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Draft October 2, 2019

reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required to return keys and be restricted from any future use of the District's facilities.

IX. RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative to the General Manager regarding facility permits. The Applicant must file such appeal with the General Manager within four working days of the mailing of the representative's decision. The General Manager may hold a hearing within five working days of the filing of such appeal at which time the applicant may present any and all evidence, testimony, and information relative to the application. The General Manager shall, within 72 hours of said appeal hearing, issue a decision either affirming or denying the application, or direct that a permit be issued subject to appropriate terms and conditions. The General Manager shall specify grounds for denial.

The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five working days of the General Manager's decision.

Exceptions will be based on event size, type, and location requested. These requests may be waived if request for waiver is submitted in writing and require the General Manager's or designee approval.

X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names can only be used for purposes, events and publications that officially relate to Pleasant Valley Recreation & Park District. No use is permitted to any other third party without written permission from the General Manager or designee.

Logos may not be used for the commercial profit of outside organizations or ventures.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE EXHIBIT #1 LIABILITY INSURANCE AND INSURANCE REQUIREMENTS

THIS EXHIBIT SHALL AUTOMATICALLY UPDATE WITH CURRENT CAPRI INSURANCE REQUIREMENTS REGARDLESS OF BOARD APPROVAL

A. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation & Park District for any injury to persons or property resulting there from.

A certificate of insurance with an endorsement page naming the District as an additional insured must be submitted 30 days prior to date of facility use by any group for commercial purposes, and by any group conducting an event where there is a major impact. **The District shall determine the amount of liability insurance required.** Failure to provide adequate insurance will be cause for denial of permit.

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured, must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$1,000,000 and a certificate of insurance for any individual or group when it is determined that:

- i. Liquor is to be sold and/or served on park property. If alcoholic beverages are served, Liquor Law Liability coverage in the amount of \$1,000,000 is required. All certificates of insurance for alcohol use must have Pleasant Valley Recreation & Park District named as "Additional Named Insured" and must include an endorsement page. The certificate must contain a 30-day cancellation clause.
- ii. The proposed activity may result in serious injury to persons and/or significant damage to District property.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE EXHIBIT #1 LIABILITY INSURANCE AND INSURANCE REQUIREMENTS

- iii. Caterers and vendors are required to provide the same insurance coverage to the District.

B. REQUIRED INSURANCE

Coverage must be general liability for at least \$1,000,000 per occurrence for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit and must list Pleasant Valley Recreation & Park District as additionally insured on a separate endorsement and on the certificate. **The District shall determine the amount of liability insurance required.**

Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation & Park District as named insured, and must cover the entire event.

The following groups and organizations must provide insurance for use of "District" facilities, regardless of type of event(s):

- i. Sports leagues using "District" facilities for regular play
- ii. All Sport Organizations
- iii. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
- iv. Bounce House/Entertainment Attractions
- v. All Runs/Walks/Cycling/Parades/Events
- vi. All Vendors
- vii. Special Events
- viii. Events with more than 300 attendees, whether the event is private or open to the public.

RESOLUTION NO. 639

**A RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING A DISTRICT GENERAL USE POLICY**

WHEREAS, The Pleasant Valley Recreation and Park District is governed by the policies and procedures specified within Ordinance No. 8; and

WHEREAS, Ordinance No. 8 directs the District Board to approve and adopt a policy for the "General Use" of the parks; and

WHEREAS, since the approval of the current General Use Policy, Ordinance No. 8 has been amended in such a way that contradicts elements within the policy; and

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District seeks to proactively address any possible conflicts between its Ordinances and Policies.

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

The Board of Directors approves and adopts the policy entitled "General Use Policy" and directs that the policy be indicated as approved on October 2, 2019.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of October 2019, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Robert Kelley, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Dr. Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Brandon Lopez, Park Supervisor

DATE: October 2, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF THE
PURCHASE AND INSTALLATION OF EIGHTEEN LED
LIGHTS AT THE SPRINGVILLE TENNIS COURTS**

SUMMARY

This Capital Improvement Project was identified in the FY 2019/2020 budget workshop. Funding from the Board approved FY 2019-2020 Capital Projects budget in the amount of \$22,000 was allocated for this project to replace metal halide lamps with LED lights at the Springville tennis courts.

BACKGROUND

Springville Park is a five-acre park which was developed in 1997. The park has gone through a number of changes and improvements. Most notably were the improvements to the dog park. Springville Park also contains three heavily used, lighted tennis courts. Currently the tennis courts are equipped with eighteen 1000-watt metal halide lamps. Staff is continuously servicing the lights on the tennis courts, from replacing lamps to changing ballasts which has become costly. Staff has looked for ways to decrease time spent on maintenance and reducing costs of replacement parts. The replacement of metal halide lamps with LED lights will decrease maintenance costs and energy consumption. The Board has allocated \$22,000 to replace the existing 1000-watt metal halide lamps with more efficient LED lamps.

ANALYSIS

The current lights at Springville tennis courts consist of eighteen (18) 1000-watt metal halide lights. At one point metal halide lights were industry standard. They produced brighter and more efficiently than incandescent and mercury vapor lights. Metal halide lamps are typically rated for a life of around 11,000 hours. However, metal halide lights begin to lose effectiveness shortly after they are powered on. A 1000-watt metal halide lamp will produce the light output of a 400-watt metal halide lamp after roughly 5,000 to 6,000 hours of use, essentially receiving half the light output for the full operating cost of the lamp. One thousand (1000) watt metal halide lamps cost an average of \$35 per lamp and \$250 per ballast which doesn't include material cost. The process to change each lamp and ballast is time consuming and costly and requires staff to interrupt access to tennis courts while using several pieces of equipment and tools.

New lighting technology has allowed for more energy efficient options. LED tennis lights have a rated lifespan of 70,000 - 100,000 hours. LED lights do not decrease in output over time and

maintain full output through their lifespan. It is estimated that LED lighting will result in a 60-70% improvement in the overall energy efficiency of the facility lighting. Along with energy savings, LED lights will save on maintenance costs. Due to the longer lifespan of LEDs, staff will not need to continuously change lamps, nor will these LED lights require ballasts. This will eliminate staff from changing the costly ballasts and will greatly reduce the District's energy costs as well as installation and maintenance.

Staff solicited multiple bids for this project. In most cases each company was very similar in their product. Staff recommends the selection of Brite Court Sports Lighting. Some of the key factors that contribute to the selection of Brite Court are that they are the only company that offers adjustable lights and the ability to mount right to our current light poles with no additional mounting brackets or hardware, allowing for simpler installation. The warranty on the Brite Court Sports lights far exceeds the other two options with a ten (10) year warranty compared to a five (5) year warranty from the other two companies. Brite Court Sports Lighting comes highly recommended with several reference letters and visual comparisons.

Project Bids:

Vendor	Bid Amount
Evergreen Applied Technologies	\$13,504
Brite Court Sports	\$16,370
FSG	\$17,786

FISCAL IMPACT

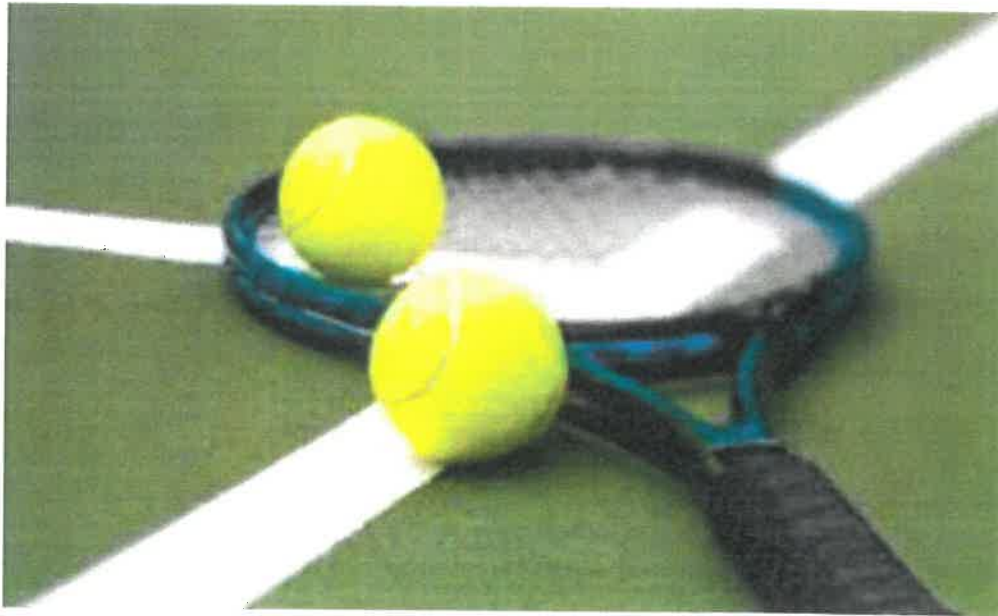
Funding in the FY 2019-2020 Capital Projects budget in the amount of \$22,000 was allocated for this project. The bid from Brite Court Sports Lighting came in at \$16,370. The residual funds allocated for this Capital Project will be set aside for additional wiring and installation parts. The equipment will be installed by District staff and staff does not foresee the need for additional rental equipment to complete this project.

RECOMMENDATION

It is recommended the Board of Directors approve and authorize the General Manager to enter into an agreement with Brite Court Sports Lighting for the purchase of eighteen (18) LED tennis court lights to replace the current 1000w metal halide lighting at the Springville tennis courts.

ATTACHMENTS

- 1) Brite Court Proposal and Information (20 pages)
- 2) Bid Abstract (1 page)



Lighting Proposal For
Pleasant Valley Recreation and Parks Dist

Kris Licht
425-269-4958
kris@britecourt.com



Alternative LED
 PO Box 202
 Lake Stevens, WA 98258
 (800)330-0828
 sales@alternativeled.com

Estimate

ADDRESS

Brandon Lopez
 Pleasant Valley Recreation &
 Park District
 1605 Burnley St
 Camarillo, CA 93010
 United States

SHIP TO

Brandon Lopez
 Pleasant Valley Recreation &
 Park District
 1605 Burnley St
 Camarillo, CA 93010
 United States

ESTIMATE # 2781

DATE 09/10/2019

SHIP VIA
 PPD

DEPOSIT AMOUNT
 \$8,185.32

ACTIVITY

BLX-II-3 LED Tennis Fixture
 Brite Court BLX LED Tennis Fixture
 120-277v BLX-II-3-T4A-96LC-10-5K 331w KMTA

QTY	RATE	AMOUNT
18	848.00	15,264.00T

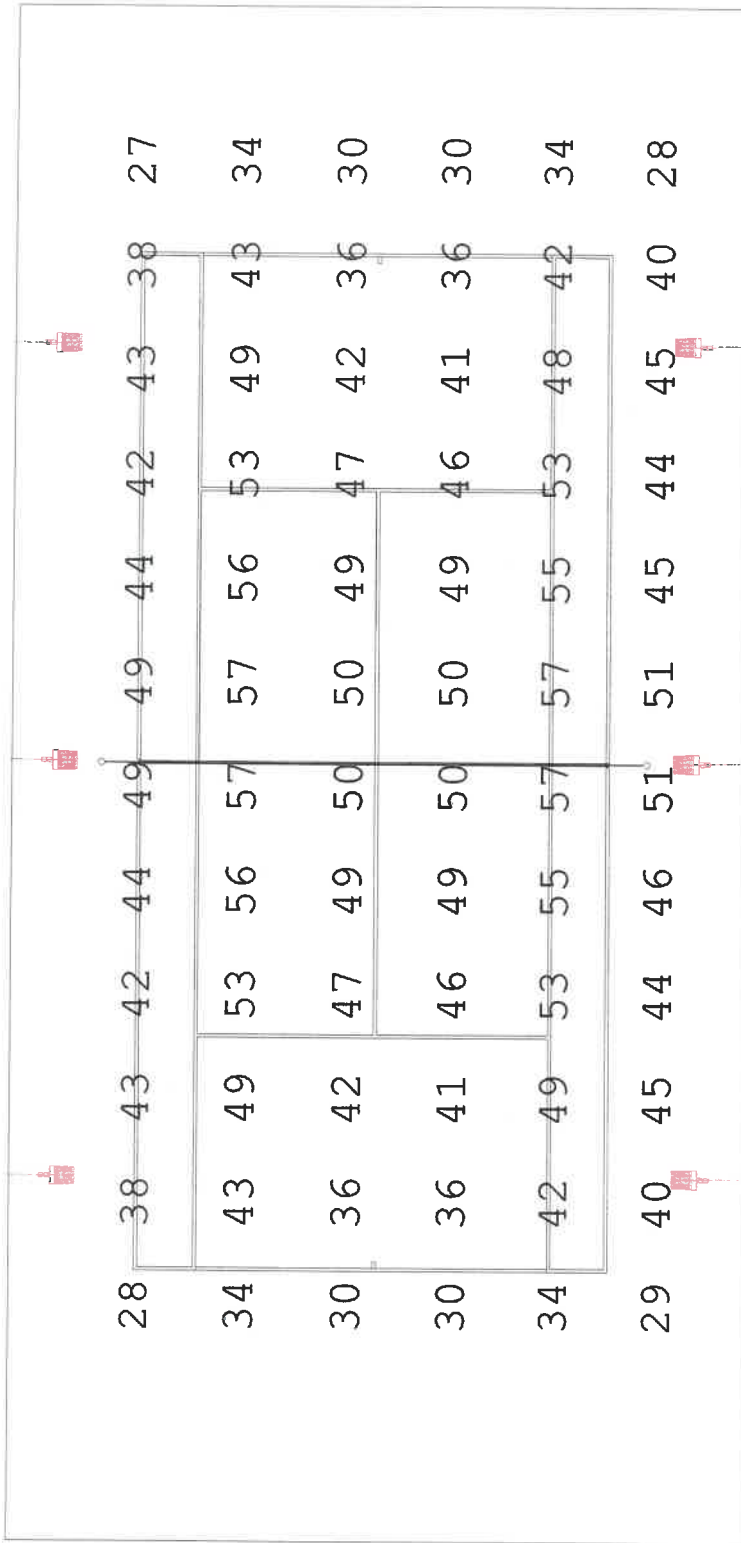
Terms: 50% Deposit due on acceptance, balance due before product shipment. Lead time is 4-6 weeks.

SUBTOTAL	15,264.00
TAX (7.25%)	1,106.64
TOTAL	\$16,370.64

Accepted By

Accepted Date

Brite Court 331-w-BLX 3-T4a Gen 4 @ 22'



Calculation Summary			
Label	Units	Avg	Max/Min
Court 1	Fc	44.03	2.11

Luminaire Schedule			
Symbol	Qty	Description	Watts
	6	BLX-3-T4A-96LC-10-5K-UNV 4	331

Brite Court LED Tennis

BLX T4a

Date: 2/7/2018

The light levels represented are based on the information provided. Actual light levels may vary due to building features, actual surface reflective values and software limitations. Alternative LED LLC. does not guarantee light levels, and provides this information for design evaluation only.

Brite Court by Alternative LED

PH: 425-350-5400
gary@britecourt.com

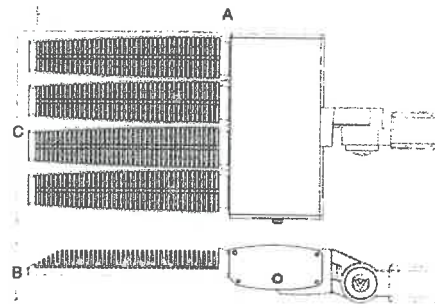
BOW LX Tennis LED

Project Name:

Catalog Number:

Type

Dimensional Drawings



Fixture	A	B	C	Max. Watts	Lbs
BLX-4	37"	5"	17"	426	48
BLX-6	37"	5"	25"	676	72
BLX-8	37"	5"	33"	900	96



The new BOW LX LED Series continues the unique contemporary design inspired by the sleek styling of the BOW family. Separating the extruded aluminum driver housing and the individual die-cast aluminum linear LED engines: optimize the life of the LEDs and the Driver(s); and maximizes the lumen output of the fixture. The adjustable knuckle allows for up to 90° degrees of vertical adjustment for putting the light exactly where you need it.

Each of the individual LED light engines come with 32 LEDs; for a max total of 256 LEDs. 3 optical distribution patterns are available.

A unique Type 4-A tennis/sports distribution pattern is available. Available in 3000, 4000 or 5000 Kelvin temperature.

A durable polyester powder coat finish is guaranteed for five years; and is available in standard or custom colors.

The BOW LX LED series is an exceptional choice for tennis court, sports facilities, parks and general area lighting.

Model	Optics	Source	Current	Kelvin	Voltage	Mounting	Finish	Options
BLX-3	Type IV (T4)	# Of LEDs 96 (96LC)	mA 530 (5)	3000K *Warm white (4K)	120-277 *Universal Voltage (UNV)	Knuckle Mount *Slips over 2 3/8" Tenon with adjustable increments of 10" (KM)	Tennis Green (TG) Bronze (BZ)	Button Type Photocell *Specify voltage (PC120) (PC208) (PC240) (PC277)
BLX-4	Type IV-A (T4A)	128 (128LC)	700 (7)	4000K *Neutral white (4K)	480 (5)	Knuckle Mount *Slips over TNS 100 arm with adjustable increments of 10" (KMTA)	Black (BK)	Photocell & Receptacle *Specify voltage (PCR120) (PCR208) (PCR240) (PCR277)
BLX-6	Type V (T5)	192 (192LC)	1000 (10)	5000K *Cool white (5K)	347 (8)	Bolt-On Arm 6" (BOA6)	Smooth Black (SBK)	Photo Receptacle (PER) *With shorling cap
BLX-8		256 (256LC)					White (WH) Smooth White (SWH) Graphite (GP) Grey (GY) Silver Metallic (SL) Custom Color (CC)	Round Pole Plate Adaptor For 4"Ø Pole (RPP4) For 5"Ø Pole (RPP5) Universal Pole Mount Adaptor *Only available for BLX-3, BLX-4 & BLX-6 (UPMA) Glare Shield (GS) 0-10v Dimming Driver No Controls (DIM) Decorative Shroud (DS)



NOTE: UNIT IS ADJUSTABLE FROM HORIZONTAL TO 90° UPWARD MAX.

For more detailed information on mounting, wiring or installation instructions, please consult factory. If poles are not ordered with fixtures, please specify mounting requirements. This document contains proprietary information of Visionaire Lighting, LLC. Any use of this information requires the written approval of Visionaire Lighting, LLC. In keeping with our TQM policy of continuous improvement, Visionaire reserves the right to change any specifications contained herein without prior notice.

BOW LX Tennis LED

Housing

- The LED light engines are constructed of heavy-duty, die-cast aluminum, with external heat radiating fins.

Driver Compartment

- The separate driver housing is constructed of extruded aluminum, with cast aluminum end covers and stainless steel fasteners; for easy access to the LED driver(s); allowing for cooler operation and longer driver life. One-piece gasketing is utilized throughout the fixture for weather tight operation.

Thermal Management

- The BOW LX Series provides excellent overall thermal management by maximizing the fixture's heat sink capabilities. This enables the BOW LX Series to withstand higher ambient temperatures and drive currents without degrading LED life.
- The L70 test determines the point in an LEDs life when it reaches 70 percent of its initial output. The BOW LX Series LEDs have been determined to last a minimum of 75,000 hours in 25°C environments when driven at 530 mA.

Optical System

- The highest lumen output LEDs are utilized in the BOW LX Series. IES distribution Types IV, IV-A and V are available. LED light engines come in multiples of 32 LEDs.
- CRI values are 70.

Quali-Guard® Finish

- The finish is a Quali-Guard® textured, chemically pretreated through a multiple-stage washer, electrostatically applied, thermoset polyester powder coat finish, with a minimum of 3-5 millimeter thickness. Finish is oven-baked at 400 °F to promote maximum adherence and finish hardness. All finishes are available in standard and custom colors.

Finish is guaranteed for five (5) years.

Mounting

- An adjustable knuckle slip fits over a 2 3/8" Tenon, and allows for up to 90° degrees of vertical adjustment in 10° degree increments from horizontal, as well as full side to side adjustment with the knuckle mount.
- A round extruded aluminum, Bolt -On Arm (BOA) with an In-pole nut plate. A Round Pole Plate Adapter (RPP) is required for mounting to round poles.

Electrical Assembly

- The BOW LX Series is supplied with a choice of 530, 700, or 1000 mA high-performance LED drivers, that accept 120v thru 480v, 50 Hz to 60 Hz, input. Power factor of 95%. Rated for -55 °C operations.
- 10 kV surge protector supplied as standard.
- 0-10v Dimming Driver supplied as standard

Warranty

- Five (5) year Limited Warranty on entire system, including finish. For full warranty information, please visit VisionaireLighting.com.

Options

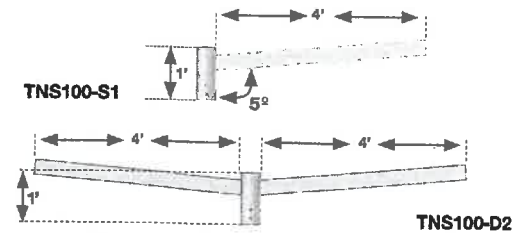
- Photocell & Receptacle
- Photo receptacle
- Round pole plate adapter

Listings

- BOW LX Series is UL listed, suitable for wet locations.
- Meets ANSI C136.31-2010 3G Vibration Standards when ordered with Knuckle Mount
- IP66 Rated
- LM79 and LM80.
- RoHS compliant.
- Powder Coated Tough™.



DesignLights Consortium (DLC) qualified Product. Some configurations of this product family may not be DesignLights Consortium (DLC) listed, please refer to the DLC qualified products list to confirm listed configurations. <http://www.designlights.org/>



BUX EPA Data

Tilt Deg.	BLX-3	BLX-4	BLX-6	BLX-8
0	.7	.7	.8	1.1
10	.71	.9	1.2	1.6
20	1.02	1.3	1.8	2
30	1.32	1.7	2.4	3.1
40	1.62	2.1	3	3.9
50	1.86	2.4	3.4	4.5
60	2.07	2.6	3.8	5
70	2.21	2.8	4.1	5.4
80	2.29	2.9	4.3	5.7
90	2.30	3	4.5	6.1

Model	Size or Length	Configuration	Pole or Tenon Size	Finish
TNS 100	4'	Single (S1)	3" dia (3)	Black (BK) Tennis Green (GN) Custom Color (CC)
	5'	Double (D2)	3" dia (3)	
		Double 70° (D7)	4" dia (4)	
		Double 90° (D9)	4" dia (4)	
		Quad 70° (Q7) Quad 90° (QD)	5" dia (5)	

4K Lumen Data *Output (lm) @ 100' x 100' x 100'

#LEDs	mA	T1	lm/w	T2	lm/w	T3	lm/w	T4	T4A	lm/w	T5	lm/w	T5W	lm/w	FN	lm/w	FM	lm/w	Watts	
96	350	15930	156	14389	141	14805	145	14440	142	16354	160	15504	152	14889	146	16209	159	16388	161	102
	530	22497	143	20321	129	20909	133	20392	130	23095	147	21896	139	21018	134	22891	146	23141	147	157
	700	28393	133	25647	120	26390	124	25737	121	29148	137	27635	130	26527	124	28890	136	29207	137	213
	1000	39190	118	35400	107	36425	110	35524	107	40232	122	38143	115	36614	111	39876	120	40313	122	331
128	350	21101	148	19061	133	19613	137	19127	134	21662	151	20538	144	19714	138	21471	150	21706	152	143
	530	30263	143	27336	129	28128	133	27432	130	31067	147	29454	139	28274	134	30793	146	31130	147	211
	700	38460	136	34740	123	35746	127	34862	123	39482	140	37432	133	35932	127	39133	139	39562	140	282
	1000	51858	120	46843	108	48189	111	47006	108	53236	123	50472	116	48449	112	52766	122	53344	123	434
192	350	32658	155	29500	140	30354	144	29503	141	33526	159	31785	151	30512	145	33230	158	33594	160	210
	530	46934	146	42395	132	43622	136	42543	133	48181	150	45680	142	43849	137	47756	149	48278	150	321
	700	58670	138	52996	124	54531	128	53181	125	60230	141	57103	134	54814	129	59698	140	60351	142	426
	1000	78380	119	70800	107	72850	111	71047	108	80464	122	76286	116	73229	111	79753	121	80626	122	659
256	350	44214	159	39939	144	41095	148	40078	144	45390	163	43033	155	41309	149	44989	162	45481	164	278
	530	63604	148	57453	133	59117	137	57654	134	65295	152	61905	144	59424	138	64718	150	65427	152	430
	700	78880	138	71252	125	73315	129	71501	125	80977	142	76773	135	73696	128	80262	141	81140	142	570
	1000	107527	122	97128	110	99941	113	97457	110	110385	125	104854	118	100460	114	109410	124	110608	125	884

Visit www.visionairelighting.com for up-to-the-minute chart information. 5K Multiply by .96 3K .95

13045 Ruckford Way Raleigh, NC 27615
Tel: (310) 512-6480 Fax: (310) 512-6486
www.visionairelighting.com

AREA



Outdoor Tennis References

Mark Ruszczyk – General Mgr Ocean Club	305-361-5174
Steve Sergent - Accurate Electric	209-643-9397
Sheldon Utz – Chattahoochee River Club	910-520-6245
Tim Fitzpatrick - Fitzpatrick Painting	541-967-8900
Ivan or Kristin Morales - Architect	845-202-7766
Thomas Smith - General Contractor	602-432-2868
Jeff Dawson - General Contractor	705-645-2209
Dan Lopez-Sparetime Fitness Dist Mgr	916-710-0752
Loren Banner – Contractor	561-541-1873
Michael Hamlin - Home Owner	423-956-0248

Kris Licht
425-269-4958
kris@britecourt.com
kris@alternativeled.com



5555 Melrose Ave.,
Mae West, 1st Floor
Hollywood, CA 90038

February 17, 2017

Kris Licht
Brite Court
1546 NW 56th St
Seattle, WA 98107

Dear Mr. Licht:

I wanted to take this time to personally thank you for excellent workmanship and finished product through Brite Court LED lights. The fixtures fit my poles and mounting arms without a hitch and we were up and running in about two hours start to finish.

The improvement from my old HaLite 1000s was astonishing. The wide beam angle with the direct lighting allows me to actually see the ball after dark! I feel like my eyes got 20 years younger, and let's not forget how energy efficient your product is.

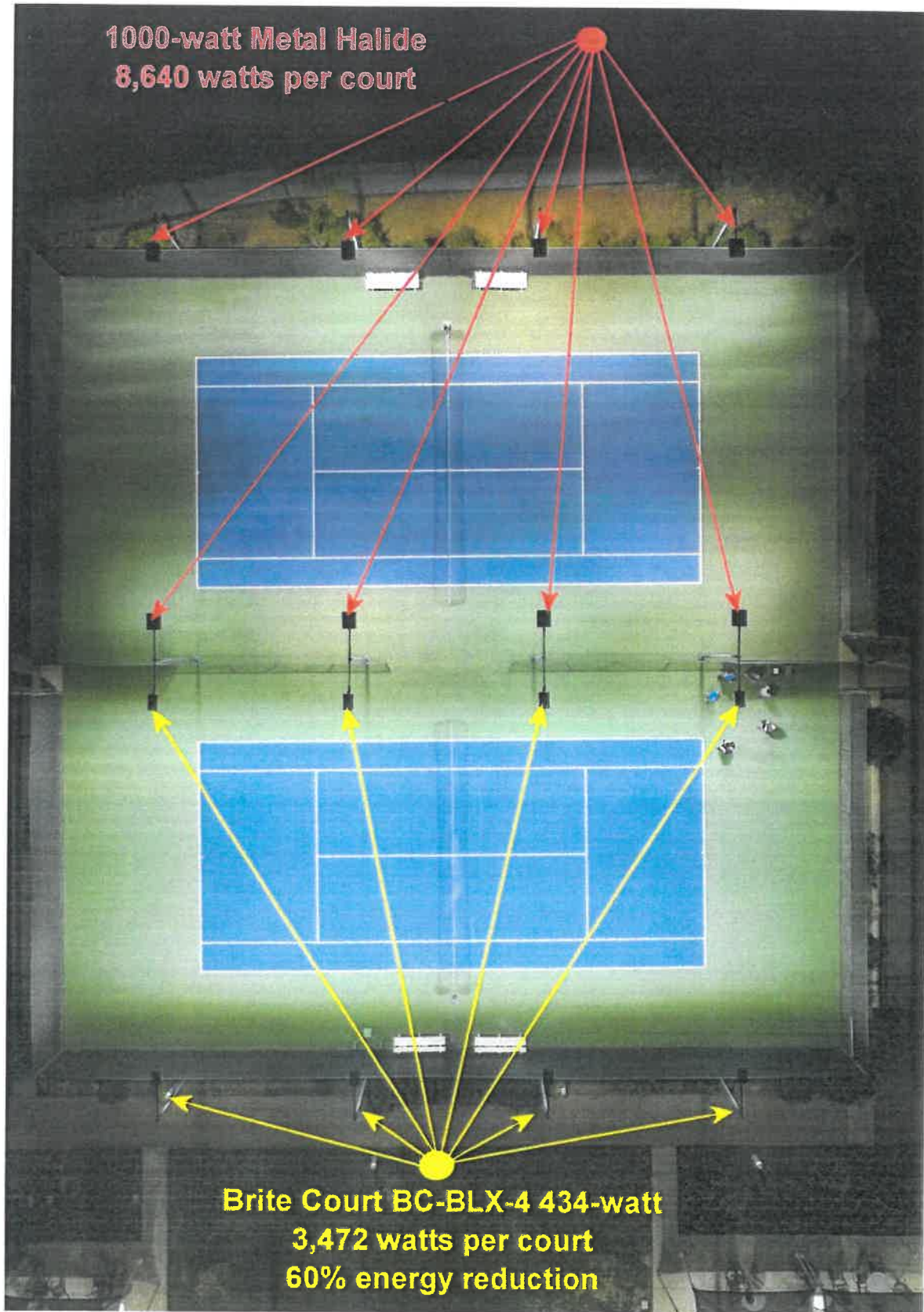
I would not hesitate to recommend your product to anyone in the market for tennis court lighting. The quality of play after dark is dramatically improved.

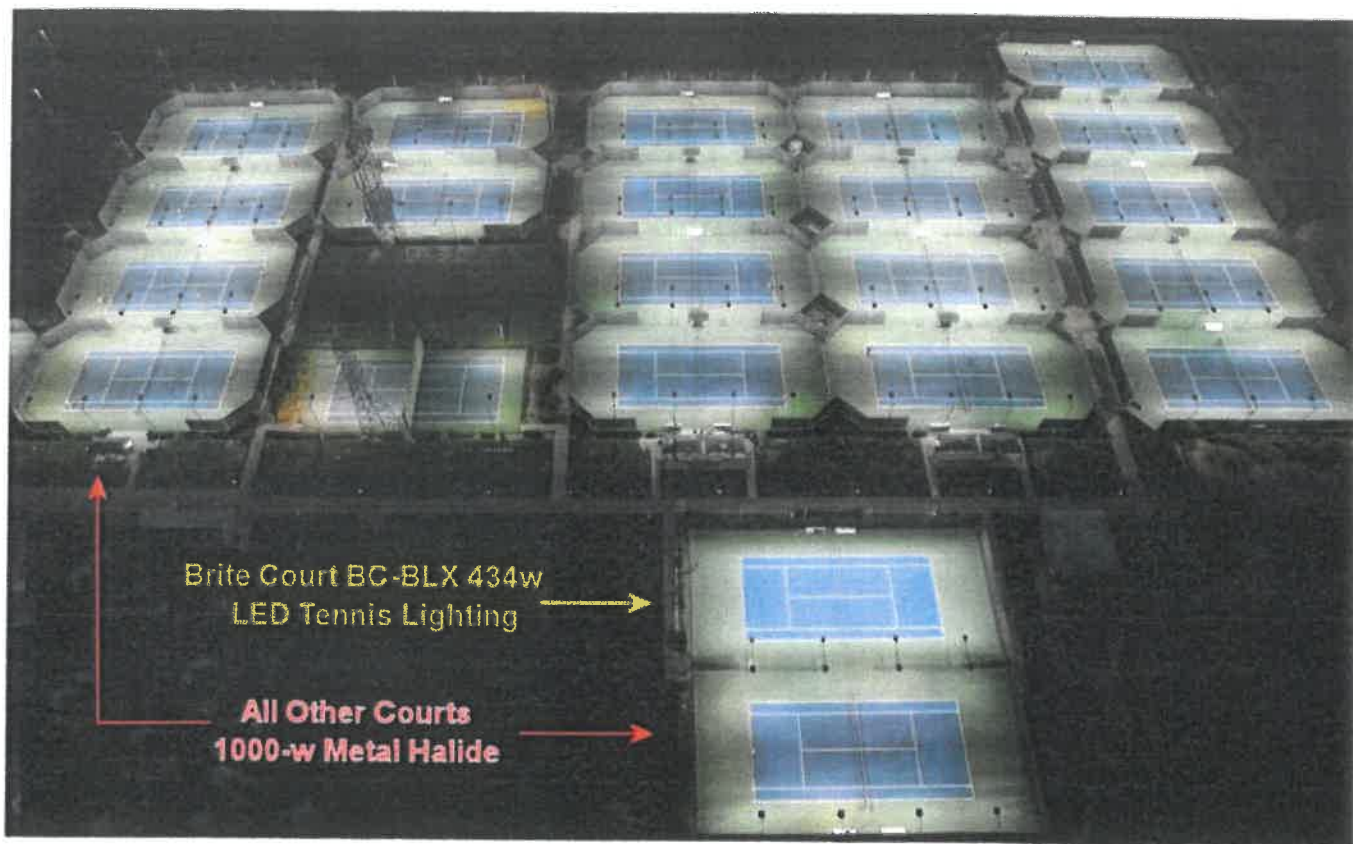
I also want to compliment you and your responsiveness in filling my order. Your fabricators are the best and met every deadline, and as you know we were very time sensitive. It was refreshing to work with such professionals.

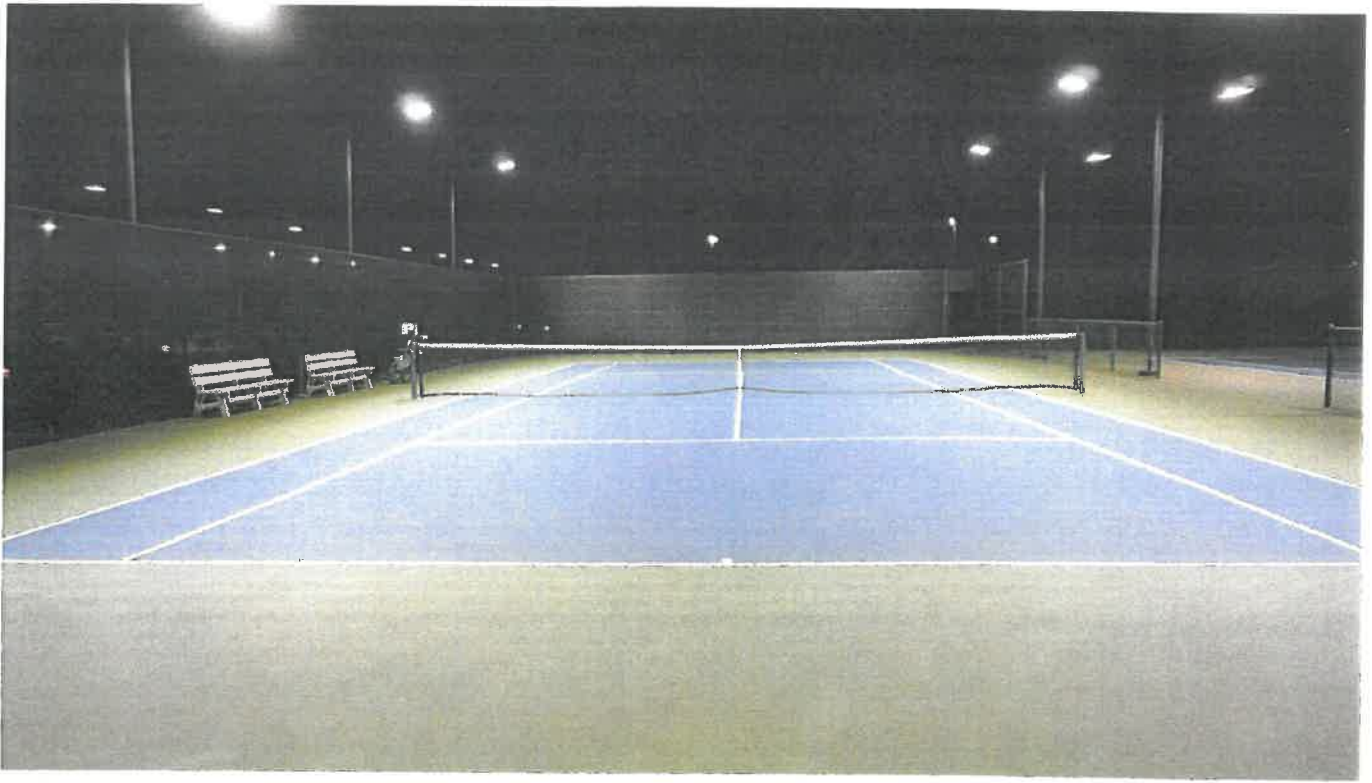
Now if I can just improve my serve!!

Sincerely Yours,


Dr. Phil McGraw



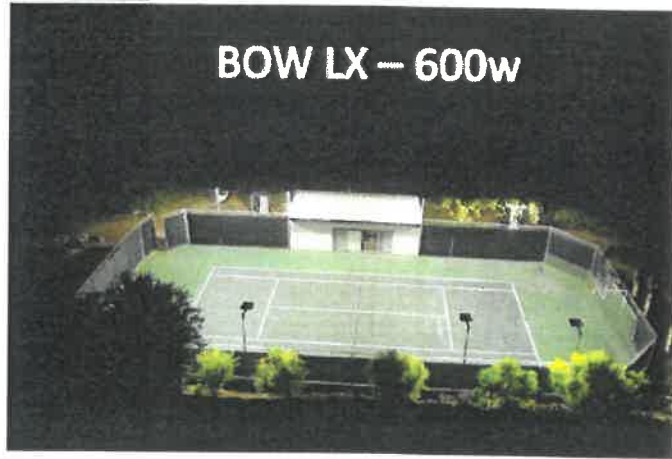




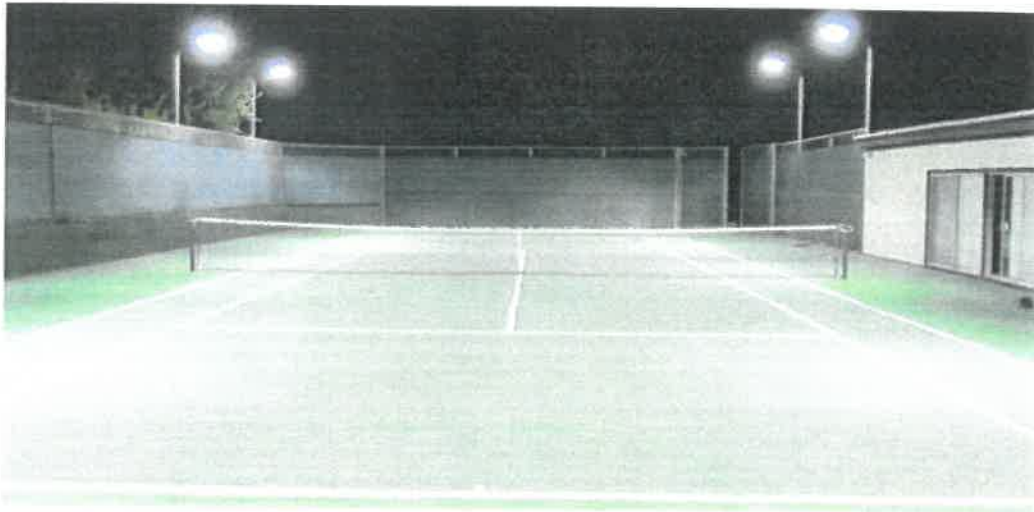


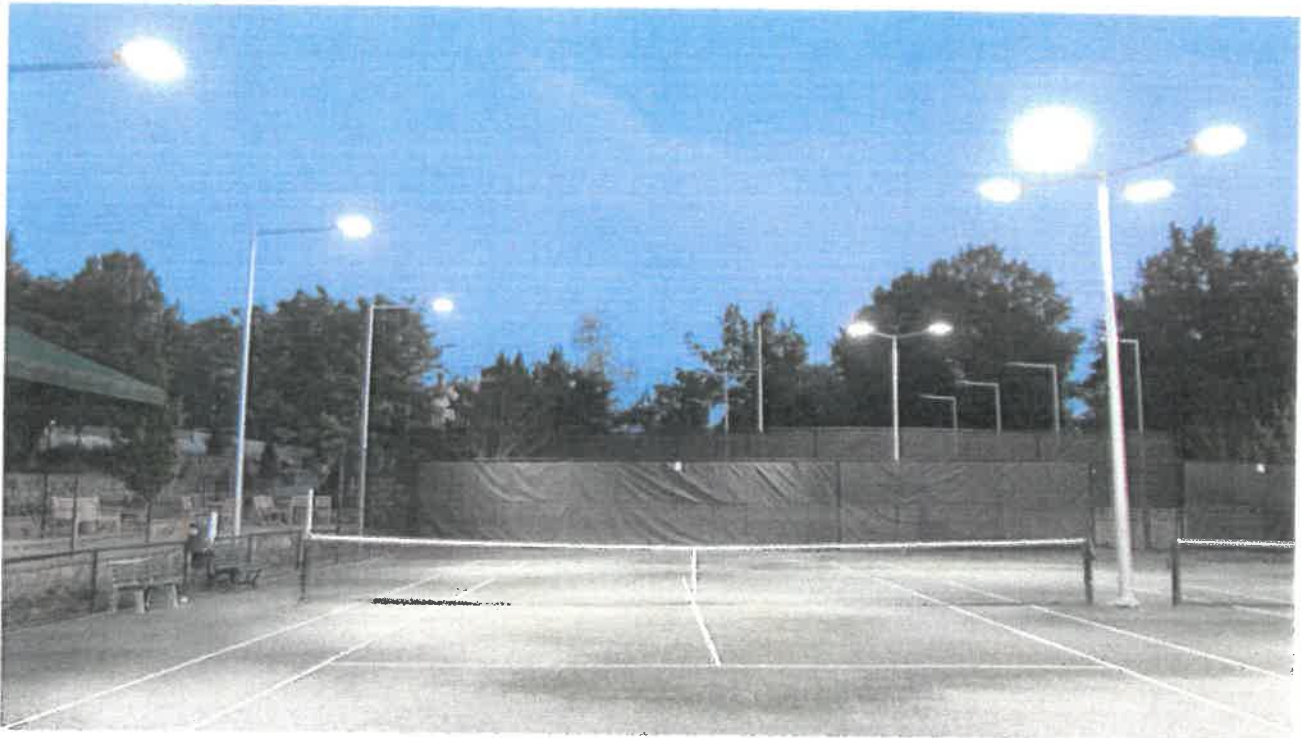
BEFORE LED

AFTER LED



Pictured below is the Court view of the above before and after court



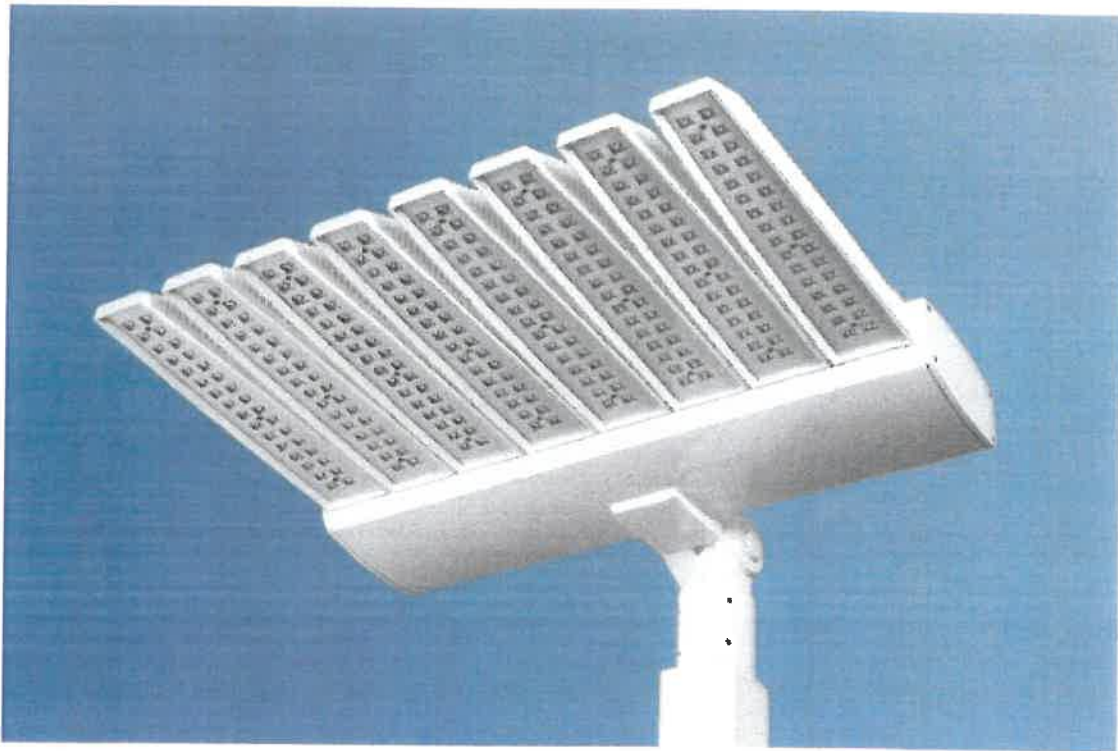












The Brite Court BLX Led tennis fixture is a semi modular fixture engineered for outdoor tennis court use. Notice the individual fingers of LED's this is designed to allow airflow around the LED's making this a great LED fixture for warm climates. This is very important as LED's on other fixtures that are grouped on to a single surface will have a tough time dissipating heat which could dramatically reduce the light of the fixture or premature failure in warm environments. Thermal (heat) management is the single most important feature of any LED lighting fixture. Since the BLX fixture is modular this allows for ease of future maintenance and servicing. Brite Court LED Tennis fixtures are manufactured by one of Americas oldest and most respected outdoor LED and HID lighting companies you can be assured that you are getting a quality product with a solid American Company.



STEVEN M. MILLER
4833 26th Street North
Arlington, Virginia 22207 (703) 989-9911
steve@lqconsult.net

May 30, 2015

Kris Licht,
Brite Court Sports Lighting
1200 Westlake Ave N Suite 1006
Seattle, Washington 98109
kris@britecourt.com

Dear Kris,

I am writing this letter to thank you for your help in making our selection of outdoor tennis court lights at the Washington Golf and Country Club (WGCC), Arlington, Virginia, and to also give you a summary of the outcome, post light installation.

Since there were no reference sites in our northern Virginia area that we could conveniently visit to see the BLX LED lights installed, you put us in touch with David Fried, an engineer working on several outdoor lighting projects in southern California. David proved very helpful in providing us with photos and we also had one of our colleagues visit the Griffin Ranch Tennis Facility, to verify the quality of lights. You also provided our selection committee with a comprehensive illumination model for our courts using both the BLX 192 and the BLX 256 fixtures. Based on all this input, we selected the BLX 192 fixture for the five courts we planned to install the new lights on.

We had the lights installed this spring, during March and April. The installation was eight lights each, on five of our outdoor courts at WGCC. The feedback on the performance of the new lights from members and staff has been exceptionally positive. Players report that the illumination levels, compared to the 30-year old HID lights that were replaced, have increased remarkably. Players also report that the 5,000 Kelvin color of the BLX 192 also makes for easier tracking of tennis balls. In sum, players consistently comment that their tennis experience is far superior to what they were used to under the old lights. One player comment best sums it up, "It's like daylight out there now."

My thanks for your help in bringing this transition about, and thanks to Brite Court for supplying this cutting-edge product.

Sincerely,



Steven M. Miller
Tennis Committee, WGCC



A Nudist Resort for all Seasons

Glen Eden Nudist Resort

25999 Glen Eden Road

Corona, CA, 92883

September 22, 2015

Kris Licht

Alternative LED/Britecourt

1200 Westlake AveN, Ste 1006

Seattle, Washington, 98109

Dear Kris

We would like to congratulate you on the development and marketing of your new 614 watt LED tennis lighting fixtures. We have installed your product on two of our tennis courts and three of our Pickle Ball courts. We are extremely pleased with the results. The fast turn on (no warmup required) and low power draw is so superior to the old lighting system. Our own light meter measurements of the luminosity exceed your quoted values by a significant factor. Installation and wiring was easy and we appreciate your close customer support throughout. Our members can now play both tennis and Pickle Ball at night and actually see the ball!

Feel free to use us as a reference at any time.

Sincerely;

Dale L. Hook, Project Engineer

James DeKeyser

President, Glen Eden Corporation



Glen Eden Corporation • 25999 Glen Eden Road • Corona, California 92883-5223
Phone (951) 277-4650 • Fax (951) 277-8020 • Information 1-800-843-6833
www.gleneden.com

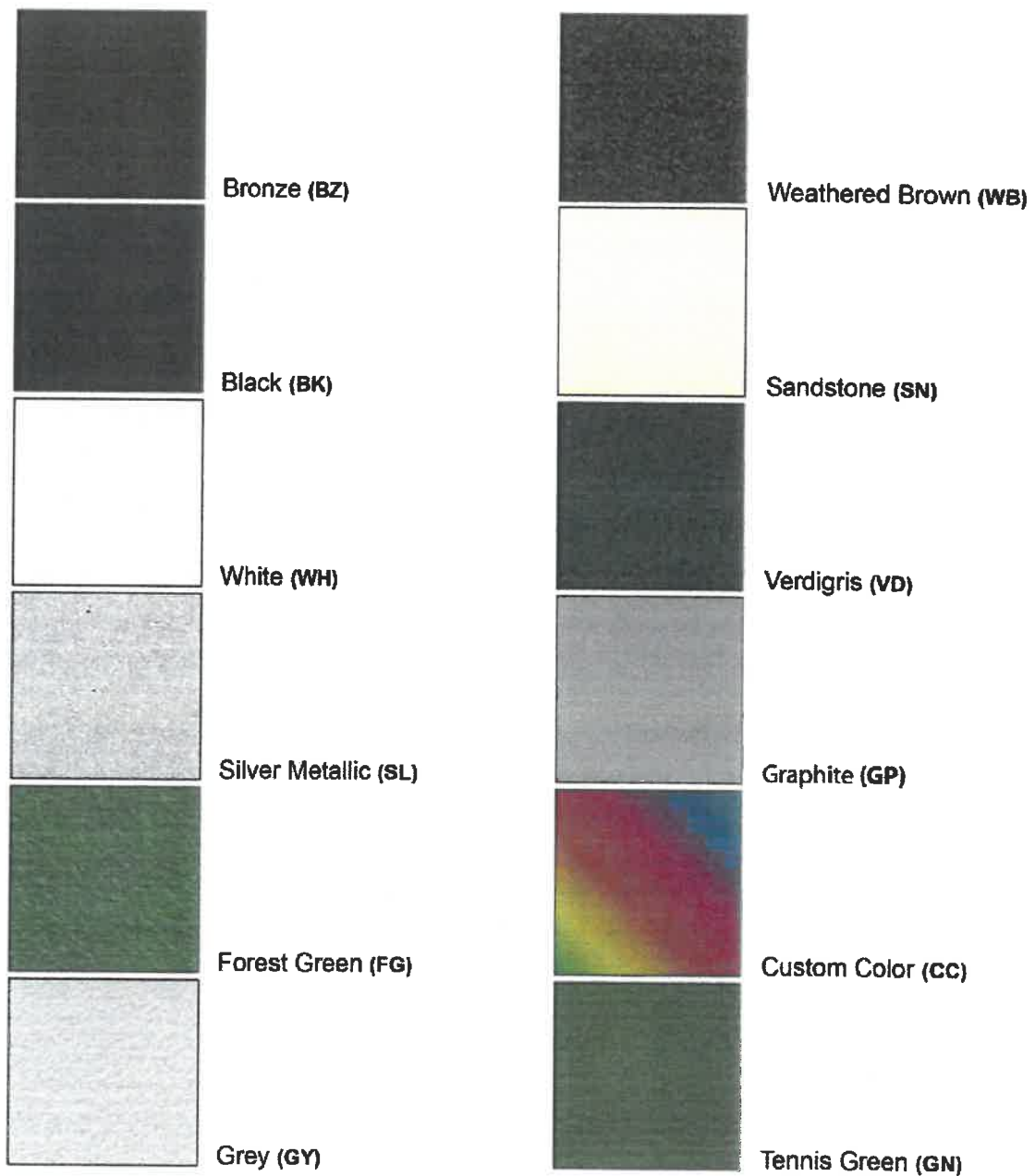


Affiliated with the American Association for Nude Recreation

Finishes

Visionaire Lighting products are offered in an exquisite selection of architectural color finishes. All feature Quali-Guard® an electrostatically-applied, minimum 4-5 mils polyester powder coat textured paint, that is oven-baked for maximum adherence and finish hardness. Quali-Guard® finishes are exceptionally durable and weather-resistant.

Please note, printed samples shown are approximate representations of color finishes.



**Pleasant Valley Recreation
and Park District**

Springville Tennis Court LED Lighting

Date: October 2, 2019
Prepared By: Brandon Lopez

1		2		3	
U/M	Equipment Information	YES	YES	YES	YES
	Company:	Brite Court Sports Lighting	Evergreen Applied Technologies	FSG	
	Phone Number:	425-269-4958	970-581-1810	714-790-1067	
	Fax Number:	425-397-0382			
	City:	Lake Stevens, WA	Evergreen, CO	Placentia, CA	
	Quoted By:	Kris Licht	Chris Lewis	Jackie Rodriguez	
	Payment Terms:				
	License Number:	N/A	N/A	N/A	
	Adjustable	Yes	No	No	
	Warranty	10 Year	5 Year	5 Year	
	Lifespan (Hours)	100,000	100,000	100,000	
	120-277v Universal Voltage	Yes	Yes	Yes	
	Lumens	41,000	42,000	37,000	
	Required additional mounting brackets	No	Yes	No	
	Total Cost Lump Sum Bid Amount	\$16,370.00	\$13,504.00	\$17,786.00	

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: October 2, 2019

SUBJECT: CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSAL FOR A GRANT WRITER

SUMMARY

Pleasant Valley Recreation and Park District intends to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals. The attached Request for Proposals (“RFP”) details requirements as well as the scope of work.

BACKGROUND

On June 5, 2018 California voters passed the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68). Proposition 68 authorized the Legislature to appropriate \$4 billion in general obligation bonds for a variety of park and water related projects. The \$4 billion will be distributed throughout multiple rounds unfortunately as part of the last round the Senior and Community Recreation project didn’t qualify under the initial set of guidelines.

As the District continues to exam multiple sources of funding for the Senior and Community Recreation Facility, grants could be an interval part of the funding. The Board approved in the 2019-2020 budget \$10,000 for grant writing services which could include research, writing and submitting grant applications. Staff would like to seek and have a grant writer in place as soon as possible to allow sufficient time to assist with research and preparation for other rounds of State Proposition 68 as well as researching and applying for other grant applications as it relates to the Senior and Community Recreation Facility.

At the September 16, 2019 joint meeting the agencies reviewed the two Senior and Community Recreation Facility project alternatives, selected facility design Option D as the preferred project design.

ANALYSIS

The grant writers are typically utilized to assist with preparation of proposals since there is insufficient staff available to adequately research each grant and develop well thought out, in-depth responses to complex grant proposal questions for the project. Staff in conjunction with the grant writer will coordinate the preparation and submission of the final grant proposal packages.

Staff has developed a Request for Proposals which seeks to select qualified and experienced grant writers. The primary responsibilities include responding to grant opportunities – typically, federal, state, or private foundations.

FISCAL IMPACT

The cost of the grant writer will not have a fiscal impact on the District's General Fund as this item was allocated as part of the 2019-2020 budget process.

RECOMMENDATION

It is recommended the Board of Directors approve the Request for Proposals (RFP) for the grant writer selection process.

ATTACHMENTS

- 1) RFP for Grant Writer (7 pages)

REQUEST FOR PROPOSAL

SENIOR AND COMMUNITY RECREATION FACILITY DESIGN AND ARCHITECTURAL SERVICES



www.pvrpd.org • 805-482-1996

Submit Proposals to:
Pleasant Valley Recreation and Park District
Attn: Mary Otten
1605 E. Burnley Street
Camarillo, CA 93010
(805) 482-1996
motten@pvrpd.org

RFP responses to be received until 2:00pm **November 1, 2019**

Contents

Introduction.....3

Project Scope.....4

Submission Requirements5

Firm Selection6

Project Schedule.....7

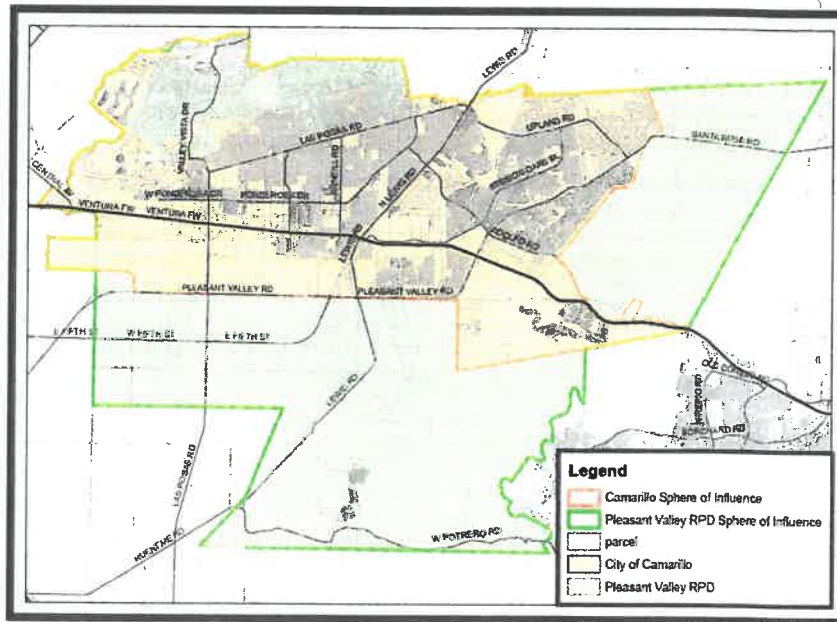
Introduction

The property, located at 1605 E. Burnley Street, is the current location of the District’s Community Center. This Center is envisioned to act as the hub for District-wide programming to include seniors, youth, and the community at large, as well as special events. This effort will require close coordination with the District and the City.

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 56years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbecue areas.

The City, incorporated in 1964, owns two small parks and a trail system that it operates independently of the District. The City also owns and operates a full-service library.

Below is a map that displays the District’s and the City’s respective Spheres of Influence:



Background Information

The District, in conjunction with the City of Camarillo, requested GreenPlay, LLC to conduct a Needs Assessment for a Senior and Community Recreation Facility within the community that the District serves. The Senior and Community Recreation Facility Needs Assessment Study allowed the District to determine how its current senior center and recreation facilities are meeting the needs of the

community. This plan included extensive community outreach and feedback, along with a market assessment and needs assessment to determine whether the District should expand or repurpose existing facilities, or if new facilities are needed.

During the development for this project, the Liaison Committee, comprised of two elected officials from both the District and the City, requested the development of “Three Plans” (Plan 1, Plan 2, Plan 3) of concepts for additional senior and community recreation facilities. The District Board, as well as the City Council, subsequently confirmed that Plan 2 (approximately 31,272 square feet) is the preferred plan to meet the community’s needs for senior and community recreation facility space.

As part of the next phase of this project the Pleasant Valley Recreation and Park District (“District”) partnered with the City of Camarillo (“City”) to request assistance in the visioning and preparation of design concepts and cost estimations for a Senior and Community Recreation Facility. The District and City jointly approved “Plan 2” as conceptually designed by Greenplay LLC in 2018. However, both boards agreed that further cost estimates and design refinement of the approximately 31,272 square foot active and passive recreation facility was necessary.

The District approved the architectural firm of LPA to conduct further cost and design refinement studies for the Senior and Community Recreation Facility Design Project. LPA worked collaboratively with the District, the Liaison Committee, and the community to draft four concept designs which integrated the new facilities with the current facilities and included a list of program space blocks from the Needs Assessment Study:

Program Space Blocks

- a) Large Fitness Room
- b) Large Multi-Purpose Room
- c) Medium Activity Room
- d) Gymnasium
- e) Lobby

The Liaison Committee requested the District Board to narrow the selection from the four preliminary designs to two designs; one design considered to be a stand-alone facility and the other a design integrated into the existing structure. At a joint City Council/District Board meeting, Option D (stand alone design) was selected as the preferred project design. At this phase of the project, the design for Option D is a 30,728 square foot addition which includes a 2-court gymnasium, a large activity room, a large multi-purpose/fitness room, a medium activity room, lobby and office space, lockers, restrooms, and storage. Costs for the construction of this option are estimated at \$34.5 million and will not require seismic retrofitting.

Project Scope

Pleasant Valley Recreation and Park District (“District”) is requesting proposals for a Grant Writer (individual or organization) to provide grant writing proposal/applications to support the Senior/Community Recreation Facility project. Primary responsibilities include responding to grant opportunities – typically federal, state, or private foundations – selected by the District and providing guidance.

The District seeks a Grant Writer with proven track record for researching, writing, submitting and securing grants of \$500,000 and above, ideally for governmental agencies pertaining to the development of senior and community facilities, programming and capital needs. Successful applicants will have submission experience for government, corporate and/or private foundation grants.

The consultant's responsibilities will include:

1. A kick-off meeting with the project team to align on scope, priorities, workplan and deliverables.
2. Review of relevant organizational documents including thorough understanding of the history, programs, services, and funding of the District.
3. Be knowledgeable about potential community resources for grant collaborations/partnership
4. Conduct prospect research on foundations, corporations and agencies to identify and evaluate prospects for grant funding. Research potential grant funding to determine whether there is a match between the funder's initiatives and PVRPD needs.
5. Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to grantor sources.
6. Collaborate with all departments to gather information necessary for writing compelling and accurate grant proposals. He/she should develop an in-depth understanding of the Senior/Community Recreation Facility project, its programs and District needs.
7. Develop, prepare a minimum of three grant proposals, and have at least one grant identified for a minimum of \$2.5 million.
8. Assist with setup of record-keeping and reporting schedule.
9. Providing ongoing consulting/coaching during the implementation state.
10. Manage and update project funding needs list and budgets associated with subsequent projects.

Submission Requirements

The prospective Respondent shall submit three (3) copies, plus an electronic version of the proposal to the Pleasant Valley Recreation and Park District. The proposals shall be signed by an authorized official of the agency. The District reserves the right to reject all proposals. They will not be opened publicly.

All acceptable proposals submitted must include the following:

Cover Letter

This is your opportunity to introduce yourself or your organization. What are the strengths of the entity which you wish the Selection Committee to take note of in the submittal? Other introductory material may be included.

Project Staffing and Organization

This section will be scored as to the qualifications of staff assigned to the Project.

Respondent should have a proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range – documented by summary of the funding source, date, and amount. Respondent

should have documented experience with collaborative project development with multiple partner organizations. If respondent has experience with development of regional grants, include documentation of extent of region and partnerships.

Project Understanding and Approach

1. A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks and the estimated number of hours required to accomplish the plan.
2. An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.

Financial and Other Information

The Respondent shall clearly define project budget. This document should describe the various cost factors of your bid, projected costs, including a projected allocation of time for individuals involved with this contract.

1. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, cost, and a description of each major task.
2. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
3. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

References

Three (3) references from clients for whom the consultant has performed similar services, two (2) of which must be clients. The District will verify that respondent has successful grant experience and history of fulfilling requirements of projects in a timely and professional manner and within the proposed budget.

Selection

The Request for Proposals invites Respondents to submit responsive materials describing their technical and management qualifications for the Project. The issuance of this RFP and the selection of the most qualified person/agency is the first step in the grant process that will eventually lead to the execution of an agreement with the most qualified firm.

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The District will evaluate all proposals, and if your proposal is accepted the District may elect to set up interviews to help identify the most qualified person/ agency. The proposals will be evaluated on a variety of factors including but not limited to:

Responsiveness to Submittal Requirements

Past Performance Record

Experience with work of similar complexity and scale. Successful track record of acquiring grant funding for organizations of a similar size and mission. Excellent writing skills and ability to write

persuasive proposals aligned with RFP requirements as demonstrated by clear and compelling proposal samples. Experience with projects completed for public entities.

Background and Track Record

Knowledge of grant opportunities, funding sources and associated regulations for government, corporate and private foundation grants. State respondent’s successful experience in all applicable aspects of federal and/or state grant writing as outlined above. List all successful grants and the amounts funded for each. In addition, enclose copies of at least one funded proposal that you have written along with the applicable RFP.

Quality Control

Demonstrated ability to provide professional level deliverables, accurate and qualified research and narrative writing style that meets professional and District standards.

References

The District will contact the references of the top proposals and will use that information in the evaluation and selection process.

Fee

Fees charged in the proposal will be considered along with other proposal evaluation factors.

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

Failure to comply with the terms of these provisions may disqualify any proposal. Late submissions after the deadline will not be accepted. The District reserves the right to reject any proposal based upon the firm's prior documented history with the District or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones or other contractual failures.

Project Schedule

1. Request for Proposal Open - October 7, 2019
2. **Deadline for Proposals - 2:00 pm November 1, 2019**
3. Consultants Selected - November 2019
4. Project Begins – November/December 2019
5. Project Completion – Upon agreement

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

- A. Chairman Kelley
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager's Report