

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
January 5, 2022**

**Please Note: Under current orders from the Ventura County Health Officer, all individuals, (whether vaccinated or unvaccinated) are required to wear a face covering at all times in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.**

**5:00 P.M.            CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**1) Conference with Labor Negotiations**

The Board will conduct a closed session, pursuant to Govt. Code Section 54957.6, with the District's negotiators, Mary Otten, Kathryn Drewry, and Board Counsel, regarding labor negotiations with the employee organization, SEIU Local 721.

**2) Public Employee Performance Evaluation (Govt. Code Section 54957) Title: General Manager**

**C. Reconvene into Regular Meeting**

**6:00 P.M.            REGULAR MEETING                            NEXT RESOLUTION #697**

**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. Holiday Events Recap**

**6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.

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

**A. Minutes for Regular Board Meetings of December 2, 2021**

Approval receives and files minutes.

**B. Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before November 30, 2021.

**C. Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for November 2021.

**D. Consideration and Approval of Managed Information Technology Services Request for Proposals**

The agreement with the District's current IT service provider, AllConnected Inc., expires on July 5, 2022.

**E. Review and Approval of Surplus Supplies and Equipment List**

The District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration to Approve and Award Audit Services Contract and Authorize the General Manager to Execute Contract with Moss, Levy and Hartzheim**

The District is reaching the end of a multi-year contract with Moss, Levy and Hartzheim which started July 1, 2013 and will end June 30, 2022.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement with Moss, Levy and Hartzheim for audit services for three years with a two-year extension upon written amendment.

**B. Approval of 2022 Part Time Salary Schedule with Minimum Wage Impact**

In the upcoming year minimum wage will increase to \$15.00 per hour and approval of the part time salary schedule is needed.

Suggested Action: A MOTION to Approve the 2022 part time salary schedule with minimum wage impact.

**C. Consideration to Approve Resolution No. 696, Approving a Budget Adjustment for the Community Center Kitchen Project and Authorize the General Manager to Enter into a Change Order Agreement with the Contractor**

Staff is requesting an increase in the budget to accommodate the antiquated plumbing and air handling system in the Community Center kitchen.

Suggested Actions: A MOTION to:

- 1) Adopt Resolution No. 696, approving a budget adjustment of \$43,915 to increase the total Community Center Kitchen renovation project budget (from Fund 30 Quimby Fees, RPD 186/187 Fairfield LLC) up to and not to exceed \$293,915 **and**
- 2) Authorize the General Manager to enter into a change order agreement with Burner Construction.

**D. Consideration to Conduct the Annual Goal Setting Meeting**

Discussion is needed for the planning of the 2022 Board Goal Setting Workshop.

Suggested Action: Provide staff direction.

**E. Board Member Committee Assignments for 2022**

Chairman Kelley will present the Board Committee assignments for 2022.

Suggested Action: None.

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

- A. Chair 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. Ad Hoc Committees –City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members

**10. ADJOURNMENT**

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

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



**Pleasant Valley Recreation and Park District  
Camarillo City Hall Council Chambers  
Minutes of Regular Meeting  
December 2, 2021**

**5:00 P.M.    CLOSED SESSION**

**1. CALL TO ORDER**

**A. Recessed to Closed Session**

**B. Closed Session**

- 1) Conference with Labor Negotiations – The Board conducted a closed session, pursuant to Govt. Code Section 54957.6, with the District’s negotiators, Mary Otten, Kathryn Drewry, and Board Counsel regarding labor negotiations with the employee organization, SEIU Local 721.

**C. Reconvene into Regular Meeting**

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:00 p.m. by Chairman Malloy with nothing to report.

**2. & 3. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Jessica Puckett led the pledge.

**4. ROLL CALL**

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst/Clerk of the Board Dylan Gunning, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisor Nick Marienthal, Recreation Supervisors Lanny Binney and Macy Trueblood, Human Resources Specialist Kathryn Drewry, Accounting Specialist Christine Webster, Customer Service Representative Flor Portal, Cheryl Temple, Nora Ryan, Debbie Dean, Jessica Freese, Susan Cousineau, Justin Schneir, Hope Schneir, Krista Howard, Tylia Long, Kristin Loft, Felicia Schoenewald, Kelly Sutton, Barbara Whatley, Sol Chooljian, Steven Muro, Stephan Grether, Tony Galarza, Jessica Galarza, and Georginna Regriec.

**5. AMENDMENTS TO THE AGENDA**

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to  
Accept  
Agenda as  
Presented**

**Carried**

**6. PRESENTATION**

Administrative Services Manager Leonore Young introduced two new District employees who were hired in November – Customer Service Representative Flor Portal and Accounting Specialist Christine Webster.

**A. FT Employee Recognition**

Administrative Services Manager Leonore Young presented the Full Time Employee of the Year Award to Administrative Analyst Jessica Puckett who has been with the District for two years. Ms. Puckett has been instrumental in numerous projects which among others include the Miracle League, Prop 68 grant funds, ADA transition plan, and the 5 Year Strategic Plan.

**B. 2022 Programming Calendar**

Recreation Supervisors Lanny Binney and Macy Trueblood presented the 2022 District Programming Calendar. Events covered included Senior Lunch & Movie, Senior Dances, Bingo Bash, Friday Night Bingo, Polar Bear Plunge, Back to Pool Night, Spooky Swim, National Trails Day, hikes, Easter Extravaganza, The Big Egg Hunt, Food Truck Fest, Movies in the Park, Summer Concert Series, Rummage Sale, End of Summer Camp Out, 50+ Expo, Howl-o-ween, Halloween in the Park, Letters to Santa, Breakfast with Santa and Christmas Parade and Santa's Village. This year will mark the 60<sup>th</sup> anniversary for the District.

**7. PUBLIC COMMENT**

Chairman Malloy received 15 public comment cards regarding Agenda Item 9.A. *Las Posas Equestrian Park Report*.

**8. CONSENT AGENDA**

- A. Minutes for Special Board Meetings of October 28 and November 4, 2021 and Regular Board Meeting of November 4, 2021
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Consideration and Adoption of Resolution No. 694 Requesting a Loan from the Capital Account to the General Fund Account

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to  
Approve  
Consent  
Agenda**

**Carried**

## 9. NEW ITEMS – DISCUSSION/ACTION

### **A. Las Posas Equestrian Park Report**

Administrative Analyst Dylan Gunning provided a detailed history of the Las Posas Equestrian Park and trails and the District's partnership with the Las Posas Hills Homeowner's Association (HOA). Conveyances with some of the property owners along the trail are set to expire in 2023, so options and steps were presented for consideration.

Chair Malloy called on those in the audience with public comments related to this item. Nora Ryan, Debbie Dean, Jessica Freese, Susan Cousineau, Justin Schneir, Hope Schneir, Krista Howard, Tylia Long, Kristin Loft, Felicia Schoenewald, Kelly Sutton, Barbara Whatley, Cheryl Temple, Sol Chooljian, and Steven Muro submitted comments in favor of keeping the park and trail open. Points taken were support of the majority of homeowners in the area, lack of sidewalks or shoulders for safe trail access, increased property values, increased quality of life for people and wildlife, value of area as a sustained erosion control corridor and wildlife corridor, safe access for children to neighbors' homes, need for sustained historical legacy of the Camarillo white horses, unique and valuable native state asset, lack of parks in the area, and reminder of the District's mission to provide parks for all.

Board discussion included: options and steps; southern access to trail through the Ventura County Watershed District basin area; possible fire mitigation type grants; question on cooperation among 81 residents of the HOA; preference of Option 2B or a hybrid version which would provide safe access through the watershed basin, but not take full responsibility for the HOA trail sections; concern from the residents that they could lose the trail if it is not entirely maintained by the District; need for legal staff to review HOA obligations and homeowner agreements to avoid litigations; lack of equestrian areas and need to preserve as much of the trail as possible; underserved part of the community paying taxes with no parks in the area; better maintenance of HOA trail sections; appreciation of strong community support; and importance of community involvement and partnership with HOA.

The Board directed staff to pursue Option 2B in which the District would take responsibility for the watershed basin, continue with the District's current section of the trail, but not take responsibility for the Las Posas Hills HOA trail sections.

### **B. Consideration and Approval of the Purchase of New Playground and Restroom at Arneill Ranch Park**

Administrative Analyst Jessica Puckett provided quotes for the installation of a new playground and restroom from Great Western Recreation and Public Restroom Company. Discussion included: inclusive option for playground; Gametime 50-50 matching grant covering playground equipment only, not install or surfacing; connection of path from swings to playground equipment for ADA purposes and sufficient funds for quotes.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve and authorize the General Manager to enter into agreements with:

1. Great Western Recreation for the purchase and installation of a new playground at Arneill Ranch Park in the amount of three hundred and thirteen thousand, six hundred and forty-two dollars and sixty-eight cents (\$313,642.68) and;
2. The Public Restroom Company for the purchase and installation of a new modular restroom facility in the amount of one hundred fifty-seven thousand, eight hundred and ninety dollars (\$157,890.00).

**Motion to Approve GM Agreements With GW Rec and Public Restroom**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**C. Consideration and Approval of a Professional Services Agreement with Lauterbach & Associates Architects Inc. for the Design and Construction Plans for the Freedom Park Pickleball Complex**

Park Services Manager Bob Cerasuolo presented the proposal from Lauterbach & Associates Architects, Inc. for the design and construction plans for the Freedom Park Pickleball Complex. Discussion included: need for community and Board involvement in design phase; inclusion of restrooms, lighting accommodations and amenities; larger contingency in the design phase for unknowns; soil testing; and an estimated timeframe of September 2022 for the design process.

Chairman Malloy called for a motion. A motion was made by Director Roberts and seconded by Director Dransfeldt to approve and authorize the General Manager to enter into a professional services agreement between the District and Lauterbach & Associates Architects, Inc. for the design and construction plans for the Freedom Park Pickleball Complex for \$125,178.

**Motion to Approve Agrmnt with Lauterbach Architects for Freedom Pickleball Design**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**D. Consideration and Selection of Service Provider for a Five-Year Lease on a Color Copier**

Administrative Analyst Dylan Gunning presented Konica Minolta's proposed five-year lease for a new color copier. Board discussion included: efficiency of leasing rather than purchase; guarantee of parts for at least 5 years; and the one rate as a better option over cost per copy charge.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to approve and authorize the General Manager to enter



into an agreement with Konica Minolta Business Solutions for a 5-year copier lease with the One Rate printing model with OCR.

Voting was as follows:

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

Noes:

Absent:

**Motion to  
Approve  
Konica  
Minolta  
Copier Lease**

Motion: Carried

**Carried**

**E. Rescind Resolution No. 532 and Adopt Resolution No. 695 Board of Directors Decorum and Norms Policy for Elected Officials**

General Manager Mary Otten presented Resolution No. 695 Board of Directors Decorum and Norms Policy for Elected Officials. Discussion included: expansion which gives more guidance to new board members; policy with a recommended annual review; and first step towards CSDA's Special District Leadership Foundation District Transparency Certificate of Distinction.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Kelley to rescind Resolution No. 532 and adopt Resolution No. 695 Board of Directors Decorum and Norms Policy for Elected Officials.

Voting was as follows:

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

Noes:

Absent:

**Motion to  
Adopt Reso  
#695, Board  
Decorum &  
Norms Policy**

Motion: Carried

**Carried**

**F. Selection of Chair, Vice-Chair and Secretary for the 2022 Board of Directors**

**1. Nominations for the Position of Board Chair**

Chair Malloy opened the floor for nominations for the 2022 Board Chair position and then called for a motion. A motion was made by Director Magner and seconded by Chair Malloy to approve Director Kelley as Chair for the calendar year 2022.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Chair –  
Director  
Kelley**

**2. Nominations for the Position of Vice Chair**

Chair Malloy opened the floor for nominations for the 2022 Board Vice Chair position and then called for a motion. A motion was made by Director Kelley and

seconded by Chair Malloy to approve Director Magner as Vice Chair for the calendar year 2022.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Vice Chair –  
Director  
Magner**

### **3. Nominations for the Position of Secretary**

Chair Malloy opened the floor for nominations for the 2022 Board Secretary position and then called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve Director Dransfeldt as Secretary for the calendar year 2022.

**Secretary –  
Director  
Dransfeldt**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

## **9. ORAL COMMUNICATION - INFORMATIONAL ITEMS**

A. Chairman Malloy – Chair Malloy stated that this past year has been challenging in dealing with COVID related issues, so it is nice to be able to have the parade again.

B. Ventura County Special District Association/California Special District Association – VCSDA – Director Magner stated next Tuesday’s meeting will be held at United Water. CSDA – Director Magner stated that the list of recipients for the COVID related funds should be available on December 9.

C. Ventura County Consolidated Oversight Board – No report.

D. Santa Monica Mountains Conservancy – Director Dransfeldt reported that there was a November 22 meeting and the next one will be held on December 20. SMMC is distributing funds for second part of fire protection program for which the District can apply.

E. Standing Committees – Finance – Chair Malloy stated that there are enough funds to cover expenses so that a loan from capital is not needed. Liaison – There will be a meeting on Monday, December 6. Long Range Planning – No meeting. Personnel – Director Magner reported the committee met to discuss the organizational chart, PT seasonal salary schedule and the GM’s evaluation. Policy – No report.

F. Ad Hoc Committees – Pickleball – Director Dransfeldt reported that Cece Casey provided a letter with petitions for the Board to review regarding tennis courts.

G. Foundation for Pleasant Valley Recreation and Parks – Director Magner stated that the Winter Wonderland of Wreaths fundraiser ended December 2 and she thanked Katlyn Simber-Clickener for organizing the event. Food fundraisers will begin in January and the next meeting will address a prefab building at the Nature Center.

H. General Manager’s Report – General Manager Otten reported on the following: Arneill Ranch Park – plantings almost complete; new Senior Center carpet in December; the CC

Kitchen is stalled because of plumbing issues; Mission Oaks Park parking lot will receive slurry in December; there will be mandatory drought rules next year; Friday food program has over 90 households signed up; the Christmas Parade is on December 11; Camarillo Community Band concert on December 12 and Letters to Santa will run until December 13; new activity guide will be mailed out the week of December 13; aquatic lessons will begin with a Polar Bear Plunge in January; Prop 68 info sent to state; LAFCo meeting regarding the annexation of the Somis farmworker housing property will be on December 16; and Employee Recognition Committee has set short, mid and long term goals.

I. Board Members – Chair Malloy listed meetings attended and toured the Camarillo desalter facility. Director Kelley commended staff on reports and presentations. Director Roberts congratulated Jessica Puckett for her recognition and thanked fellow directors and staff. Director Dransfeldt listed events and meetings attended and thanked Music Freqs for their performance at the Foundation’s Winter Wonderland of Wreaths. Director Magner listed meetings attended and the successful Winter Wonderland of Wreaths event. She congratulated Jessica Puckett and wished everyone happy holidays.

**10. ADJOURNMENT**

Outgoing Chair Malloy adjourned the meeting at 9:50 p.m.

**Respectfully submitted,**

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

**Approval,**

**Robert Kelley**  
**Chair**



# CASH REPORT

	11/30/2021 Balance	11/30/2020 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 135,446.70	\$ 126,750.91	
457 Pension Trust Restricted	\$ 83,842.62	\$ 115,948.15	
Quimby Fee - Restricted	\$ 279,894.87	\$ 101,444.16	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 3,799,731.62	\$ 4,573,390.10	
Park Impact Fees	\$ 158.40	\$ -	
FCDP Checking	\$ 13,601.16	\$ 21,539.61	
<b>Total</b>	<b>\$ 4,312,675.37</b>	<b>\$ 5,354,494.07</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 255,579.08	\$ 221,078.59	
Capital Improvement	\$ 235,791.48	\$ 214,058.71	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
Capital - Designated Project	\$ -	\$ 16,397.94	
LAIIF - <b>Capital</b>	\$ 2,072,215.45	\$ 2,166,183.28	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,224,429.81</b>	<b>\$ 3,123,562.32</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,244.18	\$ 12,208.19	
LAIIF/Cal Trust - <b>Contingency</b>	\$ 1,682,152.19	\$ 94,682.29	
General Fund Checking	\$ 241,863.33	\$ 437,036.13	
<b>Total</b>	<b>\$ 1,936,259.70</b>	<b>\$ 543,926.61</b>	
<b>Total of all Funds</b>	<b>\$ 9,473,364.88</b>	<b>\$ 9,021,983.00</b>	<b>\$ 451,381.88</b>

	12/5/2021 Balance	12/31/2020 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 457,448.27	\$ 487,641.40	
457 Pension Trust Restricted	\$ 83,842.62	\$ 115,952.09	
Quimby Fee - Restricted	\$ 272,832.66	\$ 66,699.02	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 3,799,731.62	\$ 4,585,003.72	
Park Impact Fees	\$ 158.40	\$ -	
FCDP Checking	\$ 13,601.16	\$ 21,539.61	
<b>Total</b>	<b>\$ 4,627,614.73</b>	<b>\$ 5,692,256.98</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 240,174.32	\$ 821,514.81	
Capital Improvement	\$ 235,791.48	\$ 264,518.56	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
Capital - Designated Project	\$ -	\$ 16,397.94	
LAIIF - <b>Capital</b>	\$ 2,072,215.45	\$ 2,166,183.28	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,209,025.05</b>	<b>\$ 3,774,458.39</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,244.18	\$ 12,209.01	
LAIIF/Cal Trust - <b>Contingency</b>	\$ 1,382,152.19	\$ 2,944,682.30	
General Fund Checking	\$ 457,448.24	\$ 229,242.33	
<b>Total</b>	<b>\$ 1,851,844.61</b>	<b>\$ 3,186,133.64</b>	
<b>Total of all Funds</b>	<b>\$ 9,688,484.39</b>	<b>\$ 12,652,849.01</b>	<b>\$ (2,964,364.62)</b>

Pleasant Valley Recreation and Park District  
 Finance Report  
 November 2021

	Date	Amount	
Accounts Payables:	11/2021	\$ 871,508.87	
	<b>Total</b>	<b>\$ 871,508.87</b>	
Payroll (Total Cost):	11/10/2021	\$ 138,343.41	
	11/24/2021	\$ 137,808.46	
	<b>Total</b>	<b>\$ 276,151.87</b>	
Outgoing:Online Payments			
	11/1/2021	\$ 32,445.47	CALPERS- Health Insurance
	11/1/2021	\$ 437.85	VSP- Vision Insurance
	11/1/2021	\$ 1,600.96	The Hartford
	11/1/2021	\$ 2,245.67	The Guardian
	11/1/2021	\$ 378.84	Aflac
	11/10/2021	\$ 14,239.45	CALPERS- Ret.-PR-11/10/2021
	11/24/2021	\$ 14,730.38	CALPERS- Ret.-PR-11/24/2021
	<b>Total</b>	<b>\$ 66,078.62</b>	
	<b>Grand Total</b>	<b>\$ 1,213,739.36</b>	

### Ventura County Pool

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Ventura County Pool</b>	1.451%	1.293%	1.103%	.958%	.796%	.690%	.518%	.464%	.495%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Ventura County Pool</b>	.410%	.383%	.357%	.361%	.331%	.305%	.322%	.310%	.300%

- Rates are determined at the end of the month

### Local Agency Investment Fund (LAIF)

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Local Agency Investment Fund (LAIF)</b>	1.217%	.920%	.784%	.685%	.620%	.576%	.540%	.458%	.407%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Local Agency Investment Fund (LAIF)</b>	.357%	.339%	.315%	.262%	.330%	.221%	.206%	.203%	.202%

## Cal Trust

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Cal Trust</b>	.10%	.07%	.004%	.09%	.07%	.04%	.03%	.03%	.03%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Cal Trust</b>	.05%	.05%	.05%	.03%	.04%	.03%	.03%	.03%	.03%



**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: January 5, 2022**

**SUBJECT: FINANCE REPORT NOVEMBER 2021**

**RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for November 2021 for Fund 10, Fund 20, Fund 30, Fund 40, and Fund 50.

**ANALYSIS OF COMPARATIVE FINANCIAL THROUGH NOVEMBER 2021**

The District's Statements of Revenues and Expenditures for the period of July 1, 2021 through November 30, 2021, with a year-to-date comparison for the period of July 1, 2020 through November 30, 2020, are attached. The percentage rate used for the 2021-2022 fiscal year budget is 42% for Period 5 of the fiscal year.

**REVENUES**

Total revenue for the 5th month ending November 30, 2021 for Fund 10 (General Fund) has an overall increase of \$19,202 in comparison to fiscal year 2020-2021. This variance from prior year is not made up of just a few accounts; it is made up of the numerous accounts that include both increases and decreases.

Total revenue for the 5th month ending November 2021 for Fund 20 (Assessment District) is at 0.57% of budget. This is normal for the Assessment District as the Assessment District does not receive any significant revenue until the tax apportionment is received in December.

Fund 30, the Park Dedication Fund had no activity for the month of November 2021.

Fund 40, the Park Impact Fee Fund had no activity for the month of November 2021.

Fund 50, the Community Development Block Grant (CDBG) Fund – Food Share had no activity for the month of November 2021.

**EXPENDITURES**

Personnel Expenditures have increased by \$70,586 for fiscal year 2021-2022 in comparison to personnel expenses for the same time last year. This is due to two specific line items. Full Time Salaries #6100 and Employee Insurance #6130 have decreases and in November 2020, there was a payout to SEIU employees for wages and health insurance.

Service and Supply Expenditures for Fund 10 have increased \$97,927 in comparison to the same time as last year and is at 31.4% of budget.

Fund 20 is at 35.98% in Personnel and 37.31% in Service and Supplies.

Fund 30 had no activity in Personnel or Services and Supplies for the month of November 2021.

Fund 40 had no activity in Personnel or Services and Supplies for the month of November 2021.

Fund 50 activity in Personnel is at \$7,244 and Services and Supplies had no activity for the month of November 2021.

The capital projects in Fund 10 (General Fund) and Fund 30 (Quimby Fee Fund) have started to show progress and funds expended.

### **FISCAL IMPACT**

Overall, the financials show the District is under the approved budget for Fund 10 by 4.71% and under in Fund 20 by 4.73%.

### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for November 2021 for Fund 10, Fund 20, Fund 30, Fund 40 and Fund 50.

### **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of November 30, 2021, Fund 10  
(3 pages)
- 2) Financial Statement of Revenues and Expenditures as of November 30, 2021, Fund 20  
(1 page)
- 3) Financial Statement of Revenues and Expenditures as of November 30, 2021, Fund 30  
(1 page)
- 4) Financial Statement of Revenues and Expenditures as of November 30, 2021, Fund 40  
(1 page)
- 5) Financial Statement of Revenues and Expenditures as of November 30, 2021, Fund 50  
(1 page)

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apport - Cur Year Secured	5110-5240	\$ (120,907.09)	\$ (165,299.25)	\$ (157,773.07)	\$ (7,301,920.00)	\$ (7,144,146.93)	2.16%
Interest Earnings	5310	\$ -	\$ (12,981.32)	\$ (986.44)	\$ (14,928.00)	\$ (13,941.56)	6.61%
Hill Fire 2018	5465	\$ -	\$ (219,884.01)	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ -	\$ (1,100.00)	\$ (213.59)	\$ (2,200.00)	\$ (1,986.41)	9.71%
Bingo Revenue	5508	\$ -	\$ -	\$ (5,795.25)	\$ -	\$ 5,795.25	0.00%
Excess Bingo Funds	5509	\$ -	\$ -	\$ (2,653.60)	\$ -	\$ 2,653.60	0.00%
Contract Classes-Public Fees	5510	\$ (8,498.49)	\$ (20,984.75)	\$ (74,703.67)	\$ (68,380.00)	\$ 6,323.67	109.25%
Public Fees	5511	\$ (6,681.58)	\$ (9,592.25)	\$ (46,838.67)	\$ (244,121.00)	\$ (197,282.33)	19.19%
Public Fees-Entry Fees	5520	\$ (3,333.00)	\$ (2,019.00)	\$ (15,623.00)	\$ (25,840.00)	\$ (10,217.00)	60.46%
Vending Concessions	5525	\$ -	\$ -	\$ (367.32)	\$ (2,500.00)	\$ (2,132.68)	14.69%
Rental	5530	\$ (43,151.19)	\$ (51,288.00)	\$ (163,758.68)	\$ (261,412.00)	\$ (97,653.32)	62.64%
Cell Tower Revenue	5535	\$ (8,894.57)	\$ (40,549.95)	\$ (39,396.69)	\$ (91,704.00)	\$ (52,307.31)	42.96%
Parking Fees	5540	\$ (1,143.61)	\$ (3,262.99)	\$ (7,400.28)	\$ (7,012.00)	\$ 388.28	105.54%
Activity Guide Revenue	5555	\$ (1,700.00)	\$ (50.00)	\$ (1,700.00)	\$ (10,000.00)	\$ (8,300.00)	17.00%
Sponsorships/Donations	5558	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ (1,000.00)	0.00%
Staffing Cost Recovery	5563	\$ (3,452.00)	\$ (5,785.00)	\$ (10,578.25)	\$ (29,110.00)	\$ (18,531.75)	36.34%
Special Event Permits	5564	\$ (300.00)	\$ (300.00)	\$ (700.00)	\$ -	\$ 700.00	0.00%
Contributions	5570	\$ (1,424.55)	\$ (35,000.00)	\$ (51,568.40)	\$ (72,000.00)	\$ (20,431.60)	71.62%
Other Misc Revenue	5575	\$ (6,783.00)	\$ (12,596.00)	\$ (32,932.53)	\$ (54,880.00)	\$ (21,947.47)	60.01%
Credit Card Processing Fee	5576	\$ -	\$ (31.31)	\$ (67.75)	\$ -	\$ 67.75	0.00%
Cash Over/Under	5580	\$ -	\$ (40.00)	\$ (45.00)	\$ -	\$ 45.00	0.00%
Incentive Income	5585	\$ -	\$ (103.19)	\$ (426.81)	\$ (2,700.00)	\$ (2,273.19)	15.81%
Reimbursement - ROPS	5600	\$ -	\$ (74,556.06)	\$ (78,706.69)	\$ (125,000.00)	\$ (46,293.31)	62.97%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (17,610.38)	\$ -	\$ -	\$ -	0.00%
Surplus Carryover	5991	\$ -	\$ -	\$ -	\$ (16,397.00)	\$ (16,397.00)	0.00%
<b>Revenue</b>		<b>\$ (206,269.08)</b>	<b>\$ (673,033.46)</b>	<b>\$ (692,235.69)</b>	<b>\$ (8,331,104.00)</b>	<b>\$ (7,638,868.31)</b>	<b>8.31%</b>
<b>YTD Comparison</b>				<b>\$ (19,202.23)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 170,730.67	\$ 939,942.35	\$ 885,734.73	\$ 2,470,564.00	\$ 1,584,829.27	35.85%
Overtime Salaries	6101	\$ 1,387.98	\$ 5,714.61	\$ 5,062.27	\$ 23,594.00	\$ 18,531.73	21.46%
Car Allowance	6105	\$ 830.74	\$ 4,569.07	\$ 4,569.07	\$ 10,800.00	\$ 6,230.93	42.31%
Cell Phone Allowance	6108	\$ 1,024.14	\$ 5,844.21	\$ 5,674.77	\$ 15,420.00	\$ 9,745.23	36.80%
Part-Time Salaries	6110	\$ 35,658.78	\$ 70,025.72	\$ 163,167.00	\$ 479,525.00	\$ 316,358.00	34.03%
Retirement	6120	\$ 29,219.85	\$ 165,076.48	\$ 149,572.97	\$ 435,765.00	\$ 286,192.03	34.32%
457 Pension	6121	\$ 261.51	\$ 6,173.32	\$ 6,284.74	\$ 7,000.00	\$ 715.26	89.78%
Deferred Compensation	6125	\$ 365.56	\$ 1,952.06	\$ 1,869.29	\$ 4,752.00	\$ 2,882.71	39.34%
Employee Insurance	6130	\$ 22,304.69	\$ 155,649.55	\$ 102,552.13	\$ 343,440.00	\$ 240,887.87	29.86%
Workers Compensation	6140	\$ 12,153.00	\$ 24,581.32	\$ 60,390.70	\$ 188,202.00	\$ 127,811.30	32.09%
Unemployment Insurance	6150	\$ 39.41	\$ 9,556.00	\$ 39.41	\$ 40,000.00	\$ 39,960.59	0.10%
Loan - Pension Obligation	6160	\$ 22,018.17	\$ 102,813.33	\$ 110,090.83	\$ 264,218.00	\$ 154,127.17	41.67%
PERS Unfunded Liability	6170	\$ -	\$ 434,065.00	\$ 501,541.00	\$ 516,970.00	\$ 15,429.00	97.02%
<b>Personnel</b>		<b>\$ 295,994.50</b>	<b>\$ 1,925,963.02</b>	<b>\$ 1,996,548.91</b>	<b>\$ 4,800,250.00</b>	<b>\$ 2,803,701.09</b>	<b>41.59%</b>
<b>YTD Comparison</b>				<b>\$ 70,585.89</b>			
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 3,567.12	\$ 9,664.39	\$ 8,648.45	\$ 21,008.00	\$ 12,359.55	41.17%
Internet Services	6220	\$ 2,194.00	\$ 8,364.00	\$ 11,417.00	\$ 36,862.00	\$ 25,445.00	30.97%
IT Infrastructure	6230	\$ -	\$ 58.01	\$ 539.62	\$ 2,000.00	\$ 1,460.38	26.98%
Computer Hardware/Software	6240	\$ -	\$ 4,151.53	\$ 2,764.81	\$ 12,050.00	\$ 9,285.19	22.94%
Pool Chemicals	6310	\$ 293.38	\$ 741.00	\$ 1,557.39	\$ 8,250.00	\$ 6,692.61	18.88%
Janitorial Supplies	6320	\$ 2,219.44	\$ 12,150.01	\$ 9,851.01	\$ 48,408.00	\$ 38,556.99	20.35%
COVID - Supplies	6321	\$ -	\$ 2,681.65	\$ 80.44	\$ 5,600.00	\$ 5,519.56	1.44%
Kitchen Supplies	6330	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Food Supplies	6340	\$ -	\$ -	\$ 512.10	\$ 13,745.00	\$ 13,232.90	3.73%
Water Maint & Service	6350	\$ -	\$ 341.95	\$ 195.00	\$ 1,265.00	\$ 1,070.00	15.42%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 104,042.00	\$ 118,349.00	\$ 228,892.00	\$ 110,543.00	51.71%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	0.00%
Fuel	6510	\$ 4,551.24	\$ 17,489.79	\$ 18,184.83	\$ 51,600.00	\$ 33,415.17	35.24%
Vehicle Maintenance	6520	\$ 767.32	\$ 9,565.35	\$ 10,348.38	\$ 35,400.00	\$ 25,051.62	29.23%
Office Equipment Maintenance	6530	\$ -	\$ 116.89	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 972.64	\$ 8,684.95	\$ 9,025.60	\$ 88,000.00	\$ 78,974.40	10.26%
HVAC	6620	\$ -	\$ 2,382.14	\$ -	\$ 8,820.00	\$ 8,820.00	0.00%
Playground Maintenance	6630	\$ -	\$ -	\$ 1,054.87	\$ 40,000.00	\$ 38,945.13	2.64%
Turf Removal	6705	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
Grounds Maintenance	6710	\$ 8,825.48	\$ 20,917.46	\$ 29,736.39	\$ 86,220.00	\$ 56,483.61	34.49%
Tree Care	6719	\$ 2,002.50	\$ 1,346.63	\$ 19,327.50	\$ 30,000.00	\$ 10,672.50	64.43%
Fee Schedule	6727	\$ -	\$ -	\$ -	\$ 16,397.00	\$ 16,397.00	0.00%
Contracted Pest Control	6730	\$ -	\$ 460.00	\$ 100.00	\$ 2,520.00	\$ 2,420.00	3.97%
Rubbish & Refuse	6740	\$ 5,284.13	\$ 30,852.45	\$ 29,109.35	\$ 79,346.00	\$ 50,236.65	36.69%
Vandalism/Theft	6750	\$ -	\$ -	\$ 36.02	\$ 500.00	\$ 463.98	7.20%
Memberships	6810	\$ 8,195.00	\$ 11,885.00	\$ 12,590.00	\$ 14,435.00	\$ 1,845.00	87.22%
Office Supplies	6910	\$ 1,072.08	\$ 1,275.97	\$ 4,895.85	\$ 12,709.00	\$ 7,813.15	38.52%
Postage Expense	6920	\$ 5,507.60	\$ 537.65	\$ 6,203.45	\$ 12,700.00	\$ 6,496.55	48.85%

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Advertising Expense	6930	\$ -	\$ 900.00	\$ 900.00	\$ 2,490.00	\$ 1,590.00	36.14%
Printing Charges	6940	\$ -	\$ 3,822.47	\$ 2,773.75	\$ 14,123.00	\$ 11,349.25	19.64%
Registration Fees	6950	\$ 3,107.82	\$ 5,632.39	\$ 41,558.80	\$ 47,732.00	\$ 6,173.20	87.07%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 545,454.00	\$ 545,454.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 604.57	\$ 602.79	\$ 1,137.00	\$ 534.21	53.02%
Fingerprint Fees (HR)	7010	\$ 47.00	\$ -	\$ 284.00	\$ 2,640.00	\$ 2,356.00	10.76%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ 364.65	\$ 3,800.00	\$ 3,435.35	9.60%
Permit & Licensing Fees	7030	\$ 888.22	\$ 797.80	\$ 3,246.12	\$ 6,350.00	\$ 3,103.88	51.12%
State License Fee	7040	\$ -	\$ 657.50	\$ 48.75	\$ 1,000.00	\$ 951.25	4.88%
Professional Services	7100	\$ -	\$ -	\$ -	\$ 81,550.00	\$ 81,550.00	0.00%
Legal Services	7110	\$ 29,959.29	\$ 20,348.06	\$ 34,216.29	\$ 90,000.00	\$ 55,783.71	38.02%
Typeset and Print Services	7115	\$ -	\$ -	\$ -	\$ 24,300.00	\$ 24,300.00	0.00%
Instructor Services	7120	\$ 8,371.30	\$ 10,083.30	\$ 53,825.33	\$ 69,303.00	\$ 15,477.67	77.67%
PERS Admin Fees	7125	\$ 91.39	\$ 950.47	\$ 446.34	\$ 2,128.00	\$ 1,681.66	20.97%
Audit Services	7130	\$ 4,000.00	\$ 7,100.00	\$ 4,000.00	\$ 20,275.00	\$ 16,275.00	19.73%
Medical & Health Srvcs (HR)	7140	\$ -	\$ 400.00	\$ 100.00	\$ 8,670.00	\$ 8,570.00	1.15%
Security Services	7150	\$ 1,690.00	\$ 1,582.50	\$ 2,597.00	\$ 4,147.00	\$ 1,550.00	62.62%
Entertainment Services	7160	\$ -	\$ -	\$ 118.72	\$ 3,900.00	\$ 3,781.28	3.04%
Business Services	7180	\$ 678.22	\$ 33,592.24	\$ 38,352.28	\$ 67,660.00	\$ 29,307.72	56.68%
Umpire/Referee Services	7190	\$ 400.00	\$ -	\$ 740.00	\$ 1,500.00	\$ 760.00	49.33%
Subscriptions	7210	\$ -	\$ 1,457.65	\$ 39.96	\$ 3,723.00	\$ 3,683.04	1.07%
Rents & Leases - Equip	7310	\$ 1,357.12	\$ 912.05	\$ 3,760.53	\$ 24,000.00	\$ 20,239.47	15.67%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ (250.00)	\$ 60.00	\$ 310.00	-416.67%
Event Supplies	7410	\$ -	\$ -	\$ 687.99	\$ 3,330.00	\$ 2,642.01	20.66%
Supplies	7420	\$ -	\$ -	\$ 1,574.84	\$ 4,900.00	\$ 3,325.16	32.14%
Bingo Supplies	7430	\$ 584.57	\$ -	\$ 2,362.03	\$ 3,600.00	\$ 1,237.97	65.61%
Sporting Goods	7440	\$ 7.50	\$ 93.18	\$ 2,374.56	\$ 6,000.00	\$ 3,625.44	39.58%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 3,375.00	\$ 3,375.00	0.00%
Training Supplies	7460	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
Small Tools	7500	\$ 1,262.28	\$ 582.64	\$ 1,822.60	\$ 6,000.00	\$ 4,177.40	30.38%
Safety Supplies	7510	\$ -	\$ 214.88	\$ 865.06	\$ 2,550.00	\$ 1,684.94	33.92%
Uniform Allowance	7610	\$ 110.47	\$ 748.94	\$ 1,109.47	\$ 11,220.00	\$ 10,110.53	9.89%
Safety Clothing	7620	\$ -	\$ 578.41	\$ 150.00	\$ 4,764.00	\$ 4,614.00	3.15%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
Conference&Seminar Staff	7710	\$ -	\$ 1,046.32	\$ 4,564.00	\$ 24,896.00	\$ 20,332.00	18.33%
Conference&Seminar Board	7715	\$ -	\$ -	\$ 129.00	\$ 4,450.00	\$ 4,321.00	2.90%
Conference&Seminar Travel Exp	7720	\$ -	\$ -	\$ 1,149.83	\$ 14,718.00	\$ 13,568.17	7.81%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 1,221.94	\$ 2,420.00	\$ 1,198.06	50.49%
Private Vehicle Mileage	7730	\$ -	\$ 127.83	\$ -	\$ 3,892.00	\$ 3,892.00	0.00%
Buses/Excursions	7750	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	0.00%
Utilities - Gas	7810	\$ 2,894.50	\$ 5,647.10	\$ 9,246.80	\$ 30,414.00	\$ 21,167.20	30.40%
Utilities - Water	7820	\$ 68,367.31	\$ 445,821.74	\$ 370,363.21	\$ 899,999.00	\$ 529,635.79	41.15%
Utilities - Electric	7830	\$ 17,591.49	\$ 57,423.60	\$ 81,502.65	\$ 190,000.00	\$ 108,497.35	42.90%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 240.00	\$ 2,412.79	\$ 14,206.00	\$ 11,793.21	16.98%
Meals for Staff Training	7920	\$ -	\$ 377.88	\$ 257.22	\$ 3,500.00	\$ 3,242.78	7.35%
Employee Morale	7930	\$ -	\$ -	\$ 130.01	\$ 3,000.00	\$ 2,869.99	4.33%
COP Debt - PV Fields	7950	\$ 18,646.67	\$ 76,586.67	\$ 93,233.33	\$ 223,760.00	\$ 130,526.67	41.67%
Reserve Computer Fleet	7971	\$ -	\$ 2,083.35	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 3,053.75	\$ -	\$ 15,268.75	\$ 36,645.00	\$ 21,376.25	41.67%
Reserve Repair/Oper/Admin	7975	\$ 5,416.67	\$ 62,500.00	\$ 27,083.33	\$ 65,000.00	\$ 37,916.67	41.67%
Admin Fee/CC Refund 2020	8112	\$ -	\$ 11,486.84	\$ 275.00	\$ -	\$ (275.00)	0.00%
<b>Services and Supplies</b>		<b>\$ 213,977.49</b>	<b>\$ 1,002,109.20</b>	<b>\$ 1,100,036.79</b>	<b>\$ 3,502,788.00</b>	<b>\$ 2,402,751.21</b>	<b>31.40%</b>
<b>YTD Comparison</b>				<b>\$ 97,927.59</b>			
<b>Capital</b>							
Equip/Facility Replacement	8420	\$ 282.98	\$ -	\$ 282.98	\$ 64,730.00	\$ 64,447.02	0.44%
Community Center Marquee	8468	\$ -	\$ 3,997.52	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ 29,642.96	\$ -	\$ -	\$ -	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ 7,950.00	\$ -	\$ -	\$ -	0.00%
Fertilizer Injector System	8478	\$ -	\$ 50,447.93	\$ -	\$ -	\$ -	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ 13,200.00	\$ -	\$ -	\$ -	0.00%
ECAA Loan-Lighting Project	8483	\$ -	\$ -	\$ 52.50	\$ 190,000.00	\$ 189,947.50	0.03%
HVAC Conference Room	8485	\$ -	\$ -	\$ 7,414.00	\$ 15,000.00	\$ 7,586.00	49.43%
Pool Vacuum	8486	\$ -	\$ -	\$ 5,203.25	\$ 6,000.00	\$ 796.75	86.72%
Springville Parking Lot	8487	\$ -	\$ -	\$ 23,600.22	\$ 80,000.00	\$ 56,399.78	29.50%
Mission Oaks Parking Lot	8488	\$ 276.20	\$ -	\$ 276.20	\$ 100,000.00	\$ 99,723.80	0.28%
Tennis Court Lighting	8489	\$ 55,272.62	\$ -	\$ 55,272.62	\$ 140,000.00	\$ 84,727.38	39.48%
Senior Center Carpeting	8491	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Sr Ctr Upgrade to Sound Board	8492	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Bingo Console	8494	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Turf Sweeper	8495	\$ -	\$ -	\$ 8,189.10	\$ 8,190.00	\$ 0.90	99.99%
ADA Transition Plan	8496	\$ -	\$ -	\$ -	\$ 82,880.00	\$ 82,880.00	0.00%
<b>Capital</b>		<b>\$ 55,831.80</b>	<b>\$ 105,238.41</b>	<b>\$ 100,290.87</b>	<b>\$ 737,300.00</b>	<b>\$ 637,009.13</b>	<b>13.60%</b>

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
TOTAL EXPENSES		\$ 509,971.99	\$ 2,928,072.22	\$ 3,096,585.70	\$ 8,303,038.00	\$ 5,206,452.30	37.29%
TOTAL YTD COMPARISON				\$ 168,513.48			

**General Ledger**  
**Fund 20 Assessment District Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ (114.87)	\$ (116.06)	\$ (238.00)	\$ (121.94)	48.76%
Assessment Revenue	5500	\$ -	\$ (11,247.83)	\$ (6,849.52)	\$ (1,209,566.00)	\$ (1,202,716.48)	0.57%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ 11,355.29</b>	<b>\$ 6,944.89</b>	<b>\$ 1,209,804.00</b>	<b>\$ 1,202,859.11</b>	<b>0.57%</b>
<b>YTD Comparison</b>				<b>\$ (4,410.40)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 1,462.64	\$ 7,019.52	\$ 7,628.49	\$ 20,831.00	\$ 13,202.51	36.62%
Overtime Salaries	6101	\$ -	\$ 5.60	\$ 17.37	\$ -	\$ (17.37)	0.00%
Cell Phone Allowance	6108	\$ 13.86	\$ 20.79	\$ 76.23	\$ 178.00	\$ 101.77	42.83%
Retirement	6120	\$ 238.22	\$ 1,273.96	\$ 1,263.54	\$ 3,568.00	\$ 2,304.46	35.41%
Employee Insurance	6130	\$ 280.86	\$ 2,709.03	\$ 1,269.55	\$ 3,749.00	\$ 2,479.45	33.86%
Workers Compensation	6140	\$ 158.76	\$ 751.10	\$ 828.61	\$ 2,483.00	\$ 1,654.39	33.37%
<b>Personnel</b>		<b>\$ 2,154.34</b>	<b>\$ 11,780.00</b>	<b>\$ 11,083.79</b>	<b>\$ 30,809.00</b>	<b>\$ 19,725.21</b>	<b>35.98%</b>
<b>YTD Comparison</b>				<b>\$ (696.21)</b>			
<b>Services and Supplies</b>							
Incidental Costs - Assess	6709	\$ -	\$ 10,676.01	\$ 10,639.13	\$ 19,444.00	\$ 8,804.87	54.72%
Grounds Maintenance	6710	\$ 3,231.58	\$ -	\$ 3,231.58	\$ 15,000.00	\$ 11,768.42	21.54%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ 2,550.00	\$ 3,750.00	\$ 2,550.00	\$ 67,500.00	\$ 64,950.00	3.78%
Contracted LS Services	6720	\$ 43,760.59	\$ 210,411.40	\$ 178,505.83	\$ 465,913.00	\$ 287,407.17	38.31%
Park Amenities - Assess	6722	\$ 1,699.42	\$ 929.12	\$ 1,699.42	\$ 17,500.00	\$ 15,800.58	9.71%
Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
COP Debt - PV Fields	7950	\$ 44,146.67	\$ 218,983.33	\$ 220,733.33	\$ 529,760.00	\$ 4.16	100.00%
<b>Services and Supplies</b>		<b>\$ 95,388.26</b>	<b>\$ 444,749.86</b>	<b>\$ 417,359.29</b>	<b>\$ 1,118,687.00</b>	<b>\$ 392,305.20</b>	<b>37.31%</b>
<b>YTD Comparison</b>				<b>\$ (27,390.57)</b>			
<b>TOTAL EXPENSE</b>		<b>\$ 97,542.60</b>	<b>\$ 456,529.86</b>	<b>\$ 428,443.08</b>	<b>\$ 1,149,496.00</b>	<b>\$ 412,030.41</b>	<b>37.27%</b>
<b>TOTAL YTD COMPARISON</b>				<b>\$ (28,086.78)</b>			

**General Ledger**  
**Fund 30 Quimby Fee Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ (14,597.58)	\$ (56.83)	\$ (35,013.00)	\$ (34,956.17)	0.16%
MBS Interest Earnings	5320	\$ -	\$ (3,640.00)	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ (18,237.58)</b>	<b>\$ (56.83)</b>	<b>\$ (35,013.00)</b>	<b>\$ (34,956.17)</b>	<b>0.16%</b>
<b>YTD Comparison</b>				<b>\$ 18,180.75</b>			
<b>Expense</b>							
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Capital</b>							
Arneill Ranch Park Renovation	8464	\$ 517,684.88	\$ 6,180.00	\$ 839,306.42	\$ 1,477,651.00	\$ 638,344.58	56.80%
PVAC Restroom & Shower	8469	\$ -	\$ 35,249.13	\$ -	\$ -	\$ -	0.00%
Fertilizer Injector System	8478	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Community Center Kitchen	8480	\$ 29,783.93	\$ -	\$ 34,275.58	\$ 229,347.00	\$ 195,071.42	14.94%
Pickleball Sports Complex	8493	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	0.00%
<b>Capital</b>		<b>\$ 547,468.81</b>	<b>\$ 41,429.13</b>	<b>\$ 873,582.00</b>	<b>\$ 3,106,998.00</b>	<b>\$ 2,233,416.00</b>	<b>28.12%</b>

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,668,327.57	\$ 582,162.13	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 2,800,000.00	Comstock/Elacora	Mission Oaks	\$ 1,122,727.23	\$ 1,526,481.77	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,311,114.95</b>	<b>\$ 6,400,589.70</b>			<b>\$ 3,875,806.63</b>	<b>\$ 3,674,191.33</b>	

**General Ledger**  
**Fund 40 Park Impact Fee Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Park Impact Fees	5450	\$ (158.40)	\$ -	\$ (158.40)	\$ -	\$ 158.40	0.00%
<b>Revenue</b>		<b>\$ 158.40</b>	<b>\$ -</b>	<b>\$ 158.40</b>	<b>\$ -</b>	<b>\$ (158.40)</b>	<b>0.00%</b>



**General Ledger**  
**Fund 50 CDBG - Food Share**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
CDBG - Food Share	5577	\$ -	\$ -	\$ -	\$ (42,428.33)	\$ (42,428.33)	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,428.33</b>	<b>\$ 42,428.33</b>	<b>0.00%</b>

<b>Personnel</b>							
Full Time Salaries	6100	\$ 6,147.13		\$ 6,147.13	\$ -	\$ 6,147.13	0.00%
Retirement	6120	\$ 896.26		\$ 896.26	\$ -	\$ 896.26	0.00%
Employee Insurance	6130	\$ 58.44		\$ 58.44	\$ -	\$ 58.44	0.00%
Workers Compensation	6140	\$ 141.99		\$ 141.99	\$ -	\$ 141.99	0.00%
<b>Personnel</b>		<b>\$ 7,243.82</b>	<b>\$ -</b>	<b>\$ 7,243.82</b>	<b>\$ -</b>	<b>\$ 7,243.82</b>	<b>0.00%</b>

<b>Revenue Budget</b>	<b>\$ 42,428.33</b>
<b>Expense Total</b>	<b>\$ 7,243.82</b>
<b>Percent of Revenue</b>	<b>17.1%</b>



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Dylan Gunning, MPA, CPRP Administrative Analyst**

**DATE: January 5, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL OF MANAGED  
INFORMATION TECHNOLOGY SERVICES REQUEST  
FOR PROPOSALS**

**RECOMMENDATION**

It is recommended that the Board of Directors approve the Request for Proposals (RFP) for Managed Information Technology (IT) Services.

**BACKGROUND**

In 2017, the District embarked on a major upgrade of office infrastructure and IT equipment with the need for Managed Information Technology Services. In March of 2018, staff published an RFP and four companies submitted proposals. Our current IT service provider AllConnected Inc. won the contract and has been providing the District IT services ever since. The agreement expires on July 5, 2022. This RFP seeks to solicit responses from which the District can either establish a contract with a new vendor or update its contract with the existing vendor.

**ANALYSIS**

Modern office IT maintenance requirements lay outside of most typical administrative employees' skillsets, necessitating dedicated staff for troubleshooting, maintenance, and equipment management. Government agencies have generally responded to this fact of operating in two ways; developing in-house IT staff or retaining private contractors to manage their IT needs. For agencies the size of PVRPD, it is often more cost-efficient to contract these services with outside entities.

In order to meet these needs, the RFP includes seven different tasks to develop a comprehensive managed IT services contract as well as project the cost of needs that will enable future planning efforts. The six different tasks staff identified to accomplish this goal include:

1. Perform an IT Environment Evaluation
2. Determine Current and Future District IT Infrastructure and Service Needs
3. Identify Appropriate Cloud Backup Services for District Data
4. Evaluate Minimum District IT Service Requirements
5. (OPTIONAL) Identify User Training Opportunities
6. (OPTIONAL) Provide Software Recommendations for Increasing Staff Productivity and Security

The RFP also includes optional items as they are not determined necessary to achieve the base goal of a functioning and secure District IT ecosystem.

The RFP will open on January 10, 2022 and close on February 7, 2022 at 2:00 p.m.

### **FISCAL IMPACT**

There is no fiscal impact associated with this action, however, upon selection of a vendor, the District will be obligated to remit payment monthly in accordance with their contract. There may be additional costs incurred depending upon recommendations regarding staff training, new hardware, and new software. The 2022-2023 proposed budget has allotted \$36,862 for IT Services and Maintenance.

### **RECOMMENDATION**

It is recommended that the Board of Directors approve the Request for Proposals (RFP) for Managed IT Services required to improve the quality of the District's contract agreement in this area as well as improve District staff efficiency and security.

### **ATTACHMENTS**

- 1) RFP (18 pages)

# REQUEST FOR PROPOSAL

## Managed IT Services



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

**RFP responses are to be received until February 7, 2022**

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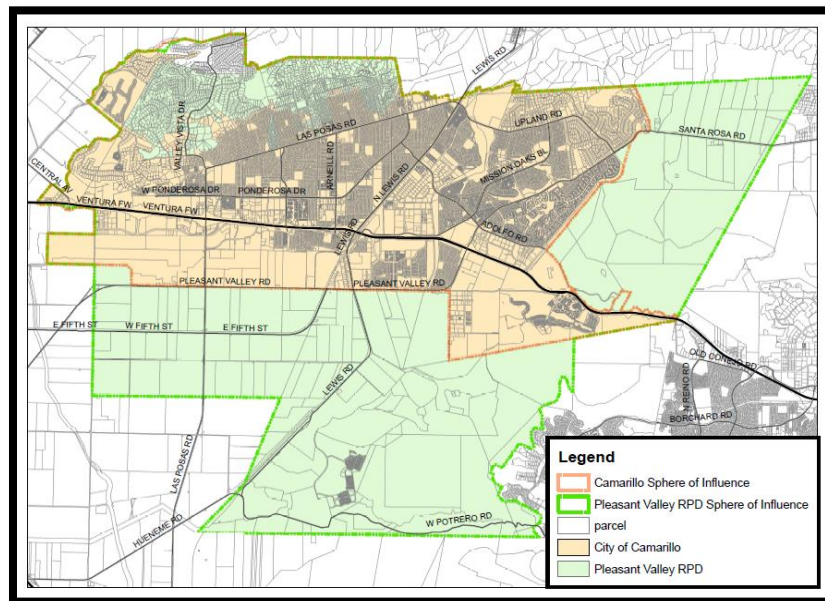
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## Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from qualified consulting firms to submit a proposal for Managed IT Services.

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 wider Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District encompasses the City of Camarillo (“City”) and surrounding areas, 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 60 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis courts, a running track, walking paths, premier soccer fields, hiking trails, a nature center, picnic pavilions, children’s play equipment, and barbecue areas.

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



## Project Background

This section will cover the following:

1. Physical Network Layout
2. Logical Network Layout
3. IT Enterprise Infrastructure, Hardware & Software Standards
4. Enterprise Applications
5. Current IT Services
6. Phone Support Environment

### 1. Physical Network Layout

The District’s network consists of four sites: The Community Center Admin Office, Senior Center, Parks Maintenance Office, and Aquatics Center. The core network infrastructure is housed at the Community Center. At each site, all workstations connect to the network over Ethernet. Public wi-fi is available at the Community Center and Senior Center and does not include access to the District’s internal network. An additional server is maintained at the Community Center providing storage for the District’s bookkeeping and accounting software. There are twenty-eight individual workstations.

### 2. Logical Network Layout

The District’s network has a traditional star topology with workstations at the Park Maintenance Office, Community Center, Senior Center, and Aquatics Center directly linked to a central server located at the Community Center.

### 3. IT Enterprise Infrastructure, Hardware & Software Standards

The District has identified the following IT standards for upgrades or new projects:

INFRASTRUCTURE	
Component	Standard/Version
SERVER	
Operating System	Microsoft Windows Server
PHONE	
VoIP, Voicemail	Yealink

SECURITY / RECOVERY	
Component	Standard/Version
CLOUD / HOSTED PLATFORM	
Data Transfer	Secure FTP & HTTPS
Security Standards	TLS

DESKTOP / MOBILE	
Component	Standard/Version
DESKTOP / LAPTOP COMPUTER	
Hardware	16 GB RAM minimum, Intel i7 CPU minimum
Operating System	Microsoft Windows 10 Professional
TABLET COMPUTER	
Operating System	Microsoft Windows, Android



OFFICE APPS / MESSAGING	
Email	Microsoft Exchange Online
Productivity	Office 365
MANAGED COPIER/PRINTER/SCANNER	
Multi-Function	Konica-Minolta
Laser Printers	Konica-Minolta

#### 4. Enterprise Applications

In addition to the standard Office Suite, District departments utilize the following enterprise applications:

Vendor	Product	System Purpose	Categories, Layers, or Modules
Amilia	Smart Rec	Recreation Software	Online Registration, Online Payments, Track Class Registration
Microsoft	Exchange Online	Email System	Enterprise Electronic Mail
Microsoft	Office 365	Office Productivity Suite	The fully installed applications include: Word, Excel, PowerPoint, OneNote, and Outlook
Springbrook	Springbrook Software v7	Financial System Human Resources	AP/AR, GL, Payroll, Purchasing, Fixed Assets, Cash Receipts, Bank Reconciliation, Financial Reporting, Budgeting, Time Keeping (electronic), Job/Pay Classification, Personnel Maintenance Benefits, Administration Position Control
Streamline	Streamline	District Website	Content management for web posting/calendars/documents, Web applications

#### 5. Current IT Services

The District contracts all major IT services out to one contractor except for one copier and two office printers, which are managed through Konica-Minolta. Of utmost importance among those services are the District’s server backup, network maintenance, and workstation maintenance.

#### 6. Phone Support Environment

Currently, the District does not have a formal help desk setup. IT calls are first routed through an internal staff member with IT familiarity and then elevated when necessary to the District’s current IT services Provider. Currently the District budgets for one call per month per employee.

## Project Goal

The intent in soliciting proposals is to accurately enumerate the District's managed IT services, obtain cost savings, and to allow for a competitive process while maintaining an acceptable level of quality and expertise for these critical IT service functions within the District.

In order to attain this purpose, the contractor will generally need to, at minimum: evaluate the suitability of the current hardware and software ecosystem for the District; identify any areas of obvious need; determine the approximate time and cost required to manage the District's current IT services; provide reasonable estimates of the cost of implementing the optional items within the project scope; and provide a limited number of case studies from similar efforts with an emphasis on financing the construction.

## Project Scope

A key objective in this project is to maintain the current level of IT services while examining areas for improvement and identifying opportunities for cost savings. Thus, this request will include many optional proposal opportunities. The following tasks provide a means for completing this objective.

### 1. Perform an IT Environment Evaluation

- I. District hardware asset inventory and analysis
- II. District software asset inventory and analysis

*Task Deliverables: A complete inventory and level of service analysis of the current IT environment.*

### 2. Determine Current and Future District IT Infrastructure and Service Needs

- I. Perform an IT environment evaluation
- II. Review and evaluate industry standards and trends

*Task Deliverables: The consultant shall prepare summary reports and supporting data for all activities.*

### 3. Identify Appropriate Cloud Backup Services for District Data

- I. Review comparable government agency solutions
- II. Verify data center geographic location

*Task Deliverables: Develop a list, including prices, comparing services offered by at least three different cloud backup Service Providers.*

### 4. Evaluate Minimum District IT Service Requirements

- I. Phone coverage for the District's phone support needs from the hours of 8 am to 5 pm PST, Monday to Friday
- II. PC or other computing device deployment, administration, and support; technical support of moves, adds and changes; application troubleshooting and support of office productivity tools such as

- Microsoft Word, PowerPoint, Excel, Adobe Acrobat and other common District-wide applications
- III. VPN Configuration between all locations and Road Warrior configuration
  - IV. Firewall and router maintenance at three office locations
  - V. Main file server, remote file server, accounting server, and legacy server maintenance and support
  - VI. Public wireless access maintenance
  - VII. Layer two switching equipment maintenance and support
  - VIII. Annual software account maintenance

*Task Deliverables: Develop a summary report that breaks down the staffing needs and costs required to perform these basic services.*

**5. (OPTIONAL) Identify User Training Opportunities**

- I. Provide a list of group training programs suitable for the District's size and employee skill-level with a focus on common District tools, particularly Office 365 apps the District currently may be underutilizing

*Task Deliverables: Develop an electronic class list of available training opportunities with the ability to be sorted by skill level, time offered, and relevant application. Additionally, provide a calendarized copy of the list.*

**6. (OPTIONAL) Provide Software Recommendations for Increasing Staff Productivity and Security**

- I. Online job applications
- II. Record management
- III. License and agreement tracking
- IV. IT documentation/inventory management

*Task Deliverables: Develop a comprehensive report including a la carte cost estimates, examples of systems in use by other recreation agencies/districts and include justifications for software recommendations.*

As part of this RFP, PVRPD has requirements for the following services. Staff realizes that not every PROVIDER will be able to provide all the services listed below, but the District encourages you to respond regardless.

- **Server & Network System Monitoring:** The Provider must provide 24x7 monitoring of PVRPD's server & network system with proactive communication and escalation protocols based on the severity of any unscheduled outages.

- **Patch Management Services & Preventative Maintenance:** The Provider must provide management of critical security and system patches to all servers and systems on the network to ensure PVRPD's IT/OT systems and resources are properly managed and maintained.
- **Business Continuity and Disaster Recovery:** The Provider must be able to support PVRPD's ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organizational constituents. In addition, backup and redundancy should be used to support this need.
- **Remote Backup:** The Provider must execute a nightly backup plan for the critical servers, including a regularly tested recovery process.
- **Email/Collaboration System Management:** PVRPD requires the management and administration of its cloud-based MS-Exchange email system, MS Office 365, MS Teams environments for all users.
- **Antivirus, AntiSpam & Antispyware Protection:** Maintain PVRPD's existing defenses against security threats including phishing, malware, spam, viruses and to provide recommendations for enhancements to its existing cyber security systems.
- **On-Site Support:** When needed, the PROVIDER should have the ability to deploy onsite resources to assist in issues which cannot be resolved through remote access to in-house systems.
- **Networking Support:** PVRPD requires proactive management and monitoring of our switches, firewalls, routers and Wi-Fi systems, and other networking equipment as identified by PVRPD.
- **Security Systems Monitoring:** Provider must provide proactive monitoring and management of PVRPD's security systems, including firewalls, intrusion prevention, secure remote access, and any implementations of advanced security solutions PVRPD may utilize.
- **Vendor Management:** The Provider should be able to manage other vendors which may be contracted for by PVRPD and serve as the key point of contact unless escalated.
- **Warranty and Asset Inventory Management:** PVRPD expects the PROVIDER to maintain hardware and asset inventory that includes Desktops, Laptops, Servers, Printers/Scanners, Fax Machines, and notify PVRPD of any potential service or warranty issues. The Provider must also assist with managing the lifecycle of PVRPD devices and maintain an equipment inventory to ensure systems are always current.
- **Software Licensing Control:** Oversight of renewal of software application licensing, third-party support contracts, trusted authority SSL certificates and maintenance of appropriate documentation.
- **Procurement Management:** The Provider must assist with the selection of commercially rated equipment, order placement, order tracking, shipping, equipment returns, and sourcing and ordering of replacement parts.
- **PC Deployment:** Delivery and setup of machines on-site if unable by PVRPD support staff.
- **Desktop and Laptop Support:** Provider must include their ability to support existing and future desktop and laptop hardware. This includes maintenance and repair, replacement for failed equipment, and the acquisition and provisioning for new equipment as needed.
- **Printers, Copiers, and Scanners:** The PROVIDER must be able to support existing printers, copiers and scanner-related network-printing issues.
- **Desktop Software Standardization and Software Licensing and Upgrades:** PROVIDER must have a process for identifying standardization and management of desktop images

and ensuring that staff are using current products as well as current OS and browser versions.

- **Lifecycle Management of Hardware Units:** The Provider should have processes for end-of-life notification, replacement, and asset decommissioning/disposal.
- **Break Fixes and Installation:** The Provider should offer planned and on-call break/fix services, including emergency response to server issues.
- **Move, Add, Change (MAC):** PVRPD is looking for the Provider to help with any changes to the location, configuration of existing equipment or software, and installation of additional equipment or software as needed.
- **Mobile Device Support:** In addition to laptops and desktops, some staff use tablets. The PROVIDER will need to support secure provisioning (and ongoing support of that provisioning) of any mobile device into the company network.
- **Reporting:** The Provider should provide relevant reporting not only based on their performance from a help desk perspective but also regarding system health, uptime, and assist in keeping an accurate hardware inventory to inform ongoing planning of maintenance, warranties, and refresh schedules. Please recommend a level and frequency of reporting, with reference to experience, that has worked well for previous/existing clients.
- **Technology Strategy Planning:** The Provider will work with PVRPD staff to develop a long-term strategic technology plan that specifically defines needs and costs. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mission plan.
- **Account Management:** The Provider must offer an internal escalation process in tandem with PVRPD to ensure the ability to have multiple points of contact available if needed depending on the items or issue encountered.
- **Project Management:** The Provider should be able to offer project management and technical engineering resources to assist with technical projects as identified by the Provider or PVRPD.
- **Solution Design:** The Provider must provide solution packages (e.g., hardware, software, licensing) and associated consolidation of data.
- **Service Levels:** It is anticipated that PVRPD and the Provider will coordinate on the development of objectives and expected levels of service and that the PROVIDER will report back to PVRPD these levels of service on a regular basis.
- **Hosting:** The Provider should offer services relative to hosting or co-location of equipment, either directly or through partners.
- **Onboarding of PVRPD Staff:** On occasion, District staff turnover will involve new PVRPD staff being assigned the role of onsite IT support. The Provider must have processes and procedure in place for onboarding PVRPD team members who acts as onsite IT support to get them up to speed in a timely and efficient manner if the need arises.
- **Compliance:** The Provider must use systems that comply with published Payment Card Industry Security (PCI) Standards. In addition, the Provider should also support rules and regulations as provided by relevant governing organizations as identified by regulatory or grant based requirements.
- **Scalability:** The Provider must be able to offer a model where scaling up or down from a systems and cost perspective is simple and nimble.

- **Multi-Factor Authentication (MFA):** Provider must be able to provide and manage a Multi-Factor Authentication (MFA) solution to provide an easy-to-use method to verify user identities at login and to protect logins with multi-factor authentication.
- **Vulnerability Testing:** The Provider should offer vulnerability tests, both internally and externally, to determine what flaws and potential threats exist from the outside, or perimeter, of PVRPD's IT and OT networks.
- **Managed Security Operation Center (SOC):** The Provider should offer Managed SOC-as-a-Service to monitor PVRPD's environment and ensure proactive detection and response to threats, intrusions, and attacks.
- **Special Projects:** The Provider should offer support as needed in the planning, development, and execution of special projects related to Informational and Operational Technology.
- **Presentations:** From time-to-time, the Provider may be required to develop and present presentations to PVRPD's Board of Directors for informational purposes related to IT/OT plans and projects.

District staff intends to work closely with the selected consultant throughout this process to refine the scope of work as is appropriate to complete the objectives of the assessment.

## Proposal Submittal Requirements

1. Questions: Inquiries concerning the RFP should be addressed on or before 2:00 p.m. January 24 to:

**Dylan Gunning, Administrative Analyst at [dgunning@pvrpd.org](mailto:dgunning@pvrpd.org)**

Proposal Submission: This Request for Proposals (RFP) cannot identify each specific task required to successfully implement this project. The District relies on the experience, professionalism, and competence of the proposing firm to be knowledgeable of the general areas identified in the project description and of professional expectations for this sort of work. This includes but is not limited to required tasks and subtasks, personnel commitments, work hours, direct and indirect costs, etc. to complete the tasks and subtasks.

*Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the consultant's lack of cost consciousness. Elaborate artwork, expensive paper, and expensive visual and other presentations are neither necessary nor desired.*

2. Four (4) copies of the proposal, plus an electronic version must be submitted containing the following elements:
  - Cover letter

- Previous project history, including the firm's specific role in the project. Include key personnel that worked on each project listed for the firm. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
- A brief narrative that indicates the management structure of the firm, tenure of management, and ownership of the firm.
- The resumes of professional personnel who will be working on this project and their specific responsibilities. The firm's project manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.
- A narrative briefly describing the proposed approach, using general descriptions for the activities and how this approach will ensure timely completion of the project. Also, supply a workflow diagram with performance milestones and relative time frames for completion.
- A summary and description of the methodologies that will be utilized to accomplish the overall goal of this project.
- A client reference list from previous projects of similar scope and magnitude. The list should include key personnel, contact information, and their position within the agency.
- A hyperlink or hardcopy of similar projects completed by the firm.
- An itemized cost proposal for each task and subtask with a schedule of the firm's hourly rate. This must be included in a separate sealed envelope.
- A disclosure of all personal, professional, or financial relationships with any officer or employee of the District.
- Completion of Attachment A & Attachment B.

Failure to comply with the terms of this provision 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.

## Firm Selection Process

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 may reject any proposal if it is conditional, incomplete, or contains irregularities. The District may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the consultant from compliance with the contract requirements if the consultant is awarded a contract. The District will evaluate all proposals and may elect to set up interviews to help identify the most qualified firm. The proposals will be evaluated on a variety of factors including but not limited to:

### **Past Performance Record**

Experience in work of similar complexity and scale. Efficiency and timeliness in completion of projects. Experience in projects completed for public entities.

### **Staffing Capabilities / Technical Competence**

Familiarity with applicable codes and regulations. Training and proven expertise in the area of work required.

### **Approach to Work**

Methodology to be implemented to address and coordinate the various elements within the project.

### **Quality Control**

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

### **Ease of Use**

Final report shall contain enough technical detail to satisfy District staff, but also contain summaries and figures that will easily communicate its message to elected officials and the public.

### **Creativity**

The District recognizes the complexity of this project and encourages the creativity in firms to accomplish the overall goal of this project.

### **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.



### Right to Reject

The District reserves the right to accept and or reject any or all proposals submitted, and or request additional information from all proposers. The District also reserves the right to modify, any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

### Project Schedule

RFP Schedule		Date/Time
1	District Issues RFP	January 10, 2022
2	Deadline for Written Questions	January 24, 2022
3	District Issues Responses to Written Questions	January 28, 2022
4	Deadline for Submitting a Proposal	February 7, 2022 @ 2pm
5	Short-list Vendor Interviews and Presentations	February 14 –28, 2022
6	Authorization of Award to Most Responsive Vendor	March 7, 2022
7	Contract Negotiations	March - May 2022
8	Project Start Date	July 2022

### Additional Information

All responses to this RFP will become the property of Pleasant Valley Recreation and Park District. All proposals and any subsequent contract will be subject to public disclosure per the “California Public Records Act,” California Government Code, sections 6250-6270, once the District has awarded the contract resulting from this solicitation.

The District will review and evaluate all proposals. The District reserves the right to request one or more oral interviews of any respondents prior to the final selection. The District assumes no liability for any cost incurred by any firm in the preparation of its proposal in response to this RFP, or presentation of the proposal or subsequent interview(s), nor for obtaining any required insurance. The District reserves the right to negotiate all final terms and conditions of any contract as necessary to more closely match District needs.

# Attachment A

*[PROVIDER’s completing the RFP must fill out this section.]*

## RFP Response Form: Corporate Information

Please provide the following information about your company.

1.0 Company Profile		
1.1	Company Name	
1.2	Company Address	
1.3	Contact Information (Party responsible for responding to this RFP)	
1.4	Company Webpage	
1.5	Main Products / Services	
1.6	Main Market / Customers	
1.7	Number of Years in the Market	
1.8	When did you first start providing similar solutions?	
1.9	Company location(s)	
1.10	Number of Employees	
1.11	Number of Employees in Account Management	
1.12	Number of Employees in Technical Support	
1.13	Notable Acquisitions	
1.14	Key Business Partnerships	

# Attachment B

*[PROVIDER's completing the RFP must fill out this section.]*

## RFP Response Form: Technical Questions

Please provide responses to the questions below to the best of your ability.

<b>1.0 General</b>	
1.1	<p><b>Q. What are the general types of organizations your clients represent?</b></p> <p>A.</p>
1.2	<p><b>Q. Why do you believe that you are a good fit for our organization?</b></p> <p>A.</p>
1.3	<p><b>Q. Describe your onboarding/implementation process and approach if you were selected?</b></p> <p>A.</p>
1.4	<p><b>Q. Do you conduct Quarterly Business Reviews (QBRs) and what is the nature of those meetings?</b></p> <p>A.</p>
1.5	<p><b>Q. How do you typically work with IT Management as clients who have staff members?</b></p> <p>A.</p>
1.6	<p><b>Q. What do you feel your overall strengths and differentiators are?</b></p> <p>A.</p>
1.7	<p><b>Q. Do you serve clients with 24 X 7 requirements?</b></p> <p>A.</p>
1.8	<p><b>Q. What services do you offer besides the core services of a Managed Service Provider?</b></p> <p>A.</p>
1.9	<p><b>Q. What type of training do you offer either during onboarding or ongoing?</b></p> <p>A.</p>
1.10	<p><b>Q. What do you feel are your biggest hurdles to a successful relationship?</b></p> <p>A.</p>
1.11	<p><b>Q. What training resources are available for team members?</b></p> <p>A.</p>
1.12	<p><b>Q. What type of general expertise can you provide in key technology areas?</b></p> <p>A.</p>

1.13	<p><b>Q. What IT and/or Cyber Security certifications do your staff hold (e.g. MCSE, CCNA, NSE, Security+, etc.)?</b></p> <p>A.</p>
1.14	<p><b>Q. What differentiates your organization from your competitors in the marketplace?</b></p> <p>A.</p>

<b>2.0 Processes</b>	
2.1	<p><b>Q. Do you use in-house or contracted resources for services?</b></p> <p>A.</p>
2.2	<p><b>Q. Describe your process for migrating the District to your organization.</b></p> <p>A.</p>
2.3	<p><b>Q. What District resources would you require (i.e., information, data, staff resources, communication) during initial migration and on an ongoing basis?</b></p> <p>A.</p>
2.4	<p><b>Q. Outline the methods by which clients can access you (i.e. online, by phone, etc.).</b></p> <p>A.</p>
2.5	<p><b>Q. Describe the escalation and account management process.</b></p> <p>A.</p>
2.6	<p><b>Q. Where is/are your support center(s) located?</b></p> <p>A.</p>
2.7	<p><b>Q. How involved is your team with creating project plans/testing during technical projects?</b></p> <p>A.</p>
2.8	<p><b>Q. Do you follow Information Technology Infrastructure Library (ITIL) or other processes aligned with industry-standard practices?</b></p> <p>A.</p>
2.9	<p><b>Q. Do you participate in drills or tests i.e. Disaster Recovery, Incident Response, etc.?</b></p> <p>A.</p>
2.10	<p><b>Q. How do you notify users of maintenance windows or system outages?</b></p> <p>A.</p>
2.11	<p><b>Q. What types of diagrams would you typically create/maintain?</b></p> <p>A.</p>

2.12	<p><b>Q. Do you offer knowledge bases for common issues and how are they utilized?</b> A.</p>
2.13	<p><b>Q. How often do you conduct Disaster Recover (DR) testing?</b> A.</p>

<b>3.0 Technology</b>	
3.1	<p><b>Q. What types of monitoring agents would you use for end-user devices?</b> A.</p>
3.2	<p><b>Q. What is the back-end help desk system you use?</b> A.</p>
3.3	<p><b>Q. Do you offer managed firewalls or other managed technology?</b> A.</p>
3.4	<p><b>Q. Do you offer Mobile Device Management (MDM) or other mobile management technology?</b> A.</p>
3.5	<p><b>Q. Do you offer a Security Information and Event Management (SIEM) or other security-based technology?</b> A.</p>
3.6	<p><b>Q. Do you have tools to provide system uptime metrics?</b> A.</p>
3.7	<p><b>Q. What tools do you use for network monitoring?</b> A.</p>
3.8	<p><b>Q. What tools do you use for system monitoring or general health level of end-user devices?</b> A.</p>
3.9	<p><b>Q. Do you offer or partner for laptop encryption?</b> A.</p>
3.10	<p><b>Q. If hosting/co-location is an option please describe details of option i.e. services, vendor partners, etc.</b> A.</p>

<b>4.0 Support</b>	
<b>4.1</b>	<p><b>Q. Describe fully your technical support options including the assistance request process, escalation process, support hours, response times, staffing levels, staff expertise, and physical location of the help desk.</b></p> <p>A.</p>
<b>4.2</b>	<p><b>Q. Please provide details on your standard reporting capabilities.</b></p> <p>A.</p>
<b>4.3</b>	<p><b>Q. Describe any documentation and support (e.g., user manuals, online help, interactive demos, web-based seminars, and online knowledge base) that will be available, both from the technical perspective and the end-user perspective.</b></p> <p>A.</p>
<b>4.4</b>	<p><b>Q. What options are available for user training and technical training that may be required by staff?</b></p> <p>A.</p>
<b>4.5</b>	<p><b>Q. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might PVRPD benefit from this process?</b></p> <p>A.</p>
<b>4.6</b>	<p><b>Q. PVRPD’s user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills.</b></p> <p>A.</p>

<b>5.0 Pricing &amp; Contracts</b>	
<b>5.1</b>	<p><b>Please attach cost estimates and worksheets to support estimates. Itemize non-recurring and recurring costs. Recurring costs should be quoted as per user per month costs. Other pricing models may be provided as an option.</b></p>

<b>6.0 References</b>	
<b>6.1</b>	<p><b>Please provide at least three references for customers with similar operations to the proposed solution. Include contact names, phone numbers, email addresses and industry.</b></p>

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Dylan Gunning, Administrative Analyst**

**DATE: January 5, 2022**

**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. This policy was updated on June 2, 2021

**ANALYSIS**

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to 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 June 2, 2021, staff has compiled the attached list for board review.

**FISCAL IMPACT**

This action will have no fiscal impact on the FY2021-2022 budget.

**RECOMMENDATION**

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

**ATTACHMENTS**

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



## Pleasant Valley Recreation and Park District

### Surplus Supplies and Equipment List

Equipment	Model	Serial #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
Desktop Computer 0028	Dell Optiplex 780	9R6ZPN1	Y	Fair	Unknown	\$0.00		E-Waste
Desktop Computer 0009	Dell Optiplex 7010	21243491606	Y	Fair	Unknown	\$0.00		E-Waste
Monitor	Dell	CN-OT808R-64180-13A-02HL	N	Not working	Unknown	\$0.00		E-Waste
Calculator	Canon MP11DX	21383134	N	Not Working	Unknown	\$0.00		E-Waste
Calculator	Canon MP11DX	A 2694184	N	Not Working	Unknown	\$0.00		E-Waste
Cell Phone	Kyocera	805-432-0221 Duty Phone	Y	Fair	Unknown	\$0.00		E-Waste
Cell Phone	Kyocera	805-432-0152 Sports	Y	Fair	Unknown	\$0.00		E-Waste



**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: January 5, 2022**

**SUBJECT: CONSIDERATION TO APPROVE AND AWARD AUDIT SERVICES CONTRACT AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE CONTRACT WITH MOSS, LEVY AND HARTZHEIM**

**SUMMARY**

In January 2021, the Board of Directors held a Strategic Plan Workshop and one of the strategic components was to “evaluate management and financial service providers”. The District is reaching the end of a multi-year contract with Moss, Levy and Hartzheim (MLH), which started July 1, 2013 and will end June 30, 2022. To secure auditing services, approval of the proposal from Moss, Levy and Hartzheim for audit services is recommended.

**BACKGROUND**

In 2013, 2014 and 2015, the District entered into 1-year contracts with Moss, Levy and Hartzheim for auditing services. In 2016, the District entered into a multi-year contract with MLH with a fiscal year end date of June 30, 2018. In 2018, the District entered into another multi-year contract with MLH with a fiscal year end date of June 30, 2021.

The Government Finance Officers Association recommends that governmental entities enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors to minimize the potential for disruption in connection with the independent audit.

The District is currently at the end of its multi-year contract with Moss, Levy and Hartzheim and in the interest of maintaining an independent auditor and benefiting from a different perspective, the District issued a Request for Proposals for Professional Auditing Services on October 2, 2021. Five various accounting firms were sent the RFP. The request calls for a three-year agreement, with the option of extending the contract for an additional two (2) years. Submittals were due to the District on November 5, 2021 and the only one received was from the District’s current auditing firm of Moss, Levy and Hartzheim.

**ANALYSIS**

Staff reviewed the proposal for audit services, and it was determined that MLH met all of the requirements listed within the RFP. For the fiscal year end June 30, 2021 audit, the District will pay MLH \$11,315, which includes the pre-audit, final audit, and travel expenses. There is an expense line for a “single audit” in the table. Currently, the District does not have the need for a

single audit, but in the event the District spends \$750,000 or more of federal funds in a fiscal year, a single audit would be needed.

The table below will show the audit proposal pricing for the current and future fiscal years:

<b>Fiscal Year</b>	<b>FY 20/21 (Current)</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>
Basic Audit	\$11,315	\$10,575	\$10,785	\$11,000	\$11,000	\$11,000
Single Audit	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Total	\$11,315	\$12,075	\$12,285	\$12,500	\$12,500	\$12,500

In the past staff has been asked by the Board of Directors if the District can continue to use one auditing firm for over a lengthy period of time. Staff checked with District Counsel and in 2012, AB 1345 was adopted and Government Code §12410.6 was added. This government code states:

**12410.6.**

*(a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.*

*(b) Commencing with the 2013–14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.*

*For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013–14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.*

Since 2013, MLH changes out the lead auditor along with the audit team to stay in compliance with Government Code §12410.6.

**FISCAL IMPACT**

There is no immediate fiscal impact associated with this action as this year’s audit is complete. The funding for the audit services will be approved in the FY 2022-2023 budget and future budgets. The total fiscal impact over the course of the three-year agreement is \$36,860 and for a five-year period is \$61,860.

**STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 1.2.C: Utilize best accounting practices and forecast and optimize revenue while controlling expenditures.

Periodically evaluate management and financial services providers (auditors, banking, investing, insurance).

**RECOMMENDATION**

It is recommended that the Board approve and authorize the General Manager to enter into an agreement with Moss, Levy and Hartzheim for audit services for three years with a two-year extension upon written amendment.

**ATTACHMENTS**

- 1) Proposal for Audit Services (24 pages)
- 2) Draft Professional Services Agreement (14 pages)

**Pleasant Valley Recreation & Park District**

**AUDIT PROPOSAL**

For Fiscal Years Ending June 30, 2022 through June 30, 2025  
With optional years 2026 and 2027

**Submitted By:**

Moss, Levy & Hartzheim LLP  
2400 Professional Parkway, Suite 205  
Santa Maria, CA 93455  
Phone: 805.925.2579  
Fax: 805.925.2147

**Submitted On:**

November 5, 2021

**Contact Person:**

Travis Hole, CPA  
thole@mlhcpas.com

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
AUDIT PROPOSAL  
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Pleasant Valley Recreation & Park District  
Attn: Leonore Young, Administration Services Manager  
1605 E. Burnley Street  
Camarillo, CA 93010

We are pleased to respond to the Pleasant Valley Recreation & Park District's Request for Qualifications for independent auditing services. We have prepared our proposal to address each specification included in the District's Request for Qualifications.

After 61 years in public accounting and more than 43 years of performing nonprofit and local governmental audits, it is extremely gratifying to witness the continued growth of Moss, Levy & Hartzheim LLP. The firm has evolved from a one-person operation to a regional public accounting firm with offices in Beverly Hills, Santa Maria, and Culver City with clients throughout the State of California, as well as thirty-one other states. We, and the entire staff, are pleased with not only the continuing development of the firm, but also the progress and economic health of our clients. We understand that governmental accounting is a specialized industry with its own accounting standards and requirements and that is why we strive to constantly improve the quality of our professional services. This degree of dedication coupled with our ability to inform our clients of any new accounting and auditing issues is paramount to our success.

We feel that our size is such that we are large enough to provide a broad spectrum of services and experience backed by an in-house training program, professional development courses, and an extensive professional library, yet not so large as to become impersonal and rigid. Our informal style allows us to be flexible enough to complete our audits in a timely manner that is the most convenient for each client. Also, this style allows us to be more accessible to our clients when our clients have questions or concerns.

It is our understanding that we will be responsible for expressing an opinion on the Pleasant Valley Recreation & Park District's financial statements in conformity with accounting principles generally accepted in the United States of America. It is also our understanding that we will be responsible for the following:

1. An auditor's opinion letter on the fair presentation of the financial statements of the District in accordance with auditing standards generally accepted in the United States of America.
2. A report on fair presentation of supplemental information contained in the report to the financial statements taken as a whole.
3. A report on the study and evaluation of the Pleasant Valley Recreation & Park District's system of internal accounting controls as required by general accepted auditing standards, the standards for financial and compliance audits contained in the US General Accounting Office *Standards for Audits of Governmental Organizations, Programs, Activities and Functions*, and the provisions of the US Office Management and Budget's Super Circular, *Audits of State, Local Governments, and Non-Profit Organizations*.
4. We will set forth areas of material weakness in the internal control system, make comments on areas of possible improvement in systems, procedures, and management practices of the District; and identify areas of apparent violations of financial and accounting related regulatory provisions.
5. We will discuss with the District any factors that may be discovered which would prevent the auditors from issuing an unmodified opinion of the financial statements and allow the District the opportunity to arrive at a timely resolution acceptable to both.
6. We will prepare general purpose financial statements plus such other supplemental information as required by State and Federal agencies.
7. We will be available throughout the year to provide limited assistance to the District in explaining audit findings and recommendations and to discuss any items, which may impact the ensuing years' audit covered by this proposal.
8. We will deliver the final audit by December 15, 2022 unless arranged for at an earlier date by the District.

9. We will schedule a pre-audit conference and a post-audit conference unless the District waives this requirement.

10. We will prepare and file the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations (Form SF-SAC).

We will make all communications to the District as required by the audit standards under which the engagement is performed. Those communications include, but are not limited to:

1. The auditors' responsibility under auditing standards generally accepted in the United States of America.
2. Significant accounting policies.
3. Management's judgment and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.
10. Errors, irregularities, and illegal acts.

We will be available to present our audit plan prior to beginning fieldwork.

All work papers and reports will be retained, at our expense, for a minimum of seven years (or the retention timeframe established by the professional standards, whichever is longer) unless the firm is notified in writing by the District of the need to extend the retention period. The work papers are subject to review by state and county agencies and other individuals designated by the District. Accordingly, the workpapers will be made available upon request.

In addition, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review workpapers, at your request.

All adjusting journal entries made by us will be discussed and explained to the designated personnel prior to recording. They will be in a format that shows the lowest level of posting detail needed for data entry in the general ledger systems.

If convenient for the District's staff, the approximate target dates for an audit would be as follows:

1. Preliminary audit entrance conference with staff and the District General Manager – July 1
2. Detailed audit plan – July 1
3. Interim Fieldwork – August 18-20
4. Year-End Audit Fieldwork- October 4-7
5. Comments from District staff Due – November 26
6. Issue draft report and management letter – December 15
8. Presentation at the District board meeting – after issuing final report.

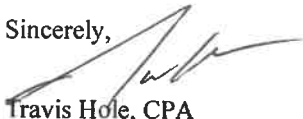
Minimal assistance of the District's staff is required during the course of the audit, however, we ask that the District provide the following: cooperation in answering questions, requested audit confirmations, bank reconciliations, trial balance at June 30, 2021, detailed general ledger for the fiscal year, and other original documentation supporting amounts and disclosures in the financial statements. Also, with the District's approval, our audit team can retrieve and re-file supporting documents, including invoices. We feel this approach minimizes the disruption of the District's routine.

This proposal is a firm and irrevocable offer until January 5, 2022.

Thank you for your consideration and please do not hesitate to contact the authorized representative listed below with any questions, problems, or concerns.

Travis Hole, CPA  
Partner  
2400 Professional Parkway, Ste. 205  
Santa Maria, CA 93455  
(805) 925-2579

Sincerely,



Travis Hole, CPA

# PLEASANT VALLEY RECREATION & PARK DISTRICT AUDIT PROPOSAL

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## LICENSE TO PRACTICE IN CALIFORNIA

Moss, Levy & Hartzheim LLP is a properly licensed certified public accounting firm in the State of California, license # 5863. All certified public accountants engaged in the audit of the District are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy to perform audits under professional standards.

## INDEPENDENCE

Moss, Levy & Hartzheim LLP is independent of Pleasant Valley Recreation & Park District, and its component units, as defined by auditing standards generally accepted in the United States of America.

## FIRM QUALIFICATIONS AND EXPERIENCE

Moss, Levy & Hartzheim LLP is a minority owned regional firm that performs audits of entities throughout the State of California. The firm currently employs 34 professionals and has annual gross revenues between 5.0 and 5.5 million dollars. Eighty-four percent of the 34 total employees are women or belong to an ethnic minority. The firm has three offices in California: Beverly Hills, Santa Maria, and Culver City.

The firm is in good standing with both the America Institute of Certified Public Accounts and the California Society of Certified Public Accountants.

The audit work will be completed by staff from our Santa Maria office.

The Santa Maria office is currently staffed by eight certified public accountants (five partners, two managers, and one supervisor). In addition, the office employs four senior accountants, four staff accountants, and two administrators.

The District will have one partner and one alternate partner assigned to the audit at all times. In addition, a manager, supervisor, and one or two staff accountants will be assigned on a full-time basis to the audit from the Santa Maria office. The Pleasant Valley Recreation & Park District will also have a computer specialist assigned to the audit on a full-time basis. This individual assists the audit team in documenting the computer system internal control structure.

Please see *Appendix C – Current and/or Recently Completed Governmental Audits*.

Please see *Appendix D – Peer Review Quality Report*

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

It is the firm's policy to have our partners involved in the management function of our audits. Having multiple partners involved in the engagement allows the District to receive immediate responses to questions about accounting and audit topics, concerns, and recommendations.

Mr. Ronald Levy will be the partner in charge of the District's audit. Mr. Levy will have primary responsibility for the audit. Mr. Levy will be responsible for final review of the District's audit report, financial statements, and the State Controller's Report. Mr. Levy will also be responsible for addressing any questions or concerns that arise during the fiscal year.

Mr. Craig Hartzheim will be the alternate partner assigned to the audit. As alternate partner, it is his responsibility to be familiar with the District, its staff, the audit, and any special problem areas of the District in the event that Mr. Levy is unavailable.

Mr. Travis Hole will be the manager assigned to the audit. As the manager, Mr. Hole will oversee the day to day operations of the audit and will review all audit areas. Mr. Hole will be at the District for 100% of the fieldwork. He performs in-house training for governmental auditing staff members and is in charge of keeping the firm updated on aspects of governmental accounting and auditing issues.



**PLEASANT VALLEY RECREATION & PARK DISTRICT  
AUDIT PROPOSAL**

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**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE-  
continued**

Mr. Adam Guise will be the supervisor assigned to the audit. As the supervisor, it will be Mr. Guise's responsibility to oversee the senior staff and the staff accountant, do preliminary reviews of audit sections, and to perform more difficult audit sections.

Mr. David Ortiz will be the Information Technology Director assigned to the audit. Mr. Ortiz has extensive knowledge in auditing EDP functions. Mr. Ortiz will perform the statistical sampling procedures for the audit. Also, he will document and test the internal control structure of the computer systems.

In addition to the supervisory staff listed above, one or two staff accountants will be assigned to the audit. All staff accountants have degrees from accredited colleges or universities, have received in-house audit training, and at present have at least one year of auditing experience. All staff accountants will be directly supervised by the fieldwork supervising partner assigned to the audit at all times. All partners and staff members have worked on numerous engagements together. Consistently working together will provide the District with a knowledgeable and efficient audit team.

The firm will maintain staff continuity on the engagement throughout the term of the contract, barring any terminations, illnesses, or other unforeseen circumstances. At the request of the District, any Moss, Levy & Hartzheim LLP employee assigned to the audit can be removed and replaced by another qualified employee. Moss, Levy & Hartzheim LLP has an advantage in that there is relatively low turnover in employees, as can be seen on individual resumes, and therefore the firm will not use the District as a training ground for its employees.

Please see *Appendix A – Resumes* for each individual's resume.

**SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES**

Please see *Appendix B – References*.

**SPECIFIC AUDIT APPROACH**

The extent of our work will be what is required to enable us to express an opinion on the financial statements in accordance with:

1. *AICPA Industry Audit Guide for Local Governments*,
2. *AICPA Audit Standards*,
3. *Laws of the State of California*,
4. *U.S. Generally Accepted Accounting Principles*,
5. *Our firm's own additional standards and procedures.*

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America.

The primary purpose of the audit is to express an opinion on the financial statements, and such an audit is subject to the inherent risk that material errors or fraud may exist and not be detected by us. If conditions are discovered which lead to the belief that material errors, defalcations, or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the District.

Our audit will begin when it is convenient for the District's staff. We estimate this date to be in August to perform audit planning and fieldwork. Upon acceptance of the audit proposal, the engagement partner or manager will contact the General Manager to discuss the scope and timing of the annual audit, to review any accounting issues known at that time, to prepare audit confirmations, and to address any concerns or questions you may have about the impending audit.

# PLEASANT VALLEY RECREATION & PARK DISTRICT AUDIT PROPOSAL

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## SPECIFIC AUDIT APPROACH - continued

We will schedule approximately five to seven days of fieldwork each fiscal year. We will utilize the prior fiscal year's financial statements and our learned knowledge of your systems to determine materiality for the different audit sections. Each fiscal year, we will select a sample of transactions to determine to what extent the systems are functioning as described to us. The extent of our sample size will depend upon our assessment of the internal control structure. The selection of transactions for testing will be made using a combination of random, systematic, and haphazard sampling techniques. We will identify the strength of the systems upon which we can rely in planning our substantive tests. Our internal control review will meet all the requirements of the AICPA Statement on Auditing Standards (SAS) No. 55, *Consideration of the Internal Control Structure in a Financial Statement Audit*, as amended by SAS Nos. 78 and 99, *Consideration of Fraud in a Financial Statement Audit*. We will also perform preliminary analytical review procedures using the prior fiscal year's audited financial statements.

We will also review the following documents in order to determine compliance with laws and regulations:

- (a) Minutes of the Board of Directors with special attention to: indications of new income sources, including state and local grants; expenditure authorizations and related disbursements, including any special or restrictive provisions; authorization for bank or other debt incurred; awards to successful bidders; authorization for new leases entered into; changes in licenses, fines or fees; and authorization for significant new employees hired,
- (b) New agreements and amendments to new agreements including but not limited to: grant agreements; debt and lease agreements; labor agreements; joint venture agreements; and other miscellaneous agreements,
- (c) Administrative Code, and
- (d) Investment and/or Endowment Policies.

The objective in testing transactions for compliance with laws, regulations, and the provisions of contracts and grant agreements is to express an opinion on whether the District has complied, in all material respects, with applicable compliance requirements, noncompliance with which could have a material effect on each major program. In selecting audit samples for purposes of tests of compliance, we will plan our tests to support a low assessed level of control risk. We will select transactions from each program or area that requires testing. The selection of transactions to test is based on the auditors' professional judgment.

In addition to the work above, we will perform an analytical review of all significant balance sheet and revenue and expense accounts, which includes a comparison of prior fiscal year financial statements and current fiscal year budget, to the fiscal year-end trial balance.

The primary objective of the year-end audit work is to audit the final numbers that will appear in the District's financial statements. Our fieldwork includes procedures required under SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*. We will also maintain compliance with SAS Nos. 103-112 during the fiscal year ended June 30, 2022. These procedures significantly changed the way auditors approach audits and are required for audits with a fiscal year ended beginning after December 31, 2006. This will entail a risk-based audit approach that will increase the time spent on audit planning. Standards also require interviews with audit committee members (if applicable), and/or members of the board of directors and management.

We will also perform audit procedures such as:

- (a) Confirmations, by positive and negative circularization including, but not limited to, all cash and investment accounts; selected receivable and income balances; all bonds, loans, notes payable, and capital leases; all notes receivable; all insurance carriers; all legal firms contracted by the District; and other miscellaneous confirmations as deemed necessary,
- (b) Physical verifications and observations of assets,
- (c) Analysis and review of evidential material,
- (d) Interviews and investigative efforts,
- (e) Electronic data processing testing for computer and software reliability, and
- (f) Numerous other procedures as deemed necessary for audit completion.

SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*, impacts both the planning and the performance of the audit. In planning, the audit team will discuss how and where the financial statements might be susceptible to material misstatement due to fraud. To determine this, we will inquire of management, consider results of analytical procedures, and consider other fraud risk factors. We will review the results of our inquiries and identification of potential fraud areas on a daily basis to ensure compliance with SAS No. 99.

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**AUDIT PROPOSAL**

---

**SPECIFIC AUDIT APPROACH – continued**

We have extensive knowledge in auditing computer systems. We have assisted numerous clients with the implementation of accounting software and database systems. This assistance has provided our firm with a thorough background in computer systems in both software applications, and auditing such systems. It is our policy to have a computer specialist as part of the audit team. This individual assists the audit team in documenting the computer system internal control structure and highlighting strengths and weaknesses relating to the computer structure of the District.

Moss, Levy & Hartzhiem LLP uses networked laptop computers for audit fieldwork that connect to our office computer network via the internet. Software used by our staff includes Word, Excel, AdvanceFlow online services, and AuditWare for financial statements preparation. The firm employs a paperless audit approach. We will request the majority of the audit schedules and information electronically.

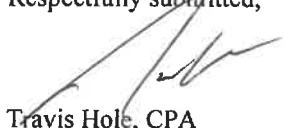
As part of the audit, we will compose a management letter, informing you of required audit disclosures, and noting certain observations or recommendations that we feel will assist you in strengthening internal control, and/or gaining efficiency in conducting your daily operations. The management letter is intended to be a helpful tool for management based on our experience, and never a critique of operations or management. The management letter is provided to management in draft form, and is subject to revision and approval, prior to issuance.

We will retain working papers and reports at our expense for a period of seven years. In addition, we will make our working papers available, upon your request, to any oversight District or successor auditor, if any.

If selected, we will not delegate or subcontract any responsibilities without prior written consent of the Pleasant Valley Recreation & Park District. We will maintain insurance coverage throughout the course of the professional service agreement and provide evidence of coverage.

We will also assure that we will be compliant with the Equal Employment Opportunity Act, will be in compliance with the California Fair Employment Practices Act, and will be in compliance with Title VI of the Civil Rights Act of 1964.

Respectfully submitted,



Travis Hole, CPA

**Moss, Levy & Hartzheim LLP is an Equal Opportunity Employer**

## APPENDICES

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX A - RESUMES**

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**RONALD A. LEVY, CPA - PARTNER**

- California licensed CPA with 43 years of audit experience with governmental entities.
- Partner in charge of all governmental audits, currently including 30 municipal audits (including Redevelopment Agency & Single Audits), 29 school district audits, and 62 special district audits.
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports.
- Honored as CPA of the year (2006) by the Santa Barbara Chapter of the California Special Districts Association.
- Has met or exceeded all continuing education requirements, including recent courses in:

*2021, 2020, and 2019 Governmental Accounting Conferences*  
*2021, 2020, and 2019 School District Conferences*  
*GASB Statement No.34 Training Conference*  
*Compliance Auditing, Audit Sampling and Concluding the Audit*  
*Audits of State and Local Governments*  
*Governmental Accounting Update*  
*The Single Audit Act*  
*Auditor's Reports on Audits of Local Governments*  
*Planning a Governmental Audit Engagement*

- Member of the following:

California Society of Municipal Finance Officers  
American Institute of Certified Public Accountants  
California Society of Certified Public Accountants  
California Association of School Business Officials  
Kiwanis Club

- A Bachelor of Science degree from Oregon State University conferred in 1977.
- Taught accounting courses at a branch of LaVerne College and Chapman College.
- Knowledgeable about all areas of tax law.

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX A - RESUMES**

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**CRAIG HARTZHEIM, CPA – PARTNER (ALTERNATE)**

- California licensed CPA with 30 years of audit experience with governmental, non-profit, and commercial entities.
- Engagement partner for governmental and non-profit audits (Beverly Hills office), currently including 40 special district audits (including Los Angeles County Flood Control District and the County Sanitation District of Los Angeles County), 12 school districts and related audits, and 17 municipal audits.
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:

*2021, 2020, and 2019 Governmental Accounting Conferences*  
*2021, 2020, and 2019 School District Conferences*  
*Audits of States and Local Governments*  
*Preparing Governmental Financial Statements*  
*GAAS Guide*  
*Other Comprehensive Basis of Accounting (OCBOA) Statements*  
*Audit Standards update*  
*Implementing SAS No. 112*  
*Implementing SAS No. 114*  
*Auditing update*  
*Grants Management*

- A Bachelor of Science degree in Accounting from Marquette University conferred in 1982.
- Member of the following:
  - American Institute of Certified Public Accountants
  - California Society of Certified Public Accountants
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues.

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX A - RESUMES**

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**TRAVIS HOLE, CPA – PARTNER (MANAGER)**

- California Licensed CPA with 10 years of audit experience with governmental and non-profit entities.
- A Bachelor of Arts degree in Business Administration with a concentration in Accounting from Westmont College.
- Current audit manager for partner for 9 school districts, 7 special districts, and 1 city, including the following:

*City of Carpinteria*  
*Santa Maria Valley Chamber of Commerce*  
*Montecito Union School District*  
*Cuyama Joint Union School District*  
*San Luis Obispo Child Development Resource Center*  
*Family Partnership Charter School*  
*United Way of Santa Barbara*

- Has attended recent courses in the following:

*2021, 2020, and 2019 School District Conferences*  
*2021, 2020, and 2019 Governmental Accounting Conferences*  
*Government Financial Reporting*  
*Single Audits of Governmental Entities*  
*Governmental Auditing Standards*

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX A - RESUMES**

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**ADAM GUISE, CPA – PARTNER (AUDIT SUPERVISOR)**

- California Licensed CPA with 13 years of audit experience with governmental, non-profit, and commercial entities.
- A Bachelor of Science degree in Business Administration with concentrations in accounting and financial management from California Polytechnic State University, San Luis Obispo.
- Current audit manager for 5 cities, 5 school district audits, 12 special districts, and 5 non-profit organizations. The audits managed include:

*Templeton Unified School District*  
*City of Goleta*  
*Los Olivos School District*  
*Los Alamos Community Services District*  
*City of Santa Maria*  
*Cold Spring School District*  
*Cuyama Unified School District*

- Has assisted governmental clients with year-end closings, preparation of award winning CAFRs, TDA audits, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:
  - 2021, 2020, and 2019 School District Conferences*
  - 2021, 2020, and 2019 Governmental Accounting Conferences*
  - Audit of State and Local Governments*
  - Single Audits of Governmental Entities*
  - Internal Control Over Governmental Financial Reporting*
  - California Ethics: Making Ethical Decisions in the Practice of Public Accounting*
- Previous work experience includes 2 years auditing publicly traded corporations with an international public accounting firm.



**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX A - RESUMES**

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**DAVID ORTIZ – INFORMATION TECHNOLOGY DIRECTOR**

- 18 years of audit and computer experience with governmental entities.
- A Bachelor of Science degree in Business Administration with a concentration in Public Accounting from California Polytechnic State University, San Luis Obispo.
- Extensive knowledge of:
  - Network design and implementation
  - Network maintenance and troubleshooting
  - Network security
  - Microsoft, Mac, and Linux operating systems
  - Database systems
  - Various accounting programs

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX B – REFERENCES**

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**MONTECITO WATER DISTRICT**

Contact: Olivia Rojas  
Phone: (805) 969-2271  
Email: [orojas@montecitowater.com](mailto:orojas@montecitowater.com)  
583 San Ysidro Road, Santa Barbara, CA 93108  
Audited Years: 2016 - Present  
Audit Manager: Adam Guise  
Scope of Work: Audit of financial statements, Single Audit  
Audit Hours: 400

**GOLETA SANITARY DISTRICT**

Contact: Rob Mangus  
Phone: (805) 967-4519  
Email: [rmangus@goletasanitary.org](mailto:rmangus@goletasanitary.org)  
One William Moffett Place, Goleta, CA 93117  
Audited Years: 2013 – Present  
Audit Manager: Adam Guise  
Scope of Work: Audit of financial statements  
Audit Hours: 450

**CITY OF CARPINTERIA**

Contact: Licette Maldonado  
Phone: (805) 755-4448  
Email: [LicetteM@ci.carpinteria.ca.us](mailto:LicetteM@ci.carpinteria.ca.us)  
5755 Carpinteria Ave, Carpinteria, CA 93013  
Audited Years: 2019 - Present  
Audit Manager: Travis Hole  
Scope of Work: Audit of financial statements, TDA Measure A Compliance Audit  
Audit Hours: 500

**CITY OF GOLETA**

Contact: Luke Rioux  
Phone: (805) 562-5508  
Email: [lrioux@cityofgoleta.org](mailto:lrioux@cityofgoleta.org)  
130 Cremona Drive, Goleta, CA 93117  
Audited Years: 2018 - Present  
Audit Manager: Adam Guise  
Scope of Work: Audit of financial statements, TDA Measure A Compliance Audit  
Audit Hours: 500

**CITY OF SANTA MARIA**

Contact: Mary Harvey  
Phone: (805) 925-0951  
Email: [mharvey@cityofsantamaria.org](mailto:mharvey@cityofsantamaria.org)  
110 E Cook Street, Santa Maria, CA 93454  
Audited Years: 2005 - Present  
Audit Manager: Adam Guise  
Scope of Work: Audit of financial statements, State compliance requirements  
Audit Hours: 650

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS**

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**CITIES**

Adelanto  
Arcata  
Arroyo Grande  
Atascadero  
Bellflower  
Brawley  
Buellton  
Calabasas  
Calexico  
Camarillo-Internal control audits  
Carpinteria  
County of San Diego Redevelopment Agency  
Dinuba  
El Cerrito  
Eureka  
Fillmore  
Fort Bragg  
Goleta  
Greenfield  
Grover Beach  
Gustine  
Healdsburg  
Holtville  
Imperial  
Lathrop  
Lemon Grove  
Lompoc  
Lynwood  
Oakdale  
Ojai  
Pacifica  
Paradise  
Paso Robles  
Santa Maria  
Susanville  
Taft  
Tracy  
Watsonville  
Whittier  
Winters  
Yuba City

**PUBLIC FINANCING AUTHORITIES**

The majority of our municipalities issue debt through an established public financing authority.

**COUNTIES**

Los Angeles County (Master List)  
San Diego County (Master List)

**SCHOOL DISTRICTS**

Acton-Agua Dulce Unified School District  
Ballard School District  
Bellflower Unified School District  
Beverly Hills Unified School District  
Blochman Union School District  
Bradley Elementary School District  
Buellton Union School District  
Carpinteria Unified School District  
Cayucos Elementary School District  
Coast Unified School District  
Cold Spring School District  
College Elementary School District  
Cuyama Joint Unified School District  
Eastside School District  
El Segundo Unified School District  
Garvey School District  
Goleta Union School District  
Graves School District  
Heber School District  
Hope Elementary School District  
Hughes-Elizabeth Lakes Union School District  
Keppel Union School District  
Lagunita School District  
Lakeside Joint School District  
Los Alamos Elementary School District  
Los Olivos Elementary School District  
Magnolia Union School District  
Manhattan Beach Unified School District  
Meadows Union School District  
Mission Elementary School District  
Monrovia Unified School District  
Montecito Union School District  
Mulberry School District  
Novato Unified School District  
Pacific Elementary School District  
San Ardo Elementary School District  
San Lucas Elementary School District  
San Miguel School District  
Santa Rita Union School District  
Shandon Unified School District  
Solvang Elementary School District  
Temple City Unified School District  
Templeton Unified School District  
Torrance Unified School District  
Vista del Mar Elementary School District  
Westmoreland Elementary School District  
Washington School District

# PLEASANT VALLEY RECREATION & PARK DISTRICT

## APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

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### COMMUNITY SERVICES DISTRICTS

Cambria CSD  
Cuyama CSD  
Groveland CSD  
Isla Vista CSD  
Los Alamos CSD  
Los Osos CSD  
Oceano CSD  
San Miguel CSD  
Vandenberg Village CSD

### SANITATION DISTRICTS

Cayucos Sanitary District  
County Sanitation Districts of LA County -  
All 25 Districts  
Encina Wastewater Authority  
Goleta Sanitary District  
Orange County Sanitation District-Internal audits  
South San Luis Obispo County Sanitation District

### UTILITY DISTRICT

Georgetown Divide Public Utility District

### FIRE PROTECTION DISTRICTS

Cayucos Fire Protection District  
Five Cities Fire Authority

### CEMETERY DISTRICTS

Atascadero Cemetery District  
Carpinteria Cemetery District  
Guadalupe Cemetery District  
Lompoc Cemetery District  
Los Alamos Cemetery District  
Oak Hill Cemetery District  
San Miguel Cemetery District  
Santa Margarita Cemetery District  
Santa Maria Cemetery District

### BUILDING AUTHORITY

County of San Diego Regional Building Authority

### TRANSPORTATION DEVELOPMENT ACTS

Arroyo Grande  
Atascadero  
Brawley  
Calexico  
El Centro  
Grover Beach  
Holtville  
Paso Robles  
San Luis Obispo Council of Governments  
Santa Barbara County Association of Governments  
Santa Cruz County Regional Transportation  
Commission  
South County Area Transit  
Transportation Authority of Marin County  
Transportation Agency of Monterey County

### RECREATION AND PARK DISTRICTS

Conejo Recreation and Park District  
Mountains Recreation and Conservation  
Authority  
Pleasant Valley Recreation and Park District  
Rancho Simi Park and Recreation District

### WATER/IRRIGATION DISTRICTS

Foothill Municipal Water District  
Main San Gabriel Basin Watermaster  
Montecito Water District  
North Marin Water District  
Valley County Water District  
Valley of the Moon Water District

### RESOURCE CONSERVATION DISTRICT

Cachuma  
Monterey County  
Upper Salinas - Las Tablas

### AMBULANCE SERVICES DISTRICTS

Cambria Community Healthcare District  
North Coast Emergency Medical Services

### TRANSIENT OCCUPANCY TAX AUDITS

Arroyo Grande  
Bellflower  
Bishop  
Calexico  
Carmel  
Greenfield  
Ojai  
Santa Maria  
Whittier

### OTHER PUBLIC SCHOOL ENTITIES

Academia Semillas Del Pueblo Charter School  
East Bay Regional Occupational Program  
Family Partnership Charter School  
Garr Academy of Mathematics and Entrepreneurial  
Studies  
Santa Barbara County Special Education Local  
Plan Area  
Pacoima Charter School  
Santa Ynez Valley Charter School  
Southern California Regional Occupational Center  
Stella Academy  
Synergy Charter School  
Tri-Valley Regional Occupational Program

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS**

---

**OTHER DISTRICTS**

Beach Cities Health District  
County of San Diego - Emergency Services Organization  
County of San Diego First 5 Commission  
County of San Diego In-Home Supportive Services  
Public Authority  
County of San Diego Health and Human Services Agency  
Child Development Program Grant  
County of San Diego MIOCR Grant  
County of San Diego RLETC Grant  
County of Los Angeles Delta Sigma Theta, Head Start  
Program, Inc.  
County of San Diego District Attorney's Office of  
Auto Insurance Fraud Grant, Urban Auto Fraud  
Grant and WC Insurance Fraud Grant  
Los Angeles County Flood Control District  
Marin/Sonoma Mosquito and Vector Control District  
Mosquito and Vector Management District of Santa Barbara  
San Diego Geographic Information Source  
Tracy Area Public Facilities Financing Agency  
West Contra Costa Integrated Waste Management Authority



**POWELL, SPAFFORD & LANDRY, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA  
Patrick D. Spafford, CPA  
Todd C. Landry, CPA

Licensee of the California Board of Accountancy  
Member American Institute of Certified Public Accountants

### Report on the Firm's System of Quality Control

To Moss, Levy & Hartzheim, LLP  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and employee benefit plan audits.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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447 Missouri Court • Redlands, CA 92373 • P.O. Box 8847 • Redlands, CA 92375  
Telephone 909-792-1852 • Fax 909-792-2015

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**APPENDIX D – PEER QUALITY REVIEW REPORT**

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**Deficiency Identified in the Firm’s System of Quality Control**

We noted the following deficiency during our review:

1. The firm’s quality control policies and procedures addressing continuing professional education (CPE) are not sufficient to provide reasonable assurance that its personnel will have the education necessary to perform engagements in accordance with professional and regulatory requirements. The courses taken by firm personnel did not provide them with sufficient information about current developments in auditing matters. This contributed to audit engagements performed under *Government Auditing Standards*, including a compliance audits under the Single Audit Act and an audit of an employee benefit plans, not conforming to professional standards in all material respects in the areas of independence, audit planning and risk assessment, and documentation of testing specific to major program compliance. The audits of employee benefit plans did not conform to professional standards related to internal control documentation and participant testing.

**Opinion**

In our opinion, except for the deficiency previously described, the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Moss, Levy & Hartzheim, LLP has received a peer review rating of *pass with deficiencies*.

*Powell, Spafford & Hendry, Inc.*

May 30, 2019

Attachment A

Pleasant Valley Recreation & Park District

Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	<u>4</u>	<u>\$ 150</u>	<u>\$ 130</u>	<u>\$ 520</u>
Manager	<u>45</u>	<u>\$ 130</u>	<u>\$ 125</u>	<u>\$ 5,625</u>
Supervisory Staff	<u>36</u>	<u>\$ 100</u>	<u>\$ 90</u>	<u>\$ 3,240</u>
Staff	<u>37</u>	<u>\$ 85</u>	<u>\$ 70</u>	<u>\$ 2,590</u>
Other (Specify):	<u>2</u>	<u>\$ 70</u>	<u>\$ 50</u>	<u>\$ 100</u>
Sub-Total	<u>124</u>	<u>\$ 535</u>	<u>\$ 465</u>	<u>\$ 12,075</u>
Out-of-Pocket Expenses				<u>\$ <del>0</del></u>
Total				<u>\$ 12,075</u>



Attachment B

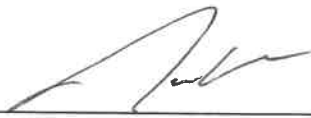
Pleasant Valley Recreation & Park District

All-Inclusive Maximum Price by Report	2021-2022	2022-2023	2023-2024 and Additional Years
a) Basic Audit/Preparation of Financial Statements	\$ <u>10,575</u>	\$ <u>10,785</u>	\$ <u>11,000</u>
b) Single Audit	\$ <u>1,500</u>	\$ <u>1,500</u>	\$ <u>1,500</u>
c) Reproduction of the Financial Statements	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
<b>Total</b>	\$ <u><u>12,075</u></u>	\$ <u><u>12,285</u></u>	\$ <u><u>12,500</u></u>

**Attachment C**

**Proposer Guarantees**

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Part 1, Section III, Auditor's Responsibilities.

Signature of Official: 

Name (typed): Trans Hole

Title: Partner

Firm: MLH

Date: 11/15/21

**Attachment D**

**Proposer Warranties**

- A. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents in conjunction with the services to be provided. Coverage limits shall be \$1,000,000 or more, per occurrences without reduction for claims paid during the policy period. The carrier should be duly insured and authorized to issue similar insurance policies of this nature in the State of California.
- B. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Pleasant Valley Recreation & Park District.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:  \_\_\_\_\_

Name (typed): Trans Hole

Title: Partner

Firm: MLH

Date: 11/5/21

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE PLEASANT VALLEY  
RECREATION & PARK DISTRICT  
AND  
MOSS, LEVY & HARTZHEIM, LLP.**

This agreement is made and entered into, effective January 6, 2022 between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and Moss, Levy & Hartzheim, LLP., a California Limited Liability Partnership (“Consultant”).

**RECITALS**

**WHEREAS**, following District’s Request for Proposal process, the District desires to contract with Consultant for certain professional planning services necessary for the development of a financial audit (“Project”).

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

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

**1. Scope of Services**

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

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

Consultant agrees to undertake the discrete tasks outlined in Exhibit “B” only upon consultation with and authorization from the District’s General Manager and/or appointee. Agreement for financial audit Services between Pleasant Valley Recreation and Park District and Consultant, Inc.

## **2. Term of Contract**

Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than 60 months. Consultant shall complete all work in accordance with the timelines set forth in the Proposal.

## **3. Force Majeure**

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

## **4. Independent Contractor Relationship**

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

Consultant represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of District. District shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or

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

#### **5. Compliance with Laws**

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

#### **6. Licenses, Permits, Fees and Assessments**

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

#### **7. Environmental Laws**

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

#### **8. Acknowledgment of Relationship**

Consultant agrees that all dealings of the parties under this Agreement shall be confidential, and writings, reports, data, information or communication developed, prepared or assembled by Consultant under this Agreement, or any information made available to Consultant by District, shall not be revealed, disseminated or made available by Consultant to any person or entity other than

District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

## **9. Payment to Consultant**

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

Total Project Cost not to Exceed: \$ \$61,860

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

## **10. Assistance by District**

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

## **11. Ownership of Documentation**

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

## **12. Termination of Contract**

Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the District's General Manager. In the event this Agreement is terminated, all data, specifications, documents and information generated by Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials

may be retained by Consultant. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the District's General Manager thereafter in accordance with the Schedule of Compensation and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

### **13. Indemnification and Hold Harmless; Insurance Requirements**

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

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

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

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



**14. No Assignment**

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

**15. Examination of Records**

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

**16. Notice**

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

To Consultant: Moss, Levy & Hartzheim LLP  
Attn: Travis Hole  
2400 Professional Parkway, Suite 205  
Santa Maria, CA 93455

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

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

**17. No Waiver**

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

**18. Partial Invalidity**

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

**19. Terms**

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

**20. Incorporation of Recitals**

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

**21. California Law**

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

**22. Additional Provisions**

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

**23. Attorneys' Fees**

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

**24. Conflict of Interest**

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

## **25. Interpretation**

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

## **26. Corporate Authority**

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

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

**DISTRICT:**  
PLEASANT VALLEY RECREATION &  
PARK DISTRICT

By: \_\_\_\_\_  
Mary Otten, General Manager

ATTEST:

\_\_\_\_\_  
INSERT

**CONSULTANT:**  
Moss, Levy & Hartzheim LLP, a California  
Corporation

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

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

**EXHIBIT "A"**

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
INSURANCE REQUIREMENTS**

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

**MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

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

**MINIMUM LIMITS OF INSURANCE**

Consultant shall maintain limits no less than:

1. General Liability (Including operations, products and completed operations, as applicable): \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: A policy of professional liability insurance in an amount not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

5. Contractors Pollution Liability: N/A
6. Asbestos Pollution Liability: N/A

### **DEDUCTIBLES AND SELF-INSURED RETENTION**

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

### **OTHER INSURANCE PROVISIONS`**

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

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

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

1. The retroactive date must be shown, and must be before the date of this Agreement or the beginning of work on the Project.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of the Project.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Agreement

effective date, Consultant must purchase an extended period coverage for a minimum of five (5) years after completion of the Project.

4. A copy of the claims reporting requirements must be submitted to the District for review and approval.

### **ACCEPTABILITY OF INSURERS**

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

### **VERIFICATION OF COVERAGE**

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

### **SUB-CONTRACTORS**

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

END OF PAGE

**EXHIBIT "B"**  
**SCOPE OF WORK**

X

DRAFT



EXHIBIT "C"  
COMPENSATION

X

DRAFT



**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: January 5, 2022**

**SUBJECT: APPROVAL OF 2022 PART TIME SALARY SCHEDULE  
WITH MINIMUM WAGE IMPACT**

**SUMMARY**

The Personnel Committee along with District staff have been reviewing the California Minimum Wage increases since April 2016. In the upcoming year minimum wage will increase to \$15.00 per hour.

**BACKGROUND**

In April of 2016 Governor Jerry Brown signed into legislation Senate Bill (SB) 3 which raised minimum wage from \$10.00 in 2016 to \$15.00 in 2022. This year marks the end of scheduled increases. Beginning in 2023, minimum wage will be determined by the United States Consumer Price Index for Urban Wage Earners and Clerical Workers and dependent upon the State Budget.

<b>CA Minimum Wage</b>	
2016	\$10.00
2017	\$10.50
2018	\$11.00
2019	\$12.00
2020	\$13.00
2021	\$14.00
2022	\$15.00
2023	\$15.00 + Index

The District has been addressing the compaction within the part time salary listing as well as reviewing the impact on our various full-time positions. Over the past seven years staff has eliminated or combined close to fifteen positions due to minimum wage.

**ANALYSIS**

In 2022 the minimum wage increase will affect nine of our ten part time positions.

	2021 Current Rates		2022 Proposed Rates	
<b>HUMAN RESOURCES GENERALIST</b>	<b>\$14.25</b>	<b>\$16.97</b>	<b>\$15.00</b>	<b>\$18.00</b>
<b>OFFICE ASSISTANT</b>	<b>\$14.00</b>	<b>\$14.64</b>	<b>\$15.00</b>	<b>\$18.00</b>
<b>ADMINISTRATIVE SERVICE WORKER</b>	<b>\$14.00</b>	<b>\$50.00</b>	<b>\$15.00</b>	<b>\$50.00</b>
<b>RECREATION LEADER</b>	<b>\$14.00</b>	<b>\$14.03</b>	<b>\$15.00</b>	<b>\$18.00</b>
<b>SENIOR LEADER</b>	<b>\$14.70</b>	<b>\$18.30</b>	<b>\$15.75</b>	<b>\$18.90</b>
<b>LIFEGUARD</b>	<b>\$14.70</b>	<b>\$15.75</b>	<b>\$15.75</b>	<b>\$18.90</b>
<b>AQUATIC CENTER ASSISTANT MANAGER</b>	<b>\$16.17</b>	<b>\$18.27</b>	<b>\$17.33</b>	<b>\$20.80</b>
<b>PARK RANGER</b>	<b>\$23.12</b>	<b>\$27.54</b>	<b>\$23.12</b>	<b>\$27.54</b>
<b>LANDSCAPE/CUSTODIAN</b>	<b>\$14.00</b>	<b>\$14.00</b>	<b>\$15.00</b>	<b>\$18.00</b>

**FISCAL IMPACT**

At this time staff can only provide an educated estimate of the fiscal impact due to COVID-19. In the 2020/2021 Fiscal Year, the District employed twenty-two (22) Lifeguards and seven (7) Recreation Leaders for a combined total of 4,057 hours. The increase in minimum wage will result in an additional \$4,250 in base salary.

**STRATEGIC PLAN COMPLIANCE**

Strategic Plan Goal 5.1: Position the District to attract and retain high-quality employees.

**RECOMMENDATION**

It is recommended the Board approve the 2022 part time salary schedule with minimum wage impact.

**ATTACHMENTS**

- 1) 2022 Part Time Salary Schedule (1 page)



## PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

	2022 Proposed Rates	
HUMAN RESOURCES GENERALIST	\$15.00	\$18.00
OFFICE ASSISTANT	\$15.00	\$18.00
ADMINISTRATIVE SERVICE WORKER	\$15.00	\$50.00
RECREATION LEADER	\$15.00	\$18.00
SENIOR LEADER	\$15.75	\$18.90
LIFEGUARD	\$15.75	\$18.90
AQUATIC CENTER ASSISTANT MANAGER	\$17.33	\$20.80
PARK RANGER	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN	\$15.00	\$18.00



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

**TO: BOARD OF DIRECTORS**

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

**DATE: January 5, 2022**

**SUBJECT: CONSIDERATION TO APPROVE RESOLUTION NO. 696, APPROVING A BUDGET ADJUSTMENT FOR THE COMMUNITY CENTER KITCHEN PROJECT AND AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CHANGE ORDER AGREEMENT WITH THE CONTRACTOR**

**SUMMARY**

During the development of the 2020-2021 budget process, staff presented a list of Capital and Quimby Improvement projects to include the Community Center Kitchen Expansion/Redevelopment Project. The kitchen has had little to no improvements since being built in 1969. Staff worked with Lauterbach & Associates, Architects for design and construction concepts. The Board has approved an architectural design, a Request for Proposal, and awarded the bid to Burner Construction. As this project has progressed, there have been some unforeseen issues that have arisen which have caused budget overages and delays. Staff is returning to the Board for further direction and to increase the budget to accommodate the antiquated plumbing and air handling system.

**BACKGROUND**

As the District continues to improve our facilities and expand on our programs, the Community Center Kitchen has been identified as a facility where staff can expand upon District offerings with programming and rentals. This facility is 52 years old.

At the September 1, 2021 Board Meeting, the Board of Directors awarded the Community Center Kitchen remodel project to Burner Construction for \$175,984. During the demolition phase of the project, the contractors were removing the grease trap to install a larger one which was required per county code when they noticed that the 3-inch cast iron sewer pipe was deteriorating under the concrete slab, the sewer pipe is approximately 48 foot long with 3 floors drains. At this juncture the pipes need to be removed and replaced with modern day plumbing as they cannot be repaired.

The second item which needs to be addressed per county code is the exhaust system, as the size of the current exhaust fan doesn't meet the 9000 SCFM (Standard Cubic Feet Per Minute) specifications. Burner Construction also pointed out the housing unit was in disrepair so the District will need to make this upgrade.

The estimated total budget for this project was \$250,000 including architect fees, construction, and appliances and permits. The Project Manager’s estimate for the construction was \$175,000 plus the 10% contingency of \$17,598 for a total budget not to exceed \$193,582 for the construction portion of this project.

**ANALYSIS**

Finding these added repairs now while the walls and flooring are exposed became a positive for the District. This could have cost the District more if the project had been completed and they had to tear up the newly installed flooring. With the sewer lines being replaced with a modern sewer line system (ABS or Plastic), this will help with the longevity of the sewer system.

The current exhaust fans would not remove enough air volume between the kitchen and room #1 per County code, but by upgrading the current system it will meet the specifications of the County. Proper ventilation is a vital component in a commercial space, as it helps balance out the fresh outdoor air with the stale inside air and vents unwanted gases to the outdoors.

The flooring has extensive damage from the 2 inches of material (self-leveling concrete) that was laid under the existing tile. If this is not repaired and put back to original, there will be a 2-inch drop from all the entries that go into the kitchen; by adding back the 2 inches of self-leveling concrete, the floors will be level and have no safety issues.

The existing contingency fund will be used for part of the extra costs associated with the unforeseen issues with the project.

**Request #1 – Original Cost of Project**

<b>Work / Vendor</b>	<b>Original Amount</b>
Architect	\$ 20,500
Burner Construction	\$175,984
10% Contingency	\$ 17,598
Appliances	\$ 35,918
<b>TOTAL AMOUNT</b>	<b>\$250,000</b>



**Request #2 – Additional Cost of Project/Change Order**

<b>Work / Vendor</b>	<b>Amount</b>	<b>Reason for Change</b>
Architect	\$ 3,632	Mechanical- Gas line Structural – Beam/sliding door
Flooring (Sub-Floor)	\$ 7,626	Removal of flooring & 2” self-leveling
Floor Plumbing	\$28,941	Deteriorated sewer lines
Exhaust Fan 9000 SCFM	\$21,314	County Building Code Update
<b>Additional Amount Needed</b>	<b>\$61,513</b>	
Use of 10% Contingency from Table #1	(\$17,598)	
<b>Additional Amount Requested</b>	<b>\$43,915</b>	
<b>Contingency</b>	<b>\$0</b>	
<b>Total Adjusted Amount</b>	<b>\$293,915</b>	

Repairing these hidden issues will prolong the life expectancies of this facility and keep it running for another 50 years.

The Project Completion date was set for January 23<sup>rd</sup>, 2022. With these additional delays, they will push the project back to approximately March 18, 2022.

**FISCAL IMPACT**

Funding for this project was allocated from the FY 2020-2021 Quimby Funds. The Board allocated \$250,000 to the Community Center Kitchen Remodel. Currently, the action before the Board would authorize the General Manager to do a budget adjustment for \$43,915 bringing the total cost of the project to \$293,915. Currently, \$55,447 has been spent toward this project. There is \$581,644 available in the Fairfield LLC Developer Quimby funds. The amount of \$43,915 will be transferred from this account.

**RECOMMENDATION**

It is recommended the Board of Directors:

- 1) Adopt Resolution No. 696, approving a budget adjustment of \$43,915 to increase the total Community Center Kitchen renovation project budget (from Fund 30 Quimby Fees, RPD 186/187 Fairfield LLC) up to and not to exceed \$293,915 **and**
- 2) Authorize the General Manager to enter into a change order agreement with Burner Construction.

**ATTACHMENTS**

- 1) Resolution No. 696 (1 page)

**RESOLUTION NO. 696**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT,  
APPROVING A BUDGET ADJUSTMENT FOR THE COMMUNITY  
CENTER KITCHEN PROJECT**

**WHEREAS**, the final Budget for FY 2021-2022 was approved by the Pleasant Valley Recreation and Park District Board on July 7, 2021, and

**WHEREAS**, \$250,000 budgeted from Fund 30, Quimby Fees, for the purposes of funding the remodel of the Community Center Kitchen, and

**WHEREAS**, the Community Center Kitchen Project was determined to be eligible for funding through Quimby fees, and

**WHEREAS**, the Community Center Kitchen is now estimated to cost up to \$293,915, and

**WHEREAS**, the Board has considered the recommended amendment, and

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

1. The 2021-2022 budgeted amount for the Community Center Kitchen Project as identified in Fund 30 of the 2021-2022 Adopted Budget is increased to an amount not to exceed \$293,915 and is hereby approved and adopted effective January 5, 2022.
2. The General Manager is authorized to make expenditures conforming with this Budget Amendment.

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of January 2022, by the following vote:

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

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

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

\_\_\_\_\_  
Robert Kelley, Chair  
PVRPD Board of Directors

**ATTESTED:**

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

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: January 5, 2022**

**SUBJECT: CONSIDERATION TO CONDUCT THE ANNUAL GOAL SETTING MEETING**

**SUMMARY**

Since 1962 the District has been committed to growing the programs and facilities for the community. Especially over the past 20 years, the District has been very successful in expanding programs, parks and facilities. In order to address future needs and opportunities for recreation, programming, parks, and facilities, the Board approved and updated strategic planning in May of 2021. As part of the final process, each goal and strategy has been assigned a time frame for completion.

**BACKGROUND**

In 2013 the Board of Directors adopted an initial Five-Year Strategic Plan to set District priorities. BHI Consulting assisted the District in putting this plan together along with the Board, staff, and local community. The District had continued to work from the 2013-2018 Strategic Plan until it was updated last year. The District Board held a board goal setting meeting on January 23, 2021, with the intention to review and make revisions to the strategic plan and review the mission statement, core values, vision statement and strategic focus areas for the next five years.

The completed Five Year Updated Strategic Plan provides the District with a road map that addresses the growing needs of the community and can be referred to for guidance. It provides the overall vision, mission, and core values of the PVRPD for long term planning purposes.

There are five Strategic Focus Areas included in the following categories: Sustained Financial Stability, A New Senior/Community Center, Completion of Outstanding Projects, Programming Clarity and Employee Morale and Succession Plan. Within each of the focus areas are strategies as well as timelines which help create and define what the Board and staff are working toward as well as what should be accomplished during the specific period in time. The timeline which is provided acts as a basis for the development of projects to meet the goals and strategies. It will also set the stage for future Board goal setting meetings where staff will prepare a status report and will present the progress made toward the accomplishment of the goals aligned for that specific year. This will also set the stage for future budgeting as the goals and strategies should align with the District's budget priorities.

The goals assist staff in the development of the annual budget and in establishing priorities for the upcoming fiscal year and to discuss any changes and/or updates to the strategic plan. The meeting is conducted with staff in attendance and is typically held on a weekday evening or on the weekend at the end of January or the first part of February.

**ANALYSIS**

From a staff perspective, the meeting is beneficial. It provides an opportunity to review and discuss existing programs and projects and to develop a better understanding of the Board's perspective, goals and priorities. Additionally, once priorities are established, the annual budget can be adjusted to reflect the agreed-upon goals and support a common direction for the District as plans are made for the upcoming year.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**RECOMMENDATION**

It is recommended the Board consider conducting a goal setting meeting.

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: January 5, 2022**

**SUBJECT: BOARD MEMBER COMMITTEE ASSIGNMENTS FOR 2022**

**BACKGROUND**

The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.13 and Government Code Section 54954(a) governing all aspects of the management and operation of Special Districts. Within these sections, the code requires that special districts establish policies and procedures for the orderly and efficient operation of Board business.

As part of the Board Bylaws and procedures the Board Chair appoints the chairs and members of the Board committees and establishes ad hoc or advisory committees. Per the board bylaws the following standing Board committees exist: 1) Finance, 2) Foundation, 3) Liaison, 4) Long-Range Planning, 5) Personnel, and 6) Policy. Each committee is a “legislative body” and shall comply with applicable requirements of the Ralph M. Brown Act.

At the beginning of every calendar year the newly elected Board Chairman assigns Board Members to the six standing committees, ad hoc committees for short term projects, and three outside agency committees which support the District’s interests. Two Board Members are assigned to the regular standing committees and one Board Member is assigned to outside agency committees.

The committees to which the Board Chair will assign Board members are as follows:

**Standing Committees:**

1. Finance
2. Foundation
3. Liaison
4. Long Range Planning
5. Personnel
6. Policy

**Outside Committees:**

- Santa Monica Mountains Conservancy (SMMC)
- Ventura County Special District Association (VCSDA)

- California Special District Association (CSDA)
- Ventura County Consolidated Oversight Board (VCCOB)

**Ad Hoc Committees:**

- City of Camarillo Liaison
- Miracle League
- Pickleball/Tennis

**FISCAL IMPACT**

There is no fiscal impact with this item.

**RECOMMENDATION**

The Board Chair will present committee assignments for calendar year 2022.

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

- A. Chair Kelley
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board - Report
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members