

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
July 3, 2019**

5:00 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Adjourn to Closed Session

B. CLOSED SESSION

1) Conference with Labor Negotiators

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

C. Reconvene into Regular Meeting

6:00 P.M. REGULAR MEETING NEXT RESOLUTION #635

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. District Highlights/National Park & Recreation Month

B. Part-Time Volunteer Recognition

C. Camarillo Cougars Youth Football/Cheer

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

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

A. Minutes for Regular Board Meeting of June 5, 2019

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before June 24, 2019.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for May 31, 2019.

D. Consideration and Adoption of Resolution No. 631 Declaring July as National Park and Recreation Month

Numerous events are planned during July to celebrate the importance of parks and recreation within the community.

E. Consideration and Approval of Resolution No. 632, Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool

Approval updates signatures authorized to sign and/or authorize wire transfers with Ventura County Treasury Pool.

F. Consideration and Approval of Updated Job Descriptions

Every fiscal year staff performs a yearly review of the job descriptions.

G. Consideration and Approval of the Position Allocation for FY 2019-2020

Approval allows for a change of one part-time year-round Recreation Specialist position to a full-time position and the replacement of a part-time year-round CSR to a full-time Administrative Analyst in the Parks Department.

H. Consideration and Approval of Three-Year Agreement Between the Pleasant Valley Recreation and Park District and Freedom Park BMX Raceway, Inc. for the Operation of the BMX Track

The proposed length of the Agreement is three (3) years beginning September 2019 and expiring August 2022.

I. Review and Approve the Finalized District Response to the Grand Jury 2018-2019 Final Report: Youth Sports and Public Liability

The District has responded to the findings and recommendations of the Grand Jury's April 17, 2019 report.

8. PUBLIC HEARINGS

Public Hearing on Expenditure of Quimby Fees - Aquatic Center Restroom Renovations

A. Consideration and Adoption of Resolution No. 633 Finding that it is Reasonably Foreseeable that Inhabitants of the Fairfield LLC Subdivision at 341 Mike Loza Dr. Camarillo, CA 93012 will be Served by the Renovation and Expansion of the Pleasant Valley Aquatic Center Restroom Facilities

The Aquatic Center restrooms and showers need to be completely renovated. Staff has determined that the "reasonably foreseeable" standard in practice offers solid ground for a finding by the District Board.

Suggested Actions: Conduct the Public Hearing and then consider a MOTION to Adopt Resolution No. 633, finding that it is reasonably foreseeable that inhabitants of Fairfield LLC's subdivision at 341 Mike Loza Drive will be served by the renovation and expansion of the restroom facilities at the Pleasant Valley Aquatic Center and therefore directs staff to expend said subdivision's Quimby fees for said project.

Public Hearing on the District Budgets FY 2019-2020

B. Consideration and Adoption of Resolution No. 634 For Fiscal Year 2019-2020 Budgets for the General Fund, the Assessment District and Quimby Expenses

The preliminary budgets were approved by the Board at the June 5, 2019 Board Meeting. Approval allows for the adoption of the FY 2019-2020 General Fund, Assessment District and Quimby budgets.

Suggested Actions: Conduct the Public Hearing and then consider a MOTION to Adopt Resolution No. 634 FY 2019-2020 Final Budgets.

9. NEW ITEMS – DISCUSSION/ACTION

A. Draft Design Concept for Arneill Ranch Park Renovation (Proposition 68 Parks and Water Bond 2018 Funding)

Withers & Sandgren are providing architectural service to entail community outreach and have prepared a draft design concept for the renovation of Arneill Ranch Park.

Suggested Action: Provide staff and the architectural firm of Withers & Sandgren direction for the final plans for the Arneill Ranch Park Renovation project.

B. Consideration and Approval of 2% Cost of Living Adjustment (COLA) for Full-Time and Part-Time Year-Round Non-Represented Employees and the Updated Salary Schedules

During the budget workshops in April and May of 2019, the Board requested that staff propose a 2% cost of living adjustment for the non-represented District employees.

Suggested Action: A MOTION to Approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

C. Consideration and Renewal of Professional Service Contract with Advantage Telecom

Advantage Telecom has provided the District with internet and Voice-over-IP (VoIP) services for the past three years and staff is seeking a current contract extension for an additional three years.

Suggested Action: A MOTION to Approve the renewal of the current service agreement with Advantage Telecom for a term of three years.

D. Consideration and Renewal of Managed Information Technology Services Contract with AllConnected, Inc.

AllConnected, Inc. was hired by the District in July of 2018 for a twelve-month initial contract period. Staff is now seeking to update and extend the contract with AllConnected, Inc. for an additional three years.

Suggested Action: A MOTION to Approve the extension of a three-year agreement with AllConnected, Inc. for Managed Information Technology Services.

E. California Special District Association (CSDA) Board of Directors Election, (Seat B) Coastal Network

The California Special Districts Association (CSDA) is seeking Special District Board Members or their General Managers for the CSDA Board of Director Seat B 2020-2022 term.

Suggested Action: Provide direction regarding which candidate to vote for CSDA Board of Directors, Seat B.

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

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

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

12. ADJOURNMENT

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

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



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

Group: Camarillo Cougars Youth Football & Cheer

Date: 10-Jun-19

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, July 3rd at 6pm in the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	James Driver	1480 Fairway Drive		(805) 444-5392
Vice President	Vanessa Webster-Smith	1506 Los Santos Court		(805) 320-8407
Treasurer	Gregory Christine	165 Stonegate Road		(805) 797-3928
Secretary	Beatrice Driver	1480 Fairway Drive		(805) 444-5392

Number of participants last year: 195
 Projected number of participants upcoming year: 240

Changes Organization has made from previous year: We suspended our Cheer Board. Cheer will return under the general direction of the main operating procedures . Our ByLaws are being updated.

Comments for the PVRPD Board of Directors: As a Community Partner, we continue to thank the entire Board of Directors, its members and staff for their ongoing support of the Camarillo Cougars. We would not be successful if it were not for the strong support of you, our community partner.

Primary Facility (ies) Used? Pitts Ranch, Community Center Park, Mission Oaks Park, Skyway Room, Freedom Park
 What Time are Board Meetings Held? 8:00 PM
 Where are Board Meetings Held? 601 E. Daily Drive, #102
 When are new Board Members Elected? December
 When are new Board Members Installed? January

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

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

Please Complete and Return the Annual Update and Financial Statement by June 17, 2019 to:

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

Form Completed by (prior) James Driver Date 10-Jun-19
 Sign: _____

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

NAME OF ORGANIZATION Camarillo Cougars Youth Football & Cheer

Last Year's Financial Statement

Proposed Budget

Date: 12/31/2018

From: 12/31/2019

Beginning Balance:	<u>\$25,188.93</u>
Revenue:	
Registration:	<u>\$81,055.00</u>
Tournaments:	<u>\$0</u>
Fundraisers:	<u>\$24,100.00</u>
Snack Bar:	<u>\$0</u>
Interest:	<u>\$60.30</u>
Dues:	<u>\$0</u>
Miscellaneous Income:	<u>\$46,615.00</u>
Total Revenue	<u>\$152,090.00</u>

Beginning Balance:	<u>\$48,664.75</u>
Revenue:	
Registration:	<u>\$80,000.00</u>
Tournaments:	<u>\$0</u>
Fundraisers:	<u>\$20,000.00</u>
Snack Bar:	<u>\$0</u>
Interest:	<u>\$60.00</u>
Dues:	<u>\$0</u>
Miscellaneous Income:	<u>\$40,000.00</u>
Total Revenue	<u>\$140,060.00</u>

Expenses:

Expenses:

Admin Expense	<u>\$5,235.96</u>
Advertising	<u>\$4,580.00</u>
Awards	<u>\$5,970.47</u>
Equipment	<u>\$5,869.73</u>
Facility/Field Maint.	<u>\$1,974.75</u>
Insurance	<u>\$3,576.03</u>
Internet (online registration)	<u>\$1,883.69</u>
Licensing/Membership	<u>\$1,350.00</u>
Maintenance (field/facility)	<u>\$0</u>
Miscellaneous	<u>\$28,987.60</u>
Paid Staff	<u>\$0</u>
Professional Services (refs)	<u>\$6,510.00</u>
Refunds	<u>\$3,000.00</u>
Rentals	<u>\$170.00</u>
School District	<u>\$3,622.00</u>
Snack Bar Resale	<u>\$0</u>
Supplies	<u>\$165.43</u>
Tournament Entries	<u>\$0</u>
Uniforms	<u>\$67,324.63</u>
Contingency	<u>\$5,955.25</u>
Total Expense:	<u>\$ 146,274.54</u>

Admin Expense	<u>\$5,000.00</u>
Advertising	<u>\$4,500.00</u>
Awards	<u>\$6,000.00</u>
Equipment	<u>\$14,000.00</u>
Facility/Field Maint.	<u>\$2,000.00</u>
Insurance	<u>\$3,500.00</u>
Internet (online registration)	<u>\$2,000.00</u>
Licensing/Membership	<u>\$1,350.00</u>
Maintenance (field/facility)	<u>\$0</u>
Miscellaneous	<u>\$29,000.00</u>
Paid Staff	<u>\$0</u>
Professional Services (refs)	<u>\$6,500.00</u>
Refunds	<u>\$2,500.00</u>
Rentals	<u>\$170.00</u>
School District	<u>\$3,500.00</u>
Snack Bar Resale	<u>\$0</u>
Supplies	<u>\$150.00</u>
Tournament Entries	<u>\$0</u>
Uniforms	<u>\$65,000.00</u>
Contingency (field increase)	<u>\$3,500</u>
Total Expense:	<u>\$ 148,670.00</u>

Ending Balance: \$ 48,664.75

Ending Balance: \$ 40,054.75

<i>List Savings/CDs/Investments here:</i>	
Savings Account	<u>\$39,969.48</u>
CD Account ____ month	<u>\$</u>
CD Account ____ month	<u>\$</u>
Investment Account	<u>\$</u>
Other Account	<u>\$</u>
Total Other Accounts	<u>\$16,967.81</u>
Checking + Other	<u>\$105,329.04</u>

<i>List Savings/CDs/Investments here:</i>	
Savings Account	<u>\$80,000.00</u>
CD Account ____ month	<u>\$</u>
CD Account ____ month	<u>\$</u>
Investment Account	<u>\$</u>
Other Account	<u>\$</u>
Total Other Accounts	<u>\$12,000</u>
Checking + Other	<u>\$100,000.00</u>

BYLAWS

For the regulation, except as otherwise provided by statute or its Articles of Incorporation,

OF

CAMARILLO COUGARS,

a California nonprofit public benefit corporation

ARTICLE I OFFICES

Section 1. Principal Office.

The Corporation's principal office shall be fixed and located at such place as the Board of Directors (also referred to as "the Board") shall determine. The Board is granted full power and authority to change said principal office from one location to another.

Section 2. Other Offices.

Branch or subordinate offices may be established at any time by the Board at any place or places.

ARTICLE II MEMBERSHIP

Section 1. Members.

The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise vest in the members shall vest in the directors.

Section 2. Associates.

Nothing in this Article II shall be construed as limiting the right of the Corporation to refer to persons associated with it as "members" even though such persons are not members, and no such reference shall constitute anyone as a member, within the meaning of Section 5056 of the California Corporations Code (hereinafter called "the Code"). The Corporation may confer by amendment of its Articles of Incorporation or of these Bylaws some or all of the rights of a member, as set forth in the Code, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056 of the Code.

ARTICLE III **DIRECTORS**

Section 1. Powers.

Subject to limitations of the Code, the Articles of Incorporation and these Bylaws, the activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- A. To select and remove all the other officers, agents, and employees of the Corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles, or these Bylaws, fix their compensation, and require from them security for faithful service.
- B. To conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with law, the Articles of Incorporation, or these Bylaws, as they may deem best.
- C. To adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.
- D. To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities therefore.
- E. To carry on a business at a profit and apply any profit that results from the business activity to any activity in which it may lawfully engage.

Section 2. Number of Directors.

The authorized number of directors shall be fourteen (14), until changed by amendment of the Articles of Incorporation or by a Bylaw.

Section 3. Election and Term of Office.

Directors shall be elected at each annual meeting of the Board. Each director shall serve until the next annual meeting of the Board and until a successor has been elected and qualified.

Section 4. Vacancies.

Subject to the provisions of Section 5226 of the Code, any director may resign effective upon giving written notice to the Chairman of the Board, the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

Vacancies in the Board shall be filled in the same manner as the director(s) whose office is vacant was selected, provided that vacancies to be filled by election by directors may be filled by a majority of the remaining directors, although less than a quorum, or by a sole remaining director. Each director so selected shall hold office until the expiration of the term of the replaced director and until a successor has been selected and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any director, or if the authorized number of directors is increased.

The Board may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony, or found by a final order of judgment of any court to have breached any duty arising under the Code.

No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

Section 5. Place of Meeting.

Meetings of the Board shall be held at any place within or without the State of California which has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the Corporation.

Section 6. Annual Meetings.

The Board shall hold an annual meeting for the purpose of organization, selection of directors and officers, and the transaction of other business. Annual meetings of the Board shall be held without call or notice on a date and at such time and place as shall be fixed by a resolution duly adopted by the Board of Directors. The Board may select a weekend or holiday as its meeting date.

Section 7. Regular Meetings.

Regular meetings of the Board shall be held without call or notice on such dates and at such times as may be fixed by the Board.

Section 8. Special Meetings.

Special meetings of the Board for any purpose or purposes may be called at any time by the Chairman of the Board, the President, any Vice President, the Secretary, or any two directors.

Special meetings of the Board shall be held upon four (4) days notice by first-class mail or forty-eight (48) hours notice given personally or by telephone, telegraph, telex, or other similar means of communication. Any such notice shall be addressed or delivered to each director at such director's address as it is shown upon the records of the Corporation or as may have been given to the Corporation by the director for purposes of notice or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the directors are regularly held.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mails, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed to have given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the receiver.

Section 9. Quorum.

A majority of the authorized number of directors shall constitute a quorum of the Board for the transaction of business, except to adjourn as provided in Section 12 of this Article III. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by law or by the Articles of Incorporation, except as provided in the next sentence. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 10. Participation in Meetings by Conference Telephone.

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

Section 11. Waiver of Notice.

Notice of a meeting need not be given to any director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 12. Adjournment.

A majority of the directors present, whether or not a quorum is present, may adjourn any directors meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place is fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is

adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

Section 13. Action Without Meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board.

Section 14. Committees.

The Board may appoint one or more committees, each consisting of two or more directors, and delegate to such committees any of the authority of the Board except with respect to:

- A. The approval of any action for which the Code also requires approval of the members or approval of a majority of all members;
- B. The filling of vacancies on the Board on any committee;
- C. The amendment or repeal of Bylaws or the adoption of new Bylaws;
- D. The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- E. The appointment of other committees of the Board or the members thereof;

Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the authorized number of directors then in office, provided a quorum is present, and any such committee may be designated an Executive Committee or by such other name as the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. Each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article III applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

ARTICLE IV **OFFICERS**

Section 1. Officers.

The officers of the Corporation shall be a President, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Board; a Chairman of the Board, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant

Treasurers, and such other officers as may be elected or appointed in accordance with the provisions of Section 3 of this Article IV. Any number of offices may be held by the same person except as provided in the Articles of Incorporation or in these Bylaws except that neither the Secretary nor the Treasurer may serve concurrently as the President or Chairman of the Board.

Section 2. Election.

The officers of the Corporation, except such officers as may be elected or appointed in accordance with the provisions of Section 3 or Section 5 of this Article IV, shall be chosen annually by, and shall serve at the pleasure of, the Board, and shall hold their respective offices until their resignation, removal, or other disqualification from service, or until their respective successors shall be elected.

Section 3. Subordinate Officers.

The Board may elect, and may empower the President to appoint, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

Section 4. Removal and Resignation.

Any officer may be removed, either with or without cause, by the Board at any time or, except in the case of an officer chosen by the Board, by any officer upon whom such power of removal may be conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment of the officer.

Any officer may resign at any time by giving written notice to the Corporation, but without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 6. Chairman of the Board.

The Chairman of the Board, if there is such an officer, shall, if present, preside at all meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned by the Board.

Section 7. President.

Subject to such powers, if any, as may be given by the Board to the Chairman of the Board, if there is such an officer, the President is the general manager and chief executive officer of the Corporation and has, subject to the control of the Board, general supervision, direction, and control of the business and the officers of the Corporation. In the absence of the Chairman of the Board, or if there is none, the President shall preside at all meetings of the Board. The President has the general powers and duties of management usually vested in the office of President and general manager of a corporation and such other powers and duties as may be prescribed by the Board.

Section 8. Vice Presidents.

In the absence or disability of the President, the Vice Presidents, if any are appointed, in order of their rank as fixed by the Board or, if not ranked, the Vice President designated by the Board, shall perform all the duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board.

Section 9. Secretary.

The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and Committee meetings, and the proceedings. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Corporation's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, shall keep the seal of the Corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board.

Section 10. Treasurer.

The Treasurer is the Chief Financial Officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation. The books of account shall at all times be open to inspection by any director.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depositaries as may be designated by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, shall render to the President and the directors, whenever they request it, an account of all transactions as Treasurer of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board.

ARTICLE V
CHEER BOARD

Section 1. Cheer Status

Cheer will maintain a separate and independent Bank Account which will remain under the auspice of the Camarillo Cougars Youth Football and Cheer Program. All funds collected by cheer will be considered property of the Camarillo Cougars Youth Football and Cheer Program as defined by our articles of incorporation. And as such all activities, planned actions must be brought the General Board of the Organization for review and all expenditures must be brought to the General Board of Camarillo Cougars Youth Football and Cheer Program for a vote of approval.

The Cheer Program will collect all cheer registration fees. Out of these fees the Cheer program will pay to the greater Camarillo Cougars Youth Football and Cheer Organization General Fund the Cheers percentage of organizational operating costs, which will include but not be limited to; yearly insurance costs, yearbook costs, field rental cost - both for practice and games, advertising costs, including marketing and website costs, yearly fee and dues, etc. The cheer percentage of these costs will be determined by the ratio of cheerleaders to football players in the organization of the year in question.

Example: There are 160 football players and 80 cheerleaders. The cheer program will pay 33% of all advertising/marketing costs and 33% of the yearly insurance costs, and 33% of all other determined operational costs and expenses. A payment will be made in full each January, no later than the January Board meeting, for expenses accrued for the prior calendar year.

Section 2 Cheer Structure

The Cheer Board will have at least 5 members. Cheer President, Cheer Vice President, Cheer Secretary, Cheer Treasurer and Cheer Communication Director. The Cheer Program may elect to have additional positions. If such positions are voted on and approved by the Cheer Board, a notification of this must be submitted to the Camarillo Cougars Youth Football and Cheer General Board of Directors. Elections for these positions will be held every December and follow the same guidelines as elected positions for the Camarillo Cougars Youth Football and Cheer Organization. The New Board will take office and begin duties on the date of the January Cheer Board Meeting. A complete list of Cheer Board of Directors will be submitted to the General Board of Directors Secretary at the January General Board Meeting. The Cheer President will be the General Board of Directors Cheer Director and will be voted on and approved by the Cougar Organization as with all other Board of Director positions. The Cheer Board will have one vote at the General Board of Directors Monthly Meetings. Any Cheer Executive Board member, who has been reported as a board member in January, may cast the Director of Cheers vote at a General Board meeting provided the Cheer Director has notified the General Board of Directors Secretary of the proxy authority prior to the Board meeting in question. Except for the Cheer Director, a member of the Cheer Board cannot hold a position on the General Board of Directors.

The Cougar Cheer Board will remain under the umbrella of the Camarillo Cougars Youth

Football and Cheer Organizations Articles of Incorporation and its 501C(3) tax status. As such the Cheer Board will operate all meetings under the meeting guidelines of the Camarillo Cougars Youth Football and Cheer Organization and will follow all rules and regulations listed the Constitution and Rule and Bylaws when conducting any and all business on behalf of the Camarillo Cougars Cheer Program.

Section 3. Cheer Preseident

Presides at all meetings of the Cheer Board and attend all Meeting of the General Board of Directorsa. Responsible to have a representative at all Camarillo Cougar General Assembly Board Meetings. This person will also hold the title of Cheer Director with the Camarillo Cougars Youth Football and Cheer Board of Directors.

Section 4. Cheer Vice President:

In the absence or disability of the President, the Vice Presidents, if any are appointed, in order of their rank as fixed by the Board or, if not ranked, the Vice President designated by the Board, shall perform all the duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board.

Section 5. Cheer Secretary:

The Secretary shall keep or cause to be kept, at the principal office or such other place as the Cheer Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and Committee meetings, and the proceedings. The Secretary shall give, or cause to be given, notice of all meetings of the Board to all Cheer Board Members and the President and Vice President of the Camarillo Cougars Youth Football and Cheer Organization and shall provide a copy of all minutes to the Secretary of the Camarillo Cougars Youth Football and Cheer Organization prior to the next meeting of the Camarillo Cougars General Board of Directors.

Section 6. Cheer Treasurer:

This Cheer Treasurer will be responsible for all cheer finances, all forms of income and all forms of expenses will be monitored and recorded by the Cheer Treasurer. A yearly budget will be provided to the General Cougar Board at the February meeting for approval. This budget will include estimated revenue and estimate expenses. A monthly financial report included totals for expenses, revenue and account balance will be reported at each Cougar Board Meeting. Comprehensive Quarterly reports will be submitted to the Cougar Treasurer and report at the Quarterly Board Meetings of March, June, September and December. Copies of the monthly bank statements will be provided to the Cougar Board of Directors Treasurer on a monthly basis. A complete and Final Yearly Financial Cheer Expense Report for the previous Calendar year will be submitted no Later than the January Camarillo Cougars General Board Meeting.

- A. As required by the Camarillo Cougar Charter, there will be three names filed with the bank on the Cheer Checking Account. Those will be the names of the Cougar Board President, the Cougar Board Treasurer and the Cheer Board Treasurer. Two names will be required on all payments or withdrawals from the Cheer account. All requests for fund expenses must be brought to the Camarillo Cougar General Board for an approval vote as with all other

expenses.

- B. As long as Cheer remains under the general 501C(3) for the Camarillo Cougars Football and Cheer Organization all funds on the Cheer checking account remain the property of the Camarillo Cougars Football and Cheer Organization and will be treated as all other funds of the Camarillo Cougars Football and Cheer Organization.

Section 7. Cheer Communications Director (Head Cheer Mom)

The Communication Manager will be responsible for making sure that every Cheer team has a Cheer Mom and a Cheer Book. The cheer book will contain a copy of the Cheerleaders registration form and Medical Release for and a full complement of contact numbers and e-mail addresses. (Same as each football team) The Communication Manager will be responsible for making sure all the Cheer Directors plans and scheduled events get properly disseminated to the cheer teams. It is recommended the Cheer Communication Manager attend Cougar Board Meetings and stay in close contact with the Cougar Communication Director.

- A. Each Cheer team must have a Cheer Mom, who is present at every practice and Game with the Cheer Book. As with football, if the Cheer Team Mom is unable to attend a practice or game she must have a back-up present who is in possession of the cheer team book.

Section 8. Cheer Merchandise Manager

If cheer wants to sell cheer merchandise a Cheer Merchandise director must be appointed who will manage the purchasing and selling as well as reporting of income to the Cheer Treasurer. Since the Cheer will now have its own bank account the Cheer Merchandise cannot be run and operated by the Football Merchandise Manager. The Cheer Merchandise Manager will need to keep his/her own separate account records and schedule the merchandise sales times and location. There will be no mingling of merchandise funds between football and Cheer.

ARTICLE VI OTHER PROVISIONS

Section 1. Endorsement of Documents.

Subject to the provisions of applicable law, any notice, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chairman of the Board or the President and by the Secretary or the Treasurer of the Corporation shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person or persons that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board, and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

ARTICLE VII

INDEMNIFICATION

Section 1. Definitions.

For the purposes of this Article VI, "agent" means any person who is or was a director, officer, employee, or other agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expenses" includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under Section 4 or 5(b) of this Article VI.

Section 2. Indemnification in Actions by Third Parties.

The Corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Corporation to procure a judgment in its favor, an action brought under Section 5233 of the Code, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust), by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, has no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of no lo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. Indemnification in Actions by or in the Right of the Corporation.

The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the Corporation, or brought under Section 5233 of the Code, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Corporation, against expenses actually and reasonably incurred by such person believed to be in the best interests of the Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

- A. In respect of any claim, issue, or matter as to which such person shall have been judged to be liable to the Corporation in the performance of such person's duty to the Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;
- B. Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

- C. Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 4. Indemnification Against Expenses.

To the extent that an agent of the Corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article VI or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 5. Required Determinations.

Except as provided in Section 4 of this Article VI any indemnification under this Article VI shall be made by the Corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3 of this Article VI, by:

- A. A majority vote of a quorum consisting of directors who are not parties to such proceeding; or
- B. The court in which such proceeding is or was pending upon application made by the Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the Corporation.

Section 6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by the Corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI.

Section 7. Other Indemnification.

No provision made by the Corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of members or directors, an agreement, or otherwise, shall be valid unless consistent with this Article VI. Nothing contained in this Article VI shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article VI, except as provided in Section 4 or 5(b), in any circumstances where it appears:

- A. That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- B. That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. Insurance.

The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this Article VI, provided, however, that a corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the Code.

Section 10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article VI does not apply to any proceeding against any trustee, investment manager, or other fiduciary of any employee benefit plan in such person's capacity as such, even though such person may also be an agent of the Corporation as defined in Section 1 of this Article VI. The Corporation shall have power to indemnify such trustee, investment manager, or other fiduciary to the extent permitted by the Code.

ARTICLE VIII
REGISTRATION

Section 1.

All youth meeting the age weight requirement as set by the GCYFL are eligible for participation in the Camarillo Cougars. Cheerleaders will be not younger than 5 years and not older than 15 years.

Section 2.

- A. Chapter fees will be determined by the board prior to the advertisement of registration.
- B. Fees will be based on fair value and not be dependent on influences other than those directly associated to the Camarillo Cougars.
- C. Fees can be made by cash, check or credit card. Credit card and online registration may be subject to additional fees. Any returned payment must be made whole within one week of notification or participant will be dropped.

Section 3. Reimbursement

- A. A refund will be offered to any player or cheerleader deciding not to participate prior to June 15 of the season, less administrative fees of \$25 per participant. A 50% refund will be offered from June 15 to July 15. No refunds will be offered after July 15. Verbal communications will not be accepted.
- B. Refunds will only be accepted if notification is received, prior to the dates listed above, in writing to either 79 Daily Drive #303 Camarillo, CA 93010 or by E-Mail at info@camarilocougars.com
- C. Participants that sustain an injury prior to mandatory conditioning week that would preclude them from participating may be eligible for a 50% refund. Request must have a doctor's note describing the injury. Final decision will be made by the Camarillo Cougars Board of directors.
- D. Players that move after the July 15 date are not eligible for a refund unless required by a branch of the Armed Forces of the United States.

Section 4. Registration

- A. Registration dates will be set by the board during the December meeting for the following year.
- B. On-line registration will be available two weeks prior to the first walk-in date and will be disabled the evening before first walk-in registration.
- C. All on-line registers will be required to attend one of the first two walk-in registrations to verify age and weight. Players failing to show may be dropped.
- D. Scholarships will be granted as per a point system (see Appendix). The total scholarships available being not more than 4% of the total football registrants.

D.1. Point System to Determine Scholarship Recipients

With this system the priority will go to the new player who has never played for a Cougar team, followed by whomever participates the most in activities throughout the season (parent or child), with less and less priority going to the player who has received assistance in the past.

- New player- receives = **4 points**
- Returning player but never a scholarship = **2 points**
- Parent(s) participated in the main fundraiser the previous year = **1 point.**
- Parent(s) participated in the end of season banquet = **1 point.**
- If they received a scholarship in previous years = **deduct 1 point / year** received
- Returning equipment on time and complete. = **1 Point**
- If more than one sibling is requesting a scholarship, the points are divided by the number requesting, or
- Total for the family can be put towards one scholarship for prioritization.

Highest totals receive priority for assistance.

In the event of a tie at the cut-off point amount, a lottery will be held for those with the same amount of points for the remaining available scholarships. (Number of scholarships determined as per by-laws)

Examples:

- Billy is a new player – never played for the Cougars. (4)
Total 4.0 pts
 - Randy played last year but did not receive a scholarship (2)
His parent(s) participated in the car wash (1)
He returned his equipment on time (1)
Total 4.0 pts
 - Dave received a scholarship last year (-1) His
Parent(s) participated in the car wash (1)
Returned his equipment on time (1)
Total 1.0 pts
 - Alex and Jim are brothers who both requested scholarships
Alex is a new player (4)
Jim played last year and received a scholarship (-1)
Their parent (s) participated in the fundraiser last year (1)
Total 3.0 pts/2 1.5 pts each OR 3 pts towards one
- E. Size of the chapter will be limited to field availability and players and division make-up will be determined by the board depending on the age/weight distribution of registrants. The board reserves the right to change the total size at any time prior to the first of June by majority vote.

ARTICLE IX

PLAYER PARTICIPATION

Section 1. Conditions for Play

- A. Each player must be seen by a physician and have the Camarillo Cougar physical form signed prior to the first official practice.
- B. Players who have not complied with section A will not be allowed to practice.
- C. Players not submitting a physical form prior to equipment distribution may be dropped with no reimbursement.
- D. Any player who has not notified, in writing, a hardship that would result in the player not attending the first two weeks of official practice will be dropped with no return of fees.

Section 2. Weight and Draft

- A. Players who are above the weight limit for the division signed up for will be moved to the higher division only after board approval.

- B. Players who do not make weight and are not eligible for fee reimbursement.
- C. No player will be allowed to change teams after the draft without board approval. Transfer request must be submitted to the board no later than the Monday following the draft and must contain explicit reasons for the action.
- D. Players will be placed in their proper Age and Weight Division by the Board .exception may be made for players whose parent is coaching in a different division.

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
June 5, 2019**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:30 p.m. by Chairman Kelley.

A. ADJOURNED TO CLOSED SESSION

The Board adjourned to closed session at 5:30 p.m.

B. CLOSED SESSION

1) Conference with Labor Negotiators

Pursuant to Government Code Section 54957.6, the Board conducted a closed session with the District's negotiators, Mary Otten, Kathryn Drewry and Eric Storrie regarding labor negotiations with the employee organization, SEIU Local 721.

C. REGULAR MEETING RECONVENED

The regular meeting of the Pleasant Valley Recreation and Park District was reconvened at 6:00 p.m. with nothing to report.

2. PLEDGE OF ALLEGIANCE

Mark Malloy led the pledge.

3. ROLL CALL

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Representative/Recording Board Secretary Karen Roberts, Administrative Analyst Megan Hamlin, Recreation Supervisors Lanny Binney and Jane Raab; Park Supervisor Nick Marienthal and Recreation Specialist Denise Cleric.

4. AMENDMENTS TO THE AGENDA

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Agenda**

Carried

5. PRESENTATIONS

A. District Highlights

Recreation Specialist Denise Cleric presented the highlights of the District's summer activities, programs and special events.

B. Senior Volunteer Recognition

Recreation Specialist Denise Cleric presented Chuck Donnel with a certificate for recognition as the outstanding senior volunteer for the year. Chuck has been instrumental in assisting at the Senior Center with Bingo and also with the Christmas Parade.

6. PUBLIC COMMENT

No comments.

7. CONSENT AGENDA

- A. Minutes for Special Board Meeting of April 25, May 1, May 2 and May 16, 2019 and Regular Board Meeting of May 1, 2019
- B. Warrants, Accounts Payable & Payroll thru May 24, 2019
- C. Financial Report
- D. Consideration and Adoption of Resolution No. 628 for Appropriation Amount Subject to Gann Limitation, FY 2019-2020
- E. Approve Resolution No. 629 Terminating the Continuation of the Local Emergency that Resulted Due to the Hill Fire 2018

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

**Motion to
Approve
Consent Agenda**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

8. PUBLIC HEARING – A Public Hearing on the Continuation of the Park Maintenance and Recreation Improvement District Assessment in FY 2019-2020.

A. Consideration and Adoption of Resolution No. 630 Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for FY 2019-2020 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District

Chairman Kelley opened the Public Hearing. With no members of the public speaking for or against the proposed assessments, Chairman Kelley closed the public hearing.

Administrative Services Manager Leonore Young presented SCI Consulting Group's Engineer's Report with its proposed assessment and resolution. Jenette Hynson with SCI Consulting Group, Inc was present in the audience for questions. Discussion included: new parks in assessment zones and the slight increase from last year's assessment rates.

Chairman Kelley called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to adopt Resolution No. 630 accepting the Engineer's Report and ordering the levy of assessment at \$41.32.

**Motion to Adopt
Reso 630,
Ordering Levy of
Assessment**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Preliminary Fiscal Year 2019-2020 Budgets for the General Fund, the Assessment District and Quimby Expenses

Administrative Services Manager Leonore Young presented the preliminary FY 2019-2020 budgets. Discussion items included: extensive budget coverage in April and May budget workshops, increase in water costs this next year, conservative budgeting with property tax increases versus the city and financial stability.

Chairman Kelley called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the preliminary FY 2019-2020 Budgets.

**Motion to Approve
Prelim FY 19-20
Budgets**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

B. Consideration and Approval of Bid Award for the Pre-Fabricated Restroom Facilities to Public Restroom Company

Park Supervisor Nick Marienthal presented a bid from Public Restroom Company for \$127,227 for a pre-fabricated restroom building with two single restroom stalls at Mel Vincent Park. Discussion included: the daily opening and closing of the facility to discourage vagrants, twice a day service, extension of sidewalk to restroom area, playground facing entrance and 2 month timeline to build, ship and install.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve and authorize the General Manager to enter into an agreement with Public Restroom Company for the portable restroom building located at Mel Vincent Park.

**Motion to Approve
Restroom Build by
Public Restroom
Company at Mel
Vincent Park**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

C. Consideration and Approval of Bid Award for Valle Lindo Restrooms Remodel Project to United Construction and Landscape, Inc.

Park Supervisor Nick Marienthal presented five bid amounts for the restrooms remodel project at Valle Lindo Park with United Construction and Landscape, Inc. as low bidder. Indika Jayaratna with United Construction and Landscape, Inc was in the audience to answer any questions. Discussion included: bid alternate and less expensive option of wood rather than aluminum, rejection of over budget bids in May and changing of specifications to better align with budget, 10% contingency buffer and recommendation of water based sealant to help with graffiti.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the bid and award the project to United Construction and Landscape, Inc. for \$313,950 plus the 10% contingency for a total project cost of \$345,345.

**Motion to Approve
Bid Award for
Valle Lindo
Restrooms to
United
Construction**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

D. Legislative Advocacy Policy

Administrative Analyst Anthony Miller presented the Legislative Advocacy Policy as reviewed and approved by the Policy Committee. This policy would allow the District's General Manager to respond to CSDA legislative alerts and recommendations in a timely fashion. Discussion included: importance of District to voice its opinion on matters affecting the District and its constituents; call to actions including larger impact type items like RDA and the elimination of excessive dwelling unit fees; CSDA as a good viaduct for legislative matters and feedback; and assurance that all measures regarding raising taxes or the creation of new taxes would be presented to the full board for discussion.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the Legislative Advocacy Policy as reviewed and approved by the Policy Committee.

**Motion to Approve
Legislative
Advocacy Policy**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

10. INFORMATIONAL ITEMS

- A. Chairman Kelley – Chairman Kelley stated that the District is very well run and the parks look great even with the fires, water problems and staff changes.
- B. Ventura County Special District Association/California Special District Association – Director Magner stated that the June 4th VCSDA meeting took place at PVRPD's

Senior Center with the executive director of LAFCo as the speaker. CSDA – Director Magner stated that she and General Manager Otten attended Legislative Days in Sacramento on May 20.

- C. Ventura County Consolidated Oversight Board – No meeting.
- D. Santa Monica Mountains Conservancy – No meeting.
- E. Standing Committees – Finance – Director Malloy stated that the District is on budget and under in some expense items. Liaison – Director Dixon stated that there is consideration of the placement of the Miracle League baseball field on PVSD property at University Preparation Charter School at 1099 Bedford Drive with access to District restrooms at the Community Center. Director Mishler stated that the architect for the senior and community recreation facility presented 6 proposals to the Liaison Committee who chose 2 out of the 6. Four proposals and layouts will be provided for feedback at the June 6 community workshop at the Senior Center. Personnel – No report. Long Range Planning – No report. Policy – No report.
- F. Foundation for Pleasant Valley Recreation and Parks – Director Magner stated that the Food Truck Festival was held on May 25 at the Community Center. The Foundation is looking for sponsorships for the Camarillo Grove Park fundraiser on August 17 and five Food Truck Fridays are coming up this summer. The Painting with a Twist fundraiser will be November 14 and the group cleared about \$1000 at the recent fundraiser at Cronies.
- G. General Manager’s Report – General Manager Mary Otten reported that the senior and community recreation facility workshop will be held in the Senior Center at 6:30pm on June 6. The community meetings for the Arneill Ranch Park renovation have been well attended. Playground options for Camarillo Grove Park will be presented in July and shade structure poles are going in at pavilion #1 at Nancy Bush Park.

11. ORAL COMMUNICATIONS

Director Malloy mentioned that May was busy with meetings for the budget, Arneill Ranch Park, Liaison and Finance Committees, fundraisers, and the Food Truck Festival. The Lions Club and Institution Ale each donated proceeds from the event to the Foundation. Director Dixon stated that the Food Truck Festival had a good sized crowd and could have used more food trucks. Director Mishler thanked Director Magner for all of her trips up to Sacramento for CSDA. Director Mishler also stated that the PVSD board meetings will be televised again and that he will speak on geology at the August VCSA meeting. Director Magner thanked the Lions Club and Institution Ale for supporting the Foundation. Chairman Kelley congratulated all recent school graduates.

12. ADJOURNMENT

Chairman Kelley adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Robert Kelley
Chairman

Pleasant Valley Recreation and Park District
Finance Report
May 2019

	Date	Amount	
Accounts Payables:	5/1-13/19	\$ 230,682.47	AP- 5/1-13/2019
	5/23-30/19	\$ 113,365.75	AP- 5/23-30/2019
	Total	\$ 344,048.22	
Payroll (Total Cost):			
	5/2/2019	\$ 140,708.15	
	5/16/2019	\$ 136,380.28	
	5/30/2019	\$ 130,854.95	
	Total	\$ 407,943.38	
Outgoing:Online Payments			
	5/1/2019	\$ 29,790.59	CALPERS (5/2019 Hlth. Insurance)
	5/1/2019	\$ 3,222.00	EDD- SUI Charges
	5/1/2019	\$ 2,373.17	Socal Gas Co.
	5/1/2019	\$ 1,793.72	The Hartford- 5/2019- BL, LTD, STD & ADD Insurance
	5/1/2019	\$ 479.55	VSP -5/2019 Vison Insurance
	5/1/2019	\$ 2,227.89	Guardian- 4/2019 Dental Insurance
	5/2/2019	\$ 13,499.70	CALPERS (Ret. For PR 5/2/2019)
	5/2/2019	\$ 57.50	Socal Gas Co.
	5/2/2019	\$ 961.01	Southern CA Edison
	5/2/2019	\$ 16,376.92	City Of Camarillo
	5/3/2019	\$ 4,039.14	WEX (76 Fuel) - Fuel Purchases
	5/10/2019	\$ 58.00	Culligan Water
	5/10/2019	\$ 23.80	Culligan Water
	5/13/2019	\$ 48.95	Socal Gas Co.
	5/15/2019	\$ 13,418.48	CALPERS (Ret. For PR 5/16/2019)
	5/21/2019	\$ 504.35	Southern CA Edison
	5/22/2019	\$ 11,990.93	City Of Camarillo- Water
	5/22/2019	\$ 73.31	Sprint
	5/24/2019	\$ 2,300.99	Southern CA Edison
	5/29/2019	\$ 19,941.69	City Of Camarillo- Water
	Total	\$ 123,181.69	
Grand Total		\$ 875,173.29	

CASH REPORT

	5/31/2019 Balance	5/31/2018 Balance	
Restricted Funds			
Debt Service - Resrtricted	\$ 365,068.09	\$ 636,263.69	
457 Pension Trust Restricted	\$ 70,212.90	\$ 82,283.31	
Quimby Fee - Restricted	\$ 92,213.02	\$ 188,451.86	
Multi-Bank Securities Restricted	\$ 661,096.74	\$ 631,006.00	
Ventura County Pool - Restricted	\$ 4,679,346.13	\$ 5,056,879.54	
FCDP Checking	\$ 20,934.04	\$ 29,446.30	
Total	\$ 5,888,870.92	\$ 6,624,330.70	
Semi-Restricted Funds			
Assessment	\$ 757,215.50	\$ 205,846.28	
Capital Improvement	\$ 30,930.65	\$ 91,660.26	
Capital - Vehicle Replacement	\$ 50,843.80	\$ 40,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 21,613.44	
LAIIF Capital	\$ 2,767,763.23	\$ 2,254,955.79	
Contingency - Dry Period	\$ 271,000.00	\$ 181,000.00	
Contingency - Computer	\$ 10,000.01	\$ 5,000.00	
Contingency - Repair/Oper/Admin	\$ 30,000.00		
Total	\$ 3,934,151.13	\$ 2,800,919.57	
Unrestricted Funds			
Contingency	\$ 765,920.90	\$ 749,820.15	
Cal Trust	\$ 1,427,084.86	\$ 1,919,492.73	
General Fund Checking	\$ 559,882.64	\$ 357,900.54	
Total	\$ 2,752,888.40	\$ 3,027,213.42	
Total of all Funds	\$ 12,575,910.45	\$ 12,452,463.69	\$ 394,610.39

	6/10/2019 Balance	6/30/2018 Balance	
Restricted Funds			
Debt Service - Resrtricted	\$ 365,068.09	\$ 636,394.43	
457 Pension Trust Restricted	\$ 70,212.90	\$ 68,404.38	
Quimby Fee - Restricted	\$ 92,545.28	\$ 306,831.57	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 630,491.00	
Ventura County Pool - Restricted	\$ 4,679,346.13	\$ 5,056,879.54	
FCDP Checking	\$ 20,934.04	\$ 29,446.30	
Total	\$ 5,888,870.92	\$ 6,728,447.22	
Semi-Restricted Funds			
Assessment	\$ 757,215.50	\$ 141,994.34	
Capital Improvement	\$ 30,930.65	\$ 86,462.52	
Capital - Vehicle Replacement	\$ 50,843.80	\$ -	
Capital - Designated Project	\$ 16,397.94	\$ -	
LAIIF Capital	\$ 2,767,763.23	\$ 2,138,955.79	
Contingency - Dry Period	\$ 271,000.00	\$ -	
Contingency - Computer	\$ 10,000.01		
Contingency - Repair/Oper/Admin	\$ 30,000.00		
Total	\$ 3,934,151.13	\$ 2,367,412.65	
Unrestricted Funds			
Contingency	\$ 765,920.90	\$ 749,974.42	
Cal Trust	\$ 1,427,084.86	\$ 1,719,719.70	
General Fund Checking	\$ 512,336.64	\$ 332,409.21	
Total	\$ 2,705,342.40	\$ 2,802,103.33	
Total of all Funds	\$ 12,528,364.45	\$ 11,897,963.20	\$ 630,401.25

MBS – Multi Bank Securities

MBS - US Treasury Type	January 11 2018	February 15 2018	March 15 2018	April 7 2018	May 10 2018	June 6 2018	July 11 2018	Aug 9 2018	Sept 11 2018
US 3 Month	1.393%	1.558%	1.728%	1.694%	1.842%	1.900%	1.922%	2.003%	2.095%
US 6 Month	1.540%	1.775%	1.893%	1.860%	2.000%	2.067%	2.085%	2.173%	2.255%
US 1 Year	1.715%	1.920%	1.988%	1.954%	2.175%	2.223%	2.260%	2.343%	2.435%
US 2 Year	1.973%	2.176%	2.287%	2.266%	2.526%	2.520%	2.582%	2.649%	2.744%
US 3 Year	2.074%	2.391%	2.425%	2.397%	2.667%	2.650%	2.672%	2.728%	2.820%
US 5 Year	2.329%	2.630%	2.627%	2.584%	2.526%	2.809%	2.752%	2.811%	2.869%
	Oct 15 2018	Nov 11 2018	Dec 11 2018	Jan 11 2019	Feb 11 2019	March 13 2019	April 9 2019	May 8 2019	June 10 2019
US 3 Month	2.228%	2.327%	2.344%	2.345%	2.375%	2.388%	2.376%	2.399%	2.215%
US 6 Month	2.395%	2.464%	2.475%	2.437%	2.432%	2.445%	2.375%	2.388%	2.128%
US 1 Year	2.567%	2.637%	2.595%	2.490%	2.458%	2.435%	2.332%	2.295%	1.961%
US 2 Year	2.853%	2.924%	2.754%	2.537%	2.490%	2.463%	2.346%	2.297%	1.904%
US 3 Year	2.941%	2.990%	2.751%	2.504%	2.467%	2.433%	2.294%	2.264%	1.874%
US 5 Year	3.012%	3.039%	2.726%	2.520%	2.475%	2.522%	2.306%	2.287%	1.915%

Ventura County Pool

Investment Name	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	September 2018
Ventura County Pool	1.42%	1.552%	1.611%	1.781%	1.857%	1.963%	2.072%	2.136%	2.135%
Ventura County Pool	October 2018 2.293%	November 2018 2.433%	December 2018 2.483%	January 2019 2.757%	February 2019 2.669%	March 2019 2.655%	April 2019 2.677%	May 2019 2.686%	June 2019

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	September 2018
Local Agency Investment Fund (LAIF)	1.350%	1.412%	1.524%	1.661%	1.755%	1.854%	1.944%	1.998%	2.160%
Local Agency Investment Fund (LAIF)	October 2018 2.144%	November 2018 2.208%	December 2018 2.291%	January 2019 2.355%	February 2019 2.392%	March 2019 2.436%	April 2019 2.445%	May 2019 2.449%	June 2019

Cal Trust

Investment Name					January 2019	February 2019	March 2019	April 2019	May 2019
Cal Trust					2.54%	2.52%	2.52%	2.58%	2.54%



P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER
STATEMENT DATE 05-22-2019
AMOUNT DUE \$12,933.00
NEW BALANCE \$12,933.00
PAYMENT DUE ON RECEIPT



000002297 01 SP 0.560 106481004980572 P

PLEASANT VALLEY REC PRK
ATTN LEO YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

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

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

001293300 001293300

Use tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

PLEASANT VALLEY REC	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges -	Credits -	Payments -	New Balance =
Company Total	\$7,154.16	\$12,939.99	\$0.00	\$0.00	\$0.00	\$6.99	\$7,154.16	\$12,933.00

CORPORATE ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-09	05-06	74798269129000000002319	PAYMENT - THANK YOU 00000 C	7,154.16 PY
TOTAL CORPORATE ACTIVITY				\$7,154.16 CR

NEW ACTIVITY

JANE RAAB	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$334.51	\$0.00	\$334.51

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-29	04-28	24431069118083714758603	AMAZON.COM*MZ9F66HZ2 AMZN AMZN.COM/BILL WA	34.61
04-29	04-28	24692169118100004975713	AMZN MKTP US*MZ8PA3K01 AMZN.COM/BILL WA	10.75
05-13	05-09	24445009130500332942602	OPC MSC*SERVICE FEE 024 800-487-4567 NE	5.78
05-13	05-09	24445009130500332942784	OPC*VENTURA RMA 925-855-5000 CA	269.00
05-21	05-21	24431069141083313078990	AMAZON.COM*MN1WA4MX2 AMZN AMZN.COM/BILL WA	14.37

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 05/22/19
DISPUTED AMOUNT .00

AMOUNT DUE

12,933.00

PREVIOUS BALANCE	7,154.16
PURCHASES & OTHER CHARGES	12,939.99
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	6.99
PAYMENTS	7,154.16
ACCOUNT BALANCE	12,933.00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

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



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 05-22-2019

NEW ACTIVITY

EONORE YOUNG	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$610.06	\$0.00	\$610.06

Post Date	Tran Date	Reference Number	Transaction Description	Amount
4-29	04-27	24431069117026600313497	ADOBE *ACROPRO SUBS 800-833-6687 CA	14.99
5-06	05-03	24202989125030061269483	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	100.00
5-09	05-08	24692169128100299635418	J2 *METROFAX 888-929-4141 CA	7.95
5-13	05-09	24692169130100511452333	STARBUCKS STORE 06670 CAMARILLO CA	22.40
5-21	05-19	24625859140900010664783	SHERWEB 819-5626610 NY	464.72

ANNY BINNEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,811.30	\$0.00	\$1,811.30

Post Date	Tran Date	Reference Number	Transaction Description	Amount
5-03	05-02	24224439123102004163651	B AND B DO IT CENT CAMARILLO CA	23.58
5-06	05-02	24055239123200188400622	PRESTO PASTA Q02 CAMARILLO CA	656.91
5-07	05-06	24231689127837000181929	SMART AND FINAL 400 CAMARILLO CA	267.74
5-10	05-09	24755429129281294262746	MOTION PICTURE LICENSING 800-4628855 CA	587.21
5-14	05-13	24755429133271333818016	THE MARK IT PLACE CAMARILLO CA	254.45
5-20	05-17	24224439138102004035761	B AND B DO IT CENT CAMARILLO CA	21.41

ATLYN SIMBER-CLICKNER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$6.99	\$394.67	\$0.00	\$387.68

Post Date	Tran Date	Reference Number	Transaction Description	Amount
5-01	04-30	24431069121898000118559	COSTCO WHSE #0420 OXNARD CA	10.76
5-03	05-01	24789309122448200254884	FUN EXPRESS 800-2280122 NE	145.42
5-06	05-05	24431069126898000132076	COSTCO WHSE #0420 OXNARD CA	47.94
5-07	05-06	24431069126083708573356	AMZN MKTP US*MN2TX6L31 AM AMZN.COM/BILL WA	70.64
5-08	05-07	24072809127400009124014	JOANN STORES #1809 OXNARD CA	17.41
5-08	05-07	24493989128400571000105	LAKESHORE LEARNING #38 VENTURA CA	17.76
5-09	05-07	24445009129000756052460	DOLLAR TREE CAMARILLO CA	47.19
5-09	05-07	24445009129000756052536	DOLLAR TREE CAMARILLO CA	16.09
5-10	05-09	24431069129083308687488	AMAZON.COM*MN63S2O32 AMZN AMZN.COM/BILL WA	14.47
5-20	05-19	24431069139083721512600	AMZN MKTP US*MN43H0GE2 AM AMZN.COM/BILL WA	6.99
5-22	05-21	74431069142083009504881	AMZN MKTP US AMZN.COM/BIL AMZN.COM/BILL WA	6.99 CR

ICK MARIENTHAL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$849.41	\$0.00	\$849.41

Post Date	Tran Date	Reference Number	Transaction Description	Amount
5-25	04-24	24015179114003223894710	76 - GSE 76 LAS POSAS CAMARILLO CA	94.12
5-29	04-25	24610439116010178617991	THE HOME DEPOT #1012 CAMARILLO CA	25.02
5-03	05-03	24431069123083714428499	AMZN MKTP US*MZ9JT2YZ1 AM AMZN.COM/BILL WA	200.85
5-06	05-05	24431069125083715121711	AMZN MKTP US*MZ8RL39I2 AM AMZN.COM/BILL WA	200.85
5-07	05-06	24755429127131272206052	PESTICIDE APPLICATORS PRO 916-4412272 CA	100.00
5-08	05-07	24015179127000958069794	76 - GSE 76 LAS POSAS CAMARILLO CA	89.47
5-13	05-09	24610439130010182486765	THE HOME DEPOT #1012 CAMARILLO CA	35.80
5-17	05-16	24015179136002161242779	76 - ALIMO INC CAMARILLO CA	103.30



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 05-22-2019

NEW ACTIVITY

ERIC STORRIE		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$72.00	\$0.00	\$72.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-02	04-30	24453519121030012603231	LAS POSAS CLEANERS CAMARILLO CA	37.00	
05-13	05-09	24136009130017041781241	NATIONAL RECREATION & 703-858-2179 VA	35.00	
BRANDON LOPEZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$988.26	\$0.00	\$988.26
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-25	04-23	24610439114010183731359	THE HOME DEPOT #1012 CAMARILLO CA	15.94	
04-26	04-24	24610439115010182693708	THE HOME DEPOT #1012 CAMARILLO CA	112.09	
05-03	05-01	24692169122100726952622	THE HOME DEPOT 1012 CAMARILLO CA	678.02	
05-22	05-21	24231689142091025261784	HARBOR FREIGHT TOOLS 10 CAMARILLO CA	21.44	
05-22	05-20	24610439141010183767160	THE HOME DEPOT #1012 CAMARILLO CA	160.77	
MICHAEL CRUZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$279.52	\$0.00	\$279.52
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-17	05-15	24610439136010183589090	THE HOME DEPOT #1012 CAMARILLO CA	168.98	
05-17	05-15	24610439136010183589330	THE HOME DEPOT #1012 CAMARILLO CA	110.54	
JOSEPH KEY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$114.20	\$0.00	\$114.20
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-09	05-07	24610439128010179645393	THE HOME DEPOT #1012 CAMARILLO CA	42.47	
05-20	05-16	24610439137010187625360	THE HOME DEPOT #1012 CAMARILLO CA	71.73	
JOHN FLETCHER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,665.65	\$0.00	\$1,665.65
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-24	04-23	24436549114010376792026	RAINMASTER 650-6222200 CA	508.30	
05-06	05-03	24610439124010186583383	THE HOME DEPOT #1012 CAMARILLO CA	18.82	
05-15	05-13	24692169134100825312294	THE HOME DEPOT 1012 CAMARILLO CA	451.18	
05-16	05-14	24610439135010183573459	THE HOME DEPOT #1012 CAMARILLO CA	50.95	
05-17	05-15	24692169136100991724403	THE HOME DEPOT 1012 CAMARILLO CA	258.55	
05-21	05-20	24492159140894607427958	PAYPAL *MAINTENANCE 402-935-7733 CA	78.00	
05-22	05-20	24692169141100876405048	THE HOME DEPOT 1012 CAMARILLO CA	299.85	



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 05-22-2019

NEW ACTIVITY

CARY OTTEN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$61.94	\$0.00	\$61.94
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
4-23	04-22	24431069113898000080551	COSTCO WHSE #0420 OXNARD CA	61.94	
TEVE REVELES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,672.27	\$0.00	\$1,672.27
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
4-23	04-22	24755429113151135114695	YAMA LAWNMOWER SERVICE OXNARD CA	66.82	
4-26	04-25	24755429116151169907196	YAMA LAWNMOWER SERVICE OXNARD CA	116.27	
5-02	04-30	24610439121010182626031	THE HOME DEPOT #1012 CAMARILLO CA	78.20	
5-02	05-01	24692169121100037392196	AMZN MKTP US*MZ5717K10 AMZN.COM/BILL WA	15.94	
5-02	05-01	24692169121100167788429	AMZN MKTP US*MZ0IC2S62 AMZN.COM/BILL WA	27.10	
5-02	05-01	24692169121100329379604	AMZN MKTP US*MZ1K33R01 AMZN.COM/BILL WA	9.98	
5-03	05-02	24015179122000235674304	76 - GSE 76 LAS POSAS CAMARILLO CA	121.73	
5-08	05-07	24755429128151286153958	YAMA LAWNMOWER SERVICE OXNARD CA	771.46	
5-14	05-13	24755429134151342413570	YAMA LAWNMOWER SERVICE OXNARD CA	77.52	
5-15	05-14	24755429135151352305061	YAMA LAWNMOWER SERVICE OXNARD CA	75.40	
5-16	05-15	24801979135726676556511	WARREN DISTRIBUTING VENT VENTURA CA	32.78	
5-22	05-21	24692169141100026731772	IN *FMB TRUCK OUTFITTERS 909-2542800 CA	96.14	
5-22	05-21	24801979141726371410040	WARREN DISTRIBUTING VENT VENTURA CA	183.53	
WILY RAAB		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$453.07	\$0.00	\$453.07
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
5-03	05-03	24692169123100037100563	DLX*PS PRINT 800-511-2009 CA	25.90	
5-20	05-17	24692169137100782866925	DRI*PRINTPLACE 877-405-3949 CA	427.17	
ROBERT A CERASUOLO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$709.69	\$0.00	\$709.69
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
5-02	04-30	24610439121010182629118	THE HOME DEPOT #1012 CAMARILLO CA	128.60	
5-10	05-08	24692169129100899748222	THE HOME DEPOT 1012 CAMARILLO CA	469.77	
5-13	05-09	24013399130001276002740	BOBBIS MEXICAN FOOD CAMARILLO CA	25.53	
5-17	05-17	24431069137083059953626	TARGET.COM * 800-591-3869 MN	85.79	
ANDRESEN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,250.31	\$0.00	\$1,250.31



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 05-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-26	04-24	24164079115255227418595	SUBWAY 04012985 CAMARILLO CA	39.99
04-26	04-24	24445009116000731566639	LITTLE CAESARS 5843 CAMARILLO CA	16.09
05-01	04-30	24692169120100390605987	ARC*SERVICES/TRAINING 800-733-2767 GA	480.00
05-03	05-02	24692169122100677223791	ARC*SERVICES/TRAINING 800-733-2767 GA	90.00
05-03	05-02	24692169122100677223809	ARC*SERVICES/TRAINING 800-733-2767 GA	540.00
05-10	05-08	24906049129041600003430	WILSON LODGE FOOD SERV WHEELING WV	16.10
05-21	05-21	24431069141083713330264	AMZN MKTP US*MN0VS6MG2 AM AMZN.COM/BILL WA	68.13

ANTHONY MILLER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,673.13	\$0.00	\$1,673.13

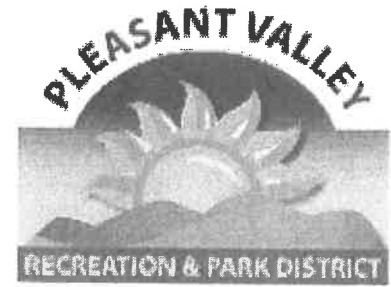
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-29	04-25	24138299116207299600408	BAJA FRESH 30632 CAMARILLO CA	131.76
04-29	04-25	24431069116975018840296	VONS #1672 CAMARILLO CA	21.96
04-29	04-27	24431069117083713171783	AMZN MKTP US*MZ3UG3620 AM AMZN.COM/BILL WA	249.99
04-29	04-28	24431069118083719840737	AMAZON.COM*MZ0IQ6HB2 AMZN AMZN.COM/BILL WA	597.08
04-29	04-28	24431069118083719840745	AMZN MKTP US*MZ5XS8Q40 AM AMZN.COM/BILL WA	75.06
05-03	05-01	24431069122975019901339	VONS #1672 CAMARILLO CA	16.99
05-03	05-01	24761979122206688100999	BANDITS GRILL & BAR CAMARILLO CA	93.59
05-06	05-02	24055239123200188400440	PRESTO PASTA Q02 CAMARILLO CA	128.70
05-06	05-03	24391219124026073168139	BUDGET.COM PREPAY RESERV 8006212844 VA 07316813US0	91.26
05-06	05-03	24453519125030017593441	LAS POSAS CLEANERS CAMARILLO CA	120.00
05-09	05-08	24445009129000756126975	USPS PO 0511580060 CAMARILLO CA	25.50
05-17	05-16	24231689137837000107013	SMART AND FINAL 400 CAMARILLO CA	26.91
05-20	05-16	24013399137002268496109	TOPPERS PIZZA PLACE 2 ONL CAMARILLO CA	94.33

Department: 00000 Total:	\$12,933.00
Division: 00000 Total:	\$12,933.00

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 05/30/2019 - 2:33PM
 Date Range: 05/23/2019 - 05/30/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
21105	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: CONCERT	05/23/2019	250.00
21110	FRONTIER HIGH SCHOOL	FRONTIER HS: PERMIT REFUND	05/23/2019	300.00
21115	HERALD PRINTING, LTD.	HERALD PRINTING: SCS UTILITY	05/23/2019	949.83
21120	RICARDO MAGANA	R.MAGANA: PERMIT REFUND	05/23/2019	50.00
21121	KRISTEN MALDONADO	K.MALDONADO: PERMIT REFUND	05/23/2019	50.00
21126	SAN DIEGO FAMILY HOUSING, LI	SAN DIEGO FAMILY HOUSING LL	05/23/2019	350.00
21127	TOMAS SANCHEZ	T.SANCHEZ: PERMIT REFUND	05/23/2019	100.00
21131	VENTURA COUNTY FIRE DEPART	VC FIRE DEPT.: DEPOSIT REFUND	05/23/2019	150.00

Total for Department: 00 Non Departmentalized 2,199.83

Department: 03 Recreation

0	BEVERLY DRANSFELDT	B.DRANSFELDT: MILEAGE REIMB	05/28/2019	15.66
0	ETSUKO GERBASI	E.GERBASI- MILEAGE REIMBURS	05/28/2019	10.44
0	SARAH KNICKLE	S.KNICKLE: MILEAGE REIMBURS	05/23/2019	48.72
0	VICTORIA ZAVALA	V.ZAVALA: MILEAGE REIMBURSI	05/28/2019	11.02
21096	MONIQUE ABRAHAMSEN	M.ABRAHAMSEN: INSTRUCTOR I	05/23/2019	27.30
21098	AMERICAN RED CROSS	AMERICAN RED CROSS: ADULT &	05/23/2019	180.00
21101	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE	05/23/2019	352.75
21107	BRUCE COLELL	B.COLELL: INSTRUCTOR FEES/SP	05/23/2019	72.80
21111	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ART	05/23/2019	132.60
21112	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WAT	05/23/2019	65.81
21114	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	05/23/2019	43.88
21116	MENDAL HYDE	M.HYDE: INSTRUCTOR FEES/WAT	05/23/2019	65.81
21117	J. THAYER COMPANY	J.THAYER: LASER PRINT PRINTA	05/23/2019	112.59
21124	PLEASANT VALLEY SCHOOL DIS	PVSD: FIELD FACILTY INVOICE/C	05/23/2019	7,067.80
21125	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	05/23/2019	97.50
21129	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	05/23/2019	386.10
21133	ANN M. WRIGHT	ANN WRIGHT: INSTRUCTOR FEE	05/23/2019	193.70
21140	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/	05/23/2019	191.10
21146	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/	05/23/2019	1,053.00
21149	DAVID TORFEH	D.TORFEH: INSTRUCTOR FEES/ B	05/23/2019	19.50
21151	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/ T	05/23/2019	542.75
21152	ADM GROUP INC.	ADM GROUP: INSTRUCTOR FEES	05/23/2019	988.00
21153	LUCILE B. MOSIER	L.MOSIER: INSTRUCTOR FEES/M	05/23/2019	520.00
21161	SWORDS INC.	SWORDS INC.: FENCING	05/28/2019	608.40

Total for Department: 03 Recreation 12,807.23

Department: 04 Parks

0	GRAINGER	GRAINGER: SPLIT RING HANGER	05/23/2019	189.74
21097	AIRWORKS SOLUTIONS INC.	AIROWRKS: HEATER SERVICE- G	05/23/2019	125.00
21099	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: 0	05/23/2019	947.39
21100	B & B DO IT CENTER	B&B: PAINT SUPPLIES/COMM CT	05/23/2019	282.11
21102	BUFFUM'S SAFE & LOCK SVC	BUFFUM'S SAFE & LOCK: KEY FC	05/23/2019	85.80
21103	BURKE OVERHEAD DOOR	BURKE OVERHEAD DOOR: REMC	05/23/2019	2,780.00
21104	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE- WO	05/23/2019	15,002.14
21106	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: PRESSURE WAS	05/23/2019	21.19
21108	DIAL SECURITY	DIAL SECURITY:SEC. SERV.- 4/27/	05/23/2019	100.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
21109	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPP.: JANITI	05/23/2019	260.51
21117	J. THAYER COMPANY	J,THAYER: TONER CARTRIDGES/I	05/23/2019	347.45
21118	LPA INC.	LPA INC.: ARCHI SERV.- 4/1-30/201	05/23/2019	23,160.29
21119	M & B SERVICES INC.	M&B SERVICES: IRRIGATION PUM	05/23/2019	2,790.00
21122	PACIFIC ROCK, INC.	PACIFIC ROCK: 3/4" REGULAR CR	05/23/2019	527.61
21123	PEACH HILL SOILS INC.	PEACH HILL SOIL: 4CY SEED TOP	05/23/2019	126.56
21128	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES/	05/23/2019	1,063.03
21132	VENTURA COUNTY STAR	VC STAR: NOTICE REQUESTING I	05/23/2019	840.72
21134	B & B DO IT CENTER	B&B: JIGSAW BLADE & PROPANE	05/23/2019	64.22
21135	BATTERIES PLUS BULBS 320	BATTERIES+BULBS: VEHICLE BA	05/23/2019	50.64
21136	BOETHING TREELAND FARMS IN	BOETHING TREELAND FARMS: Q	05/23/2019	1,515.26
21137	EMG HOLDINGS, LLC	EMG HOLDINGS, LLC: SIGN MAINT	05/23/2019	1,400.00
21138	EMPIRE CLEANING SUPPLY	EMPIRE CLENANING SUPPLY: JA	05/23/2019	53.85
21139	FERGUSON ENTERPRISES INC. #1	FERGUSON ENT.: WATER HEATER	05/23/2019	241.63
21141	KASTLE KARE	KASTLE KARE: GOPHER CLEAN (05/23/2019	400.00
21142	DOUG MARONEY	D/MARONEY: BOOTS REIMBURSE	05/23/2019	300.00
21144	PERFORMANCE GARDENS	PERFORMANCE GARDENS: LIMO	05/23/2019	68.64
21145	RJ THOMAS MFG. CO., INC.	RJ THOMAS MFG. CO: TABLES, BI	05/23/2019	8,441.80
21147	SIERRA COMMERCIAL PLUMBING	SIERRA COMM. PLUMBING:TS HC	05/23/2019	148.50
21148	SITEONE LANDSCAPE SUPPLY LI	SITEONE: COMPOST SPREADER &	05/23/2019	299.84
21150	UNITED SITE SERVICES OF CA INC	UNITED SITE SERVICES: TEMP. R	05/23/2019	247.54
21157	EMPIRE CLEANING SUPPLY	EMPIRE: JANITORIAL SUPPLIES/C	05/28/2019	131.38
21158	GAMETIME	GAME TIME:PG EQUIP-MERRY-GC	05/28/2019	13,208.82
21159	SITEONE LANDSCAPE SUPPLY LI	SITEONE: 10" RD. COVER ONLY R	05/28/2019	213.23

Total for Department: 04 Parks

75,434.89

Department: 05 Administration

21117	J. THAYER COMPANY	J,THAYER: VIEW RING BINDERS/I	05/23/2019	450.33
21130	VCSDA	VCSDA: FOR MEETING ON 6/4/19-	05/23/2019	80.00
21160	STATE OF CALIFORNIA DEPT. OF	STATE OF CA- DEPT. OF JUSTICE:	05/28/2019	96.00

Total for Department: 05 Administration

626.33

Total for Fund:10 General Fund

91,068.28

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
21143	NATURAL GREEN LANDSACAPES	NATURAL GREEN LANDSCAPE: 5	05/23/2019	15,615.08
Total for Department: 00 Non Departmentalized				15,615.08
Total for Fund:20 Assessment Fund				15,615.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
21113	LESLIE S. GILMER III	L.GILMER (SG MASONRY): PILAS	05/23/2019	6,475.00
21132	VENTURA COUNTY STAR	VC STAR: NOTICE CALLING FOR	05/23/2019	207.39
Total for Department: 00				6,682.39
Total for Fund:30 Park Dedication Fund				6,682.39

Check No. Vendor/Employee Transaction Description Date Amount

Grand Total

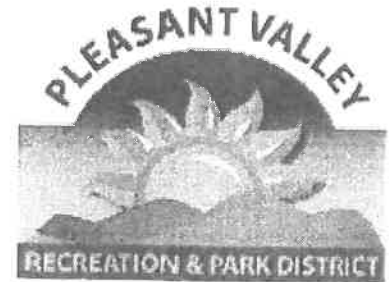
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Bank Reconciliation

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Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	KELSEY DAEHLIN	DAEHLIN,K. - REISSUE RETURNED	06/03/2019	760.37
21170	MAYUMI BOONYASETHA	M.BOONYASETHA: PERMIT REFUND	06/06/2019	50.00
21172	BUENAVENTURA DOG TRAINING		06/06/2019	50.00
21173	CAMARILLO GIRLS SOFTBALL ASSOCIATION	CAMARILLO GIRLS SOFTBALL ASSOCIATION	06/06/2019	50.00
21179	CPRS	CPRS: 2019-2020 MEMBERSHIP REFUND	06/06/2019	555.00
21185	HUB INTERNATIONAL INSURANCE	HUB INSURANCE: 05/2019 INSURANCE	06/06/2019	939.00
21199	US BANK	US BANK: CALCARD STATEMENT	06/06/2019	12,933.00
21200	VENTURA COUNTY FIRE DEPARTMENT	VENTURA COUNTY FIRE DEPT.: IRRIGATION	06/06/2019	150.00

Total for Department: 00 Non Departmentalized 15,487.37

Department: 03 Recreation

0	BEVERLY DRANSFELDT	B.DRANSFELDT: MILEAGE REIMBURSEMENT	06/06/2019	1.74
0	JACK ESTRADA	J.ESTRADA: MILEAGE REIMBURSEMENT	06/06/2019	16.82
0	KADIN MELLO	K.MELLO: MILEAGE REIMBURSEMENT	06/06/2019	10.44
0	LANNY BINNEY	L.BINNEY: 5/2019 MILEAGE REIMBURSEMENT	06/06/2019	24.36
21169	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/CLASS	06/06/2019	988.00
21171	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/CLASS	06/06/2019	221.00
21176	KERRY A. CLERIC	K.CLERIC: UMPIRE IN CHARGE	06/06/2019	250.00
21177	BRUCE COLELL	B.COLELL: INSTRUCTOR FEES/SPONSOR	06/06/2019	136.82
21180	LORENZO J. CRAWFORD JR.	L.CRAWFORD: INSTRUCTOR FEE/CLASS	06/06/2019	128.70
21181	JENNIFER ERSONMEZ	J.ERSONMEZ: INSTRUCTOR FEES	06/06/2019	55.90
21182	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ARTS	06/06/2019	143.65
21183	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WATER	06/06/2019	27.30
21184	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FEES	06/06/2019	40.95
21186	MENDAL HYDE	M.HYDE: INSTRUCTOR FEES/WATER	06/06/2019	27.30
21187	J. THAYER COMPANY	J.THAYER: OPTICAL MOUSE/SR. COPY	06/06/2019	42.44
21189	ALISON LITTLE	A.LITTLE: INSTRUCTOR FEES/SPONSOR	06/06/2019	408.98
21190	LUTZ LISA/ETIQUETTE OF VC	LISA LUTZ: INSTRUCTOR FEES/MATERIAL	06/06/2019	234.00
21191	JOANNE MARKHAM	J.MARKHAM: CLASS REFUND	06/06/2019	50.00
21192	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/MATERIAL	06/06/2019	702.00
21197	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	06/06/2019	146.25
21201	ODILE YEREVANIAN	O.YEREVANIAN: INSTRUCTOR FEES	06/06/2019	419.90
21202	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WATER	06/06/2019	331.62

Total for Department: 03 Recreation 4,408.17

Department: 04 Parks

0	GRAINGER	GRAINGER: FACESHIELD, EAR PLUGS	06/06/2019	97.86
21168	B & B DO IT CENTER	B&B: PVC SPXF BUSHING. MALE	06/06/2019	1,410.12
21175	CITY OF OXNARD-CITY TREASURER	CITY OF OXNARD; WASTE DISPOSAL	06/06/2019	423.89
21178	COUNTY OF VENTURA	COUNTY OF VENTURA: 03/2019 C	06/06/2019	112.50
21185	HUB INTERNATIONAL INSURANCE	HUB INSURANCE: 05/2019 INSURANCE	06/06/2019	-35.64
21187	J. THAYER COMPANY	J.THAYER: LIME GREEN CARD SIGN	06/06/2019	22.24
21188	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL/CALCO	06/06/2019	34.17
21194	OXNARD AUTO ELECTRIC COMPANY	OXNARD AUTO ELECTRIC CO.: 2	06/06/2019	142.23
21195	PERFORMANCE NURSERY	PERFORMANCE NURSERY: LIMO	06/06/2019	68.64
21196	PHOENIX GROUP INFORMATION SYSTEMS	PHOENIX INFORMATION SYSTEMS	06/06/2019	
21198	SITEONE LANDSCAPE SUPPLY LLC	SITEONE: IRRIGATION SUPPLIES	06/06/2019	

Check No.	Vendor/Employee	Transaction Description	Date	Amount
			Total for Department: 04 Parks	3,164.95
Department: 05 Administration				
21162	ACCU-PRINTS/M&L PARTNERSHI	ACCU-PRINTS: FINGER PRINT PR	06/06/2019	12.00
21163	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: HANDSE	06/06/2019	75.00
21164	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 04/2019 LI	06/06/2019	7,894.50
21165	ALLCONNECTED, INC.	ALLCONNECTED: DOWNPAYMEN	06/06/2019	1,050.00
21166	ALLCONNECTED, INC.	ALLCONNECTED: 06/2019 COMP.	06/06/2019	881.00
21167	ALLCONNECTED, INC.	ALLCONNECTED: COMP. NETWO	06/06/2019	11,081.50
21174	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: TV CAMEF	06/06/2019	190.89
21187	J. THAYER COMPANY	J.THAYER: POST-JT, RUBBER BAN	06/06/2019	624.52
21193	NOT JUST PRINTING	NOT JUST PRINTING: AP AND PR	06/06/2019	603.43
			Total for Department: 05 Administration	22,412.84
			Total for Fund: 10 General Fund	45,473.33

Check No.	Vendor/Employee	Transaction Description	Date	Amount
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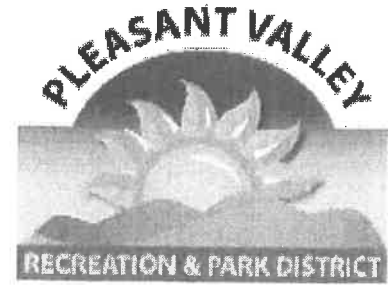
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Bank Reconciliation

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Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
21215	HAILE BLACKMAN	H.BLACKMAN: BAND FOR SUMM	06/20/2019	2,000.00
21219	CANON SOLUTIONS AMERICA IN	CANON OFFICE SOL: VINYL BAN	06/20/2019	289.92
21226	EAGLES SOCCER CLUB	EAGLE SOCCER CLUB: PERMIT R	06/20/2019	25.00
21231	RICHARD GOMEZ	R.GOMEZ: PERMIT REFUND	06/20/2019	50.00
21241	VENTURA COUNTY CHINESE AM	VENTURA COUNTY CHINESE AM	06/20/2019	100.00
21245	MELISSA YOUNCE	M.YOUNCE: PERMIT REFUND	06/20/2019	50.00
21264	GOOSETOWN PRODUCTIONS INC	GOOSETOWN PROD.; LIGHTS & A	06/24/2019	3,200.00
Total for Department: 00 Non Departmentalized				5,714.92

Department: 03 Recreation

0	DANTE CORNEJO	D.CORNEJO; MILEAGE REIMBUR	06/20/2019	24.94
21213	B & B DO IT CENTER	B&B;SINGLE SIDED KEY/YOUNG	06/20/2019	4.64
21214	BINGO WEST #4	BINGO WEST#4: BINGO SUPPLIES	06/20/2019	176.96
21219	CANON SOLUTIONS AMERICA IN	CANON OFFICE SOL: VINYL BAN	06/20/2019	289.92
21220	A CASTILLO	A.CASTILLO: REFUND-TEAM DR	06/20/2019	375.00
21222	LARRY CHAVEZ	L.CHAVEZ: HEAD REFEREE	06/20/2019	250.00
21233	SUHASINI JOSHI	S.JOSHI: INSTRUCTOR FEES/BOL	06/20/2019	83.20
21237	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	06/20/2019	343.20
21239	MARK TUSLER	M.TUSLER: INSTRUCTOR FEES/BI	06/20/2019	234.00
21240	UNITED SITE SERVICES OF CA IN	UNITED SITE SERV.: TEMP RR RE	06/20/2019	343.67
21243	W & S SERVICES	W&S: SEWER SERVICE- 4/30/19-5/	06/20/2019	58.61
21244	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/W	06/20/2019	1,280.50
21247	BINGO WEST #4	BINGOWEST #4: BINGO SUPPLIES	06/20/2019	472.33
21248	CANON SOLUTIONS AMERICA IN	CANON: WIDE BANNER VINYL	06/20/2019	159.79
21254	J. THAYER COMPANY	J.THAYER:ROTARY FILE CARDS, 1	06/20/2019	71.49
21262	ELITE COMMUNICATION	ELITE COMMUNICATION: CHAMI	06/24/2019	3,117.38
21263	JENNIFER ERSONMEZ	J.ERSONMEZ: INSTRUCTOR FEES	06/24/2019	55.90
21265	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/J	06/24/2019	501.80
21266	KIDZ LOVE SOCCER	KIDZ LOVE SOCCER: INSTRUCTC	06/24/2019	1,450.80
21268	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/I	06/24/2019	780.00
21270	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/LJ	06/24/2019	487.50
Total for Department: 03 Recreation				10,561.63

Department: 04 Parks

0	GRAINGER	GRAINGER: QUARTZ METAL HAI	06/21/2019	406.87
0	ALEJANDRO HEREDIA	A.HEREDIA: PANTS REIMBURSEM	06/20/2019	299.80
0	BRANDON LOPEZ	B.LOPEZ: BOOTS REIMBURSEME	06/20/2019	149.77
0	FAUSTO GARCIA	F.GARCIA: PANTS REIMBURSEMI	06/20/2019	300.00
0	MATTHEW HERNANDEZ	M.HERNANDEZ: BOOTS REIMBU	06/20/2019	157.52
0	MICHAEL P. CRUZ	M.CRUZ: PANTS REIMBURSEMEN	06/20/2019	290.61
21208	AG RX	AGRX: RYGRASS & TOPPER/ MO	06/20/2019	506.90
21212	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: 5	06/20/2019	947.39
21213	B & B DO IT CENTER	B&B;HAND SOAP & FLAGGING T	06/20/2019	129.48
21218	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE- MIS	06/20/2019	11,725.60
21223	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: IRRIGATION SU	06/20/2019	909.32
21224	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: WATER SER	06/20/2019	54.00
21225	E.J. HARRISON ROLLOFFS	EJ HARRISON ROLLOFFS: FOR GF	06/20/2019	665.88

Check No.	Vendor/Employee	Transaction Description	Date	Amount
21227	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: JANU	06/20/2019	4,133.72
21228	FENCE FACTORY RENTALS	FENCE FACTORY RENTAL: TEMP.	06/20/2019	106.96
21234	KASTLE KARE	KASTLEKARE: GOPHER CLEANO	06/20/2019	250.00
21235	LINCOLN AQUATICS	LINCOLN AQUATICS: LIQUID CHI	06/20/2019	625.55
21238	TURF STAR INC.	TURF STAR; OIL FILTER AND AIR	06/20/2019	147.29
21243	W & S SERVICES	W&S: SEWER SERVICE- 4/30/19-5/	06/20/2019	424.10
21246	BATTERIES PLUS BULBS 320	BATTERIES+BULBS: WATER PUM	06/20/2019	71.73
21250	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	06/20/2019	238.36
21251	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO; IRRIGATION SU	06/20/2019	455.70
21252	FRIEDLEY'S SCREEN & GLASS	FRIEDLEY'S SCREEN & GLASS: D	06/20/2019	338.56
21255	KOMPAN INC.	KOMPAN: PG PARTS/B.KILDEE PA	06/20/2019	113.31
21257	PHOENIX GROUP INFORMATION S	PHOENIX INFORMATION SYSTEM	06/20/2019	100.00
21258	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	06/20/2019	486.17
21259	TURF STAR INC.	TURF STAR: PIN CLEVIS, PIN ADJ	06/20/2019	276.91
21261	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL: BACKFLOW	06/24/2019	314.24
21267	SECOR PAINTING	SECOR PAINTING: BLDG & TRASI	06/24/2019	11,270.00
21269	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RI	06/24/2019	80.73
Total for Department: 04 Parks				35,976.47
Department: 05 Administration				
0	ELAINE L. MAGNER	E.MAGNER: TRAVEL REIMB.- CSI	06/20/2019	698.72
0	KAREN ROBERTS	K.ROBERTS: MILEAGE REIMBUR	06/20/2019	11.02
21209	ALLCONNECTED, INC.	ALLCONNECTED: AGREEMENT C	06/20/2019	500.00
21210	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 6/2019 IN	06/20/2019	1,209.70
21211	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: NEW YR	06/20/2019	511.39
21221	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: J	06/20/2019	960.00
21236	STATE OF CALIFORNIA DEPT. OF	STATE OF CA- DEPT. OF JUSTICE;	06/20/2019	352.00
21249	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: USE OF CH	06/20/2019	158.67
21253	GOPHER SIGN COMPANY	GOPHER SIGN CO.; PVRPD SIGN-	06/20/2019	4,471.61
21254	J. THAYER COMPANY	J.THAYER:PENS & BROTHER LAM	06/20/2019	100.53
21256	KONICA MINOLTA	KONICA MILNOLTA: 5/2019 COPIE	06/20/2019	1,348.29
Total for Department: 05 Administration				10,321.93
Total for Fund:10 General Fund				62,574.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
21216	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 04/2019 LANDSCAI	06/20/2019	25,127.50
21217	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 05/2019 LANDSCAI	06/20/2019	25,127.50
Total for Department: 00 Non Departmentalized				50,255.00
Total for Fund:20 Assessment Fund				50,255.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
21229	GAMETIME	GAMETIME: SHADE STRUCTURE	06/20/2019	31,537.74
21230	LESLIE S. GILMER III	L.GILMER-SG MASONRY: IRON R	06/20/2019	845.00
21232	JORDAN, GILBERT & BAIN	JORDAN, GILBERT & BAIN: LS AR	06/20/2019	1,000.00
21242	VENTURA COUNTY STAR	VC STAR: NOT. CALLING FOR BII	06/20/2019	737.24
21260	ARDALAN CONSTRUCTION COMI	ARDALAN CONST.: APP#4- FREEI	06/24/2019	325,220.15
Total for Department: 00				359,340.13
Total for Fund:30 Park Dedication Fund				359,340.13

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		472,170.08

**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: July 3, 2019

SUBJECT: FINANCE REPORT MAY 2019

RECOMMENDATION

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

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH MAY 31, 2019

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2018 through May 31, 2019 with a year-to-date comparison for the period of July 1, 2017 through May 31, 2018. The percentage rate used for the 2018-2019 fiscal year budget is 92% for Period 11 of the fiscal year.

REVENUES

Total revenue for the 11th month ending May 31, 2019 for Fund 10 (General Fund) has an overall increase of \$702,630 over prior year; the primary reason for the increase is Tax Apportionment, accounts #5110-5240 (\$360,649), Rental (\$151,102), Hill Fire Revenue from the insurance company (\$73,000), Public Fees (\$68,703) and Interest Earnings (\$50,609).

Total revenue for the 11th month ending May 31, 2019 for Fund 20 (Assessment District) is at 98.9% of budget. The Assessment District is on target for meeting its budget of \$1,109,053 for Assessment revenue, with tax revenue continuing to come in through June 30, 2019.

Fund 30 (Park Dedication Fee) is at 687.3% of budget due to the interest earnings on the investments, along with receiving Park Dedication Fees (\$85,533) which is a line item for which the District does not budget.

EXPENDITURES

Personnel Expenditures have increased by \$321,173 for FY 2018-2019 in comparison to personnel expense for the same time period as last year. This increase is primarily due to Full Time Wages (\$101,006), PERS Unfunded Liability (\$73,519), increase in Workers Compensation (\$63,214), increase in Part Time Wages (\$34,067), increase in Retirement (\$27,370) and an overall increase to various other payroll accounts.

Service and Supply Expenditures for Fund 10 have increased \$256,253 which is primarily due to the Collection Fee for Tax Apportionment (\$115,606), Building Repair (\$39,190), Hill Fire (\$38,188), Business Services (\$29,328), Contracted Landscaping Services (\$25,307) and other numerous services and supplies accounts.

Fund 20 is at 75.8% in Personnel and 84.4% in Service and Supplies. Currently, Fund 20 is below budget by 7.85%.

Fund 30 Services and Supplies has no budget and no expenses for the month of April 2019.

Capital projects for fiscal year 2018-2019 are progressing and at 57% of budget.

Quimby Fees fee projects are at 39.5% of budget.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 11.5% and Fund 20 is below budget by 7.85%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget.

RECOMMENDATION

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

ATTACHMENTS

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

General Ledger
Fund 10 General Fund
May 2019 92%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ 5,865,370.23	\$ 6,221,139.53	\$ 6,506,450.00	\$ 285,310.47	95.61%
Tax Apport Cur Year Unsec	5120	\$ -	\$ 104,473.45	\$ 115,812.89	\$ -	\$ 115,812.89	0.00%
Tax Apport Prior Year Sec	5130	\$ 18,809.80	\$ 51,706.10	\$ 51,854.17	\$ -	\$ 51,854.17	0.00%
Tax Apport Prior Year Unsec	5140	\$ -	\$ 4,556.00	\$ 10,361.51	\$ -	\$ 10,361.51	0.00%
Tax Deeded Sales	5150	\$ -	\$ 45.52	\$ 10.03	\$ -	\$ 10.03	0.00%
Cur Supplemental Pass Thru	5210	\$ 31,912.52	\$ 85,589.28	\$ 89,776.28	\$ -	\$ 89,776.28	0.00%
Supplemental Redcmption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ 16,037.54	\$ 39,575.80	\$ 38,993.64	\$ -	\$ 38,993.64	0.00%
HOPTR Prior Year	5231	\$ -	\$ 15,982.52	\$ -	\$ -	\$ -	0.00%
Supplemental Assessment Roll	5240	\$ 45.33	\$ 281.98	\$ 64.76	\$ -	\$ 64.76	0.00%
Interest Earnings	5310	\$ 13,073.80	\$ 22,898.07	\$ 73,507.28	\$ 18,300.00	\$ 55,207.28	401.68%
MBS Interest Earnings	5320	\$ -	\$ 533.67	\$ -	\$ -	\$ -	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ 9,711.62	\$ 9,382.00	\$ -	\$ 9,382.00	0.00%
Hill Fire 2018	5465	\$ 23,666.66	\$ -	\$ 73,000.00	\$ -	\$ 73,000.00	0.00%
Park Patrol Citations	5506	\$ 512.61	\$ 3,289.69	\$ 7,966.46	\$ 4,510.00	\$ 3,456.46	176.64%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Contract ClassesPublic Fees	5510	\$ 28,362.00	\$ 191,936.18	\$ 201,433.01	\$ 232,539.00	\$ 31,105.99	86.62%
Public Fees	5511	\$ 53,319.23	\$ 278,041.44	\$ 346,744.07	\$ 393,842.00	\$ 47,097.93	88.04%
Swim PassAdult Splash (20)	5513-5529	\$ 6,812.30	\$ 53,347.08	\$ 47,088.27	\$ 71,695.00	\$ 24,837.29	65.68%
Rental	5530	\$ 31,121.68	\$ 223,936.11	\$ 375,038.32	\$ 417,196.00	\$ 42,157.68	89.89%
Cell Tower Revenue	5535	\$ 10,715.39	\$ 77,649.07	\$ 86,878.15	\$ 83,534.00	\$ 3,344.15	104.00%
Annual Passes	5536	\$ -	\$ -	\$ 122.00	\$ -	\$ 122.00	0.00%
Parking Fees	5540	\$ 1,765.39	\$ 18,735.27	\$ 14,596.81	\$ 10,470.00	\$ 4,126.81	139.42%
Indemnity Revenue	5545	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%
Dues	5550	\$ -	\$ 1,417.00	\$ 1,201.00	\$ 2,160.00	\$ 959.00	55.60%
Activity Guide Revenue	5555	\$ 1,950.00	\$ 11,324.50	\$ 13,275.75	\$ 16,000.00	\$ 2,724.25	82.97%
Sponsorships	5558	\$ 1,500.00	\$ -	\$ 3,600.00	\$ -	\$ 3,600.00	0.00%
Staffing Cost Recovery	5563	\$ -	\$ 3,759.30	\$ 7,710.16	\$ 5,000.00	\$ 2,710.16	154.20%
Special Event Permits	5564	\$ -	\$ 403.00	\$ 1,106.00	\$ 1,000.00	\$ 106.00	110.60%
Donations	5570	\$ 20,050.00	\$ 83,406.45	\$ 95,689.50	\$ 90,870.00	\$ 4,819.50	105.30%
Grant HCF	5573	\$ -	\$ 4.00	\$ 1.00	\$ -	\$ 1.00	0.00%
Other/Purchase Discount Taken	5575	\$ 6,387.61	\$ 68,967.89	\$ 84,644.31	\$ 64,615.00	\$ 20,029.31	131.00%
Credit Card Processing Fee	5576	\$ 63.06	\$ 67.50	\$ 285.03	\$ -	\$ 285.03	0.00%
Cash Over/Under	5580	\$ 25.00	\$ 115.00	\$ 124.00	\$ -	\$ 124.00	0.00%
Incentive Income	5585	\$ 20.52	\$ 2,222.95	\$ 2,150.31	\$ 1,600.00	\$ 550.31	134.39%
Reimbursement ROPS	5600	\$ 4,477.93	\$ 294,682.81	\$ 287,212.86	\$ 190,000.00	\$ 97,212.86	151.16%
Reimb Needs Assessment	5605	\$ -	\$ 43,625.50	\$ 516.00	\$ -	\$ 516.00	0.00%
Revenue		\$ 270,628.37	\$ 7,558,654.98	\$ 8,261,285.10	\$ 8,109,881.00	\$ 1,019,758.76	101.87%
YTD Comparison				\$ 702,630.12			
Expense							
Full Time Salaries	6100	\$ 242,858.91	\$ 1,891,506.29	\$ 1,992,512.36	\$ 2,401,820.00	\$ 409,307.64	82.96%
Overtime Salaries	6101	\$ 2,661.35	\$ 19,855.45	\$ 32,024.33	\$ 38,536.00	\$ 6,511.67	83.10%
Car Allowance	6105	\$ 1,246.11	\$ 8,511.01	\$ 9,975.51	\$ 10,800.00	\$ 824.49	92.37%
Cell Phone Allowance	6108	\$ 1,670.00	\$ 13,362.82	\$ 14,257.86	\$ 15,900.00	\$ 1,642.14	89.67%
PartTime Salaries	6110	\$ 74,823.36	\$ 504,125.15	\$ 538,192.33	\$ 726,323.00	\$ 188,130.67	74.10%
Retirement	6120	\$ 42,443.85	\$ 316,255.45	\$ 343,625.63	\$ 440,350.00	\$ 96,724.37	78.03%
457 Pension	6121	\$ 135.22	\$ 7,312.06	\$ 7,312.06	\$ 7,445.00	\$ 132.94	98.21%
Employee Insurance	6130	\$ 18,064.84	\$ 196,476.08	\$ 204,594.54	\$ 350,837.00	\$ 146,242.46	58.32%
Workers Compensation	6140	\$ 20,788.19	\$ 125,471.99	\$ 188,686.03	\$ 212,453.00	\$ 23,766.97	88.81%
Unemployment Insurance	6150	\$ 3,222.00	\$ 688.00	\$ 8,447.00	\$ 2,200.00	\$ 6,247.00	383.95%
Loan Pension Obligation	6160	\$ -	\$ 52,042.75	\$ 43,633.74	\$ 243,610.00	\$ 199,976.26	17.91%
PERS Unfunded Liability	6170	\$ -	\$ 245,195.00	\$ 318,714.00	\$ 318,714.00	\$ -	100.00%
Personnel		\$ 407,913.83	\$ 3,380,802.05	\$ 3,701,975.39	\$ 4,768,988.00	\$ 1,079,506.61	77.63%
YTD Comparison				\$ 321,173.34			
Telephone	6210	\$ 893.19	\$ 10,817.36	\$ 10,698.20	\$ 11,456.00	\$ 757.80	93.39%
Internet Services	6220	\$ 1,735.87	\$ 22,670.61	\$ 27,033.53	\$ 54,758.00	\$ 27,724.47	49.37%
Pool Chemicals	6310	\$ -	\$ 4,920.07	\$ 5,408.95	\$ 12,000.00	\$ 6,591.05	45.07%
Janitorial Supplies	6320	\$ 5,230.70	\$ 42,827.24	\$ 46,013.40	\$ 52,200.00	\$ 6,186.60	88.15%
Kitchen Supplies	6330	\$ 86.58	\$ 248.38	\$ 588.10	\$ 1,400.00	\$ 811.90	42.01%
Food Supplies	6340	\$ 56.86	\$ 2,928.69	\$ 5,767.34	\$ 10,575.00	\$ 4,807.66	54.54%
Water Maint & Service	6350	\$ 81.80	\$ 782.25	\$ 1,015.28	\$ 1,080.00	\$ 64.72	94.01%
Laundry/Wash Service	6360	\$ -	\$ 68.00	\$ 199.50	\$ 380.00	\$ 180.50	52.50%
Medical Supplies	6380	\$ 123.12	\$ -	\$ 123.12	\$ 650.00	\$ 526.88	18.94%

General Ledger
Fund 10 General Fund
May 2019 92%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Insurance Liability	6410	\$ -	\$ 97,158.00	\$ 115,144.00	\$ 111,732.00	\$ (3,412.00)	103.05%
Equipment Maintenance	6500	\$ 4.60	\$ -	\$ 4.60	\$ 400.00	\$ 395.40	1.15%
Fuel	6510	\$ 4,433.75	\$ 32,364.43	\$ 39,206.51	\$ 43,000.00	\$ 3,793.49	91.18%
Vehicle Maintenance	6520	\$ 1,220.68	\$ 31,808.40	\$ 28,439.69	\$ 35,400.00	\$ 6,960.31	80.34%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	0.00%
Computer Equip Maintenance	6540	\$ -	\$ 1,625.06	\$ 28.53	\$ 2,400.00	\$ 2,371.47	1.19%
Building Repair	6610	\$ 3,634.09	\$ 53,091.15	\$ 92,281.03	\$ 98,315.00	\$ 6,033.97	93.86%
Bldg Equip Maint/Repair	6620	\$ 2,097.91	\$ 25,317.55	\$ 5,987.00	\$ 20,760.00	\$ 14,773.00	28.84%
Improvements/Maintenance	6630	\$ 16,467.71	\$ 27,984.90	\$ 35,625.34	\$ 24,000.00	\$ (11,625.34)	148.44%
Hill Fire 2018	6640	\$ 303.82	\$ -	\$ 38,187.53	\$ -	\$ (38,187.53)	0.00%
Grounds Maintenance	6710	\$ 7,233.14	\$ 66,575.07	\$ 71,601.29	\$ 87,980.00	\$ 16,378.71	81.38%
Tree Care Assess	6719	\$ 3,119.00	\$ 14,175.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Contracted LS Services	6720	\$ -	\$ 650.94	\$ 25,959.60	\$ -	\$ (25,959.60)	0.00%
Park Signage (Branding)	6725	\$ -	\$ 5,519.50	\$ 485.29	\$ 15,000.00	\$ 14,514.71	3.24%
Contracted Pest Control	6730	\$ 400.00	\$ 675.00	\$ 1,500.00	\$ 2,000.00	\$ 500.00	75.00%
Rubbish & Refuse	6740	\$ 1,040.35	\$ 56,125.85	\$ 51,178.13	\$ 65,760.00	\$ 14,581.87	77.83%
Vandalism/Theft	6750	\$ -	\$ 453.77	\$ 48.17	\$ 2,000.00	\$ 1,951.83	2.41%
Memberships	6810	\$ 99.00	\$ 12,433.18	\$ 12,523.63	\$ 14,315.00	\$ 1,791.37	87.49%
Office Supplies	6910	\$ 880.07	\$ 17,469.43	\$ 13,916.98	\$ 29,934.00	\$ 16,017.02	46.49%
Postage Expense	6920	\$ 500.00	\$ 23,172.99	\$ 12,497.06	\$ 26,900.00	\$ 14,402.94	46.46%
Advertising Expense	6930	\$ 1,022.64	\$ 7,660.56	\$ 12,606.24	\$ 12,240.00	\$ (366.24)	102.99%
Printing Charges	6940	\$ 1,456.17	\$ 9,981.99	\$ 13,162.21	\$ 14,048.00	\$ 885.79	93.69%
Bank&ActiveNet Charges	6950	\$ 6,261.63	\$ 47,783.65	\$ 49,204.29	\$ 55,758.00	\$ 6,553.71	88.25%
Approp Redev/Collection Fees	6960	\$ -	\$ 374,062.83	\$ 489,668.40	\$ 399,740.00	\$ (89,928.40)	122.50%
Minor Furn Fixture & Equip	6980	\$ -	\$ 1,033.76	\$ 1,110.04	\$ 1,533.00	\$ 422.96	72.41%
Comp Hardware/Software Exp	6990	\$ 184.43	\$ 7,635.25	\$ 9,484.51	\$ 13,264.00	\$ 3,779.49	71.51%
Fingerprint Fees (HR)	7010	\$ 96.00	\$ 1,065.00	\$ 776.00	\$ 2,440.00	\$ 1,664.00	31.80%
Fire & Safety Insp Fees	7020	\$ -	\$ 1,990.10	\$ 4,052.43	\$ 3,925.00	\$ (127.43)	103.25%
Permit & Licensing Fees	7030	\$ -	\$ 6,276.29	\$ 8,537.79	\$ 11,150.00	\$ 2,612.21	76.57%
State License Fee	7040	\$ -	\$ 341.25	\$ 755.00	\$ 400.00	\$ (355.00)	188.75%
Professional Services	7100	\$ -	\$ 400.00	\$ 1,400.00	\$ 1,000.00	\$ (400.00)	140.00%
Legal Services	7110	\$ -	\$ 41,039.12	\$ 50,972.00	\$ 69,150.00	\$ 18,178.00	73.71%
Typeset and Print Services	7115	\$ 112.59	\$ 48,421.80	\$ 38,855.88	\$ 45,900.00	\$ 7,044.12	84.65%
Instructor Services	7120	\$ 12,949.19	\$ 110,715.83	\$ 119,257.74	\$ 168,426.00	\$ 49,168.26	70.81%
PERS Admin Fees	7125	\$ -	\$ 1,361.59	\$ 716.84	\$ 1,550.00	\$ 833.16	46.25%
Audit Services	7130	\$ 2,500.00	\$ 8,800.00	\$ 12,460.00	\$ 17,260.00	\$ 4,800.00	72.19%
Medical & Health Svcs (HR)	7140	\$ 70.00	\$ 2,210.00	\$ 1,545.00	\$ 5,500.00	\$ 3,955.00	28.09%
Security Services	7150	\$ 175.00	\$ 6,317.60	\$ 3,947.88	\$ 5,400.00	\$ 1,452.12	73.11%
Entertainment Services	7160	\$ -	\$ 1,337.53	\$ 2,174.99	\$ 5,000.00	\$ 2,825.01	43.50%
Business Services	7180	\$ 1,364.56	\$ 57,063.64	\$ 86,392.28	\$ 88,600.00	\$ 2,207.72	97.51%
Conversion Adjustment	7185	\$ 6,961.44	\$ -	\$ 6,961.44	\$ -	\$ (6,961.44)	0.00%
Umpire/Referee Services	7190	\$ -	\$ 1,275.00	\$ 1,150.00	\$ 2,065.00	\$ 915.00	55.69%
Subscriptions	7210	\$ -	\$ 2,973.92	\$ 662.27	\$ 4,508.00	\$ 3,845.73	14.69%
Rents & Leases Equip	7310	\$ 7,482.15	\$ 16,043.07	\$ 32,513.47	\$ 40,210.00	\$ 7,696.53	80.86%
Bldg/Field Leases & Rental	7320	\$ -	\$ 65.00	\$ 120.00	\$ 120.00	\$ -	100.00%
Event Supplies	7410	\$ -	\$ 1,003.08	\$ 1,006.23	\$ 2,000.00	\$ 993.77	50.31%
Supplies	7420	\$ 414.38	\$ 4,480.02	\$ 5,948.74	\$ 5,300.00	\$ (648.74)	112.24%
Bingo Supplies	7430	\$ 352.75	\$ 7,252.92	\$ 7,210.73	\$ 8,500.00	\$ 1,289.27	84.83%
Sporting Goods	7440	\$ 2,269.83	\$ 7,554.81	\$ 4,685.21	\$ 8,586.00	\$ 3,900.79	54.57%
Arts and Craft Supplies	7450	\$ 72.74	\$ 641.03	\$ 310.18	\$ 1,940.00	\$ 1,629.82	15.99%
Training Supplies	7460	\$ -	\$ 908.53	\$ 1,366.82	\$ 2,650.00	\$ 1,283.18	51.58%
Camp Supplies	7470	\$ -	\$ 318.50	\$ 1,143.82	\$ 2,200.00	\$ 1,056.18	51.99%
Small Tools	7500	\$ 151.35	\$ 5,812.30	\$ 6,082.93	\$ 6,100.00	\$ 17.07	99.72%
Safety Supplies	7510	\$ 163.65	\$ 2,107.41	\$ 1,255.72	\$ 4,690.00	\$ 3,434.28	26.77%
Uniform Allowance	7610	\$ 150.00	\$ 7,003.24	\$ 7,103.39	\$ 12,600.00	\$ 5,496.61	56.38%
Safety Clothing	7620	\$ 150.00	\$ 1,806.17	\$ 1,630.47	\$ 6,054.00	\$ 4,423.53	26.93%
Conference&Seminar Staff	7710	\$ 150.00	\$ 16,298.96	\$ 11,500.22	\$ 21,745.00	\$ 10,244.78	52.89%
Conference&Seminar Board	7715	\$ 140.00	\$ 972.97	\$ 495.00	\$ 2,280.00	\$ 1,785.00	21.71%
Conference&Seminar Travel Exp	7720	\$ 20.00	\$ 2,294.79	\$ 8,636.27	\$ 11,643.00	\$ 3,006.73	74.18%
Out of Town Travel Board	7725	\$ -	\$ 1,111.59	\$ 1,418.82	\$ 7,085.00	\$ 5,666.18	20.03%
Private Vehicle Mileage	7730	\$ 206.25	\$ 2,203.79	\$ 2,689.37	\$ 2,503.00	\$ (186.37)	107.45%
Transportation Charges	7740	\$ -	\$ 228.01	\$ 150.08	\$ 1,110.00	\$ 959.92	13.52%
Buses/Excursions	7750	\$ -	\$ 3,329.02	\$ 15,927.54	\$ 23,950.00	\$ 8,022.46	66.50%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ 925.73	\$ -	\$ (925.73)	0.00%
Utilities Gas	7810	\$ 2,479.62	\$ 21,744.68	\$ 23,569.78	\$ 27,488.00	\$ 3,918.22	85.75%
Utilities Water	7820	\$ 63,848.39	\$ 565,388.43	\$ 515,778.92	\$ 816,188.00	\$ 300,409.08	63.19%
Utilities Electric	7830	\$ 13,221.55	\$ 179,230.35	\$ 161,383.90	\$ 237,062.00	\$ 75,678.10	68.08%
Airport Assessment Exp	7840	\$ -	\$ 2,843.00	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%

General Ledger
Fund 10 General Fund
May 2019 92%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Awards and Certificates	7910	\$ 180.00	\$ 11,924.26	\$ 8,585.47	\$ 16,940.00	\$ 8,354.53	50.68%
Meals for Staff Training	7920	\$ 382.73	\$ 1,764.11	\$ 2,713.51	\$ 2,810.00	\$ 96.49	96.57%
Employee Morale	7930	\$ -	\$ 595.67	\$ 416.37	\$ 4,250.00	\$ 3,833.63	9.80%
COP Debt PV Fields	7950	\$ -	\$ 246,409.38	\$ 242,434.38	\$ 242,435.00	\$ 0.62	100.00%
Reserve Vehicle Fleet	7970	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Reserve Designated Project	7972	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	-
Reserve Dry Period	7973	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ -	100.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	100.00%
Services and Supplies		\$ 174,631.28	\$ 2,557,944.62	\$ 2,769,318.10	\$ 3,326,891.00	\$ 557,572.90	83.24%
YTD Comparison				\$ 211,373.48			

Capital	8400	\$ -	\$ 610.96	\$ -	\$ -	\$ -	0.00%
Equip/Facility Replacement	8420	\$ -	\$ 33,358.52	\$ -	\$ -	\$ -	0.00%
Needs Assessment	8422	\$ 7,394.41	\$ 88,858.69	\$ 8,426.41	\$ -	\$ 8,426.41	0.00%
Bob Kildee Parking Lot	8423	\$ -	\$ 166,295.00	\$ -	\$ -	\$ -	0.00%
PV Fields Parking Lot	8424	\$ -	\$ 14,624.00	\$ -	\$ -	\$ -	0.00%
Hardwalls GM/HR Offices	8425	\$ -	\$ 15,528.45	\$ -	\$ -	\$ -	0.00%
Charter Oak Windrow	8426	\$ -	\$ 11,025.00	\$ -	\$ -	\$ -	0.00%
Bob Kildee PournPlay	8429	\$ -	\$ 17,600.00	\$ -	\$ -	\$ -	0.00%
Cam Grve Dog PkArtificial Turf	8430	\$ -	\$ 19,312.93	\$ -	\$ -	\$ -	0.00%
Shop DriveWay	8431	\$ -	\$ 147.18	\$ -	\$ -	\$ -	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ 13,346.08	\$ -	\$ -	\$ -	0.00%
Aquatics Tankless Wtr Heaters	8433	\$ -	\$ 21,514.22	\$ -	\$ -	\$ -	0.00%
Auditrojum Patio	8434	\$ -	\$ 12,393.08	\$ -	\$ -	\$ -	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ 23,405.15	\$ 2,786.93	\$ -	\$ 2,786.93	0.00%
Springville Dog Park Wall	8436	\$ -	\$ -	\$ 78,292.99	\$ 84,993.00	\$ 6,700.01	92.12%
Bob Kildee Pavilion Replacemen	8437	\$ -	\$ 52,689.00	\$ -	\$ -	\$ -	0.00%
Mission Oaks Roof	8438	\$ -	\$ 17,866.00	\$ -	\$ -	\$ -	0.00%
Auditorium Ducting/Replacement	8439	\$ -	\$ 22,275.00	\$ -	\$ -	\$ -	0.00%
Office Design/Carpet/Server	8440	\$ -	\$ 27,913.41	\$ -	\$ -	\$ -	0.00%
Admin Bldg Roofs #6,#7,Admin	8441	\$ -	\$ 133,091.00	\$ -	\$ -	\$ -	0.00%
Pickle Ball CtsPaint/Repair	8443	\$ -	\$ 540.53	\$ -	\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ -	\$ -	\$ 161,829.73	\$ 161,615.00	\$ 214.73	100.13%
Pool Slide Metal Support	8449	\$ -	\$ -	\$ 56,227.37	\$ 56,070.00	\$ 157.37	100.28%
Bob Kildee Restroom Roof	8450	\$ -	\$ -	\$ 15,948.00	\$ 15,613.00	\$ 335.00	102.15%
Freedom RR/Concession Roof	8451	\$ -	\$ -	\$ 23,459.60	\$ 23,460.00	\$ 0.40	100.00%
Charter Oak Tree Windrow	8452	\$ 3,119.00	\$ -	\$ 9,681.50	\$ 10,000.00	\$ 318.50	96.82%
PV Fields Painting Phase I	8453	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Comm Ctr Exterior Restrooms	8454	\$ 2,780.00	\$ -	\$ 21,664.46	\$ 40,000.00	\$ 18,335.54	54.16%
Bob Kildee Irrigation Pump	8455	\$ 6,225.15	\$ -	\$ 6,225.15	\$ 10,000.00	\$ 3,774.85	62.25%
Mtr EnclosurEncnt,Fhill,Adolf	8456	\$ -	\$ -	\$ 18,307.01	\$ 24,000.00	\$ 5,692.99	76.28%
Arneill Rnch Park Picnic Area	8457	\$ -	\$ -	\$ 23,507.52	\$ 25,400.00	\$ 1,892.48	92.55%
Pitts Ranch Park Pavilion	8458	\$ 8,441.80	\$ -	\$ 52,931.80	\$ 82,030.00	\$ 29,098.20	64.53%
Bob Kildee Irrigation Meter	8462	\$ 4,440.15	\$ -	\$ -	\$ -	\$ -	0.00%
LPA Architects CC/Gym/Sr Ctr	8463	\$ 23,160.29	\$ -	\$ 23,160.29	\$ 228,538.00	\$ 205,377.71	10.13%
Arneill Ranch Park Renovation	8464	\$ 840.72	\$ -	\$ 840.72	\$ 105,472.67	\$ 104,631.95	0.80%
Capital		\$ 56,401.52	\$ 692,394.20	\$ 503,289.48	\$ 882,191.67	\$ 402,743.07	57.05%
YTD Comparison				\$ (189,104.72)			

Total Expenses		\$ 582,545.11	\$ 5,938,746.67	\$ 6,471,293.49	\$ 8,095,879.00	\$ 1,637,079.51	79.93%
YTD Comparison				\$ 532,546.82			

General Ledger
Fund 20 Assessment District
May 2019 92%

Description	Account	Period	Amount	One Year Prior	Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue									
Interest Earnings	5310	\$	1,293.74	\$	973.38	\$ 1,830.18	\$ 275.00	\$ (1,555.18)	665.52%
Assessment Revenue	5500	\$	1,480.56	\$	1,047,846.78	\$ 1,095,621.16	\$ 1,108,778.00	\$ 13,156.84	98.81%
Revenue		\$	2,774.30	\$	1,048,820.16	\$ 1,097,451.34	\$ 1,109,053.00	\$ 11,601.66	98.95%
Expense									
Full Time Salaries	6100	\$	2,069.76	\$	55,285.68	\$ 16,499.36	\$ 21,232.00	\$ 4,732.64	77.71%
Car Allowance	6105	\$	-	\$	1,479.44	\$ -	\$ -	\$ -	0.00%
Cell Phone Allowance	6108	\$	-	\$	240.42	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$	336.95	\$	9,584.06	\$ 2,653.82	\$ 3,752.00	\$ 1,098.18	70.73%
Employee Insurance	6130	\$	154.08	\$	8,657.29	\$ 2,249.66	\$ 3,707.00	\$ 1,457.34	60.69%
Workers Compensation	6140	\$	245.78	\$	5,609.58	\$ 1,881.20	\$ 2,026.00	\$ 144.80	92.85%
Personnel		\$	2,806.57	\$	80,856.47	\$ 23,284.04	\$ 30,717.00	\$ 7,432.96	75.80%
YTD Comparison						\$ (57,572.43)			
Incidental Costs Assess	6709	\$	-	\$	15,426.15	\$ 17,276.34	\$ 31,660.00	\$ 14,383.66	54.57%
Grounds Maintenance	6710	\$	-	\$	-	\$ 6.64	\$ -	\$ (6.64)	0.00%
Tree Care Assess	6719	\$	-	\$	35,985.50	\$ 32,475.00	\$ 30,000.00	\$ (2,475.00)	108.25%
Contracted LS Services	6720	\$	15,615.08	\$	328,944.76	\$ 365,827.72	\$ 473,568.00	\$ 107,740.28	77.25%
Park Amenities Assess	6722	\$	-	\$	32,485.37	\$ 14,287.44	\$ 20,000.00	\$ 5,712.56	71.44%
Bank&ActiveNet Charges	6950	\$	-	\$	54.00	\$ 78.00	\$ 60.00	\$ (18.00)	130.00%
Approp Redev/Collection Fees	6960	\$	-	\$	-	\$ 7,733.59	\$ 7,500.00	\$ (233.59)	103.11%
COP Debt PV Fields	7950	\$	42,617.42	\$	360,118.99	\$ 468,791.58	\$ 511,409.00	\$ 42,617.42	91.67%
Expense		\$	58,232.50	\$	773,014.77	\$ 906,476.31	\$ 1,074,197.00	\$ 167,720.69	84.39%
YTD Comparison						\$ 133,461.54			
Total Expenses		\$	61,039.07	\$	853,871.24	\$ 929,760.35	\$ 1,104,914.00	\$ 175,153.65	84.15%
YTD Comparison						\$ 75,889.11			

General Ledger
Fund 30 Park Dedication Fee (Quimby)
May 2019 92%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 14,586.85	\$ 30,259.02	\$ 65,687.88	\$ 23,600.00	\$ (42,087.88)	278.34%
MBS Interest Earnings	5320	\$ 332.26	\$ 14,895.55	\$ 10,999.19	\$ -	\$ (10,999.19)	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ 85,533.16	\$ -	\$ (85,533.16)	0.00%
Revenue		\$ 14,919.11	\$ 45,154.57	\$ 162,220.23	\$ 23,600.00	\$ (138,620.23)	687.37%
YTD Comparison				\$ 117,065.66			
Expense							
Bank & ActiveNet Charges	6950	\$ 12.00	\$ 30.00	\$ 12.00	\$ -	\$ (12.00)	0.00%
Services and Supplies		\$ 12.00	\$ 30.00	\$ 12.00	\$ -	\$ (12.00)	0.00%
YTD Comparison				\$ (18.00)			
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ -	\$ 40,107.87	\$ 425,000.00	\$ 384,892.13	9.44%
Nancy Bush Park Playground	8445	\$ 6,475.00	\$ -	\$ 213,098.94	\$ 250,000.00	\$ 36,901.06	85.24%
Nancy Bush Park Picnic Area	8446	\$ -	\$ -	\$ 29,585.62	\$ 45,600.00	\$ 16,014.38	64.88%
Nancy Bush Park Pavilion	8447	\$ -	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00	0.00%
Freedom Baseball Fields	8459	\$ 159,403.25	\$ -	\$ 504,121.78	\$ 1,100,000.00	\$ 595,878.22	45.83%
Mel Vincent Park Restrooms	8460	\$ 207.39	\$ -	\$ 849.63	\$ 110,000.00	\$ 109,150.37	0.77%
Capital		\$ 166,097.64	\$ 30.00	\$ 787,775.84	\$ 1,995,600.00	\$ 1,207,824.16	39.48%
YTD Comparison				\$ 787,745.84			

Park Dedication Fees (Quimby) CASH						
Date Received	Amount	Developer	Amount Used	Amount Earmarked	Balance	Sunset Date
7/31/2014	\$615,709.00	AMLI	\$282,792.43	\$-	\$339,391.57	7/31/2019
1/15/2015	\$2,250,489.00	Fairfield Camarillo LLC	\$843,643.19	\$-	\$1,905,770.47	1/31/2020
8/8/2016	\$2,649,209.00	Elacora Mission Oaks	\$189,887.74	\$-	\$2,459,321.26	8/8/2021
8/10/2016	\$474,353.00	KB Homes	\$849.63	\$-	\$473,710.76	8/10/2021
6/7/2018	\$21,612.25	Crestview	\$-	\$-	\$21,612.25	6/7/2023
6/29/2018	\$96,391.39	Aldersgate Construction	\$-	\$-	\$96,391.39	6/29/2023
1/11/2019	\$50,291.16	Aldersgate Construction	\$-	\$-	\$50,291.16	1/11/2024
3/7/2019	\$35,242.00	Habitat for Humanity	\$-	\$-	\$35,242.00	3/7/2024
Total	\$6,193,296.80		\$1,317,172.99	\$-	\$5,381,730.86	

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

**SUBJECT: CONSIDERATION AND ADOPTION OF
RESOLUTION NO. 631 DECLARING JULY AS
PARK AND RECREATION MONTH**

RECOMMENDATION

It is recommended the Board consider and adopt Resolution No. 631 proclaiming July as Park and Recreation Month.

BACKGROUND

Americans have celebrated National Park and Recreation Month during July since 1985. Through efforts of the National Recreation and Park Association (NRPA), the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009. At the state level, California Parks and Recreation Society (CPRS) recognizes it as "July is Parks Make Life Better" month. The NRPA and CPRS are encouraging its members to plan events and initiatives that will remind the community of the exciting and vital role that recreation and parks play in our lives. Staff is presenting a resolution proclaiming the month of July as Park and Recreation Month. Resolution No. 631 not only recognizes the need for parks and recreation but also draws attention to staff's dedication to work together to further health and wellness, conservation and social opportunities by providing awesome programs and events.

ANALYSIS

To celebrate the importance of recreation and parks, the District is planning free events open to the community every day in July to promote NRPA's theme – "Game On!". From a Three Point Shooting Contest, guided hikes, Art in the Park, pickleball, disc golf, concerts, Movies in the Park, Family Float Night to the month ending Dog Park "Mayor" Inauguration, there is something for everyone to explore.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended the Board consider and adopt Resolution No. 631 proclaiming July as Park and Recreation Month.

ATTACHMENTS

- 1) Resolution No. 631 (1 page)

RESOLUTION NO. 631

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
TO PROCLAIM JULY AS PARK AND RECREATION MONTH**

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the Pleasant Valley Recreation and Park District in Camarillo; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Park and Recreation Month; and

WHEREAS Pleasant Valley Recreation and Park District recognizes the benefits derived from parks and recreation resources

THEREFORE, BE IT RESOLVED the Pleasant Valley Recreation & Park District hereby proclaims the month of July as "Park & Recreation Month" and in doing so, urges all citizens in the community of Camarillo to use and enjoy our parks and recreational opportunities.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of July 2019, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Dr. Neal Dixon, Secretary, PVRPD Board of Directors

**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: July 3, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 632 UPDATING AUTHORIZED SIGNATURES FOR
WIRE TRANSFERS WITH VENTURA COUNTY
TREASURY POOL**

SUMMARY

The start of every fiscal year staff is required to ask the Board of Directors to approve a resolution updating the signatures as to who is authorized to sign and/or authorize wire transfer for Pleasant Valley Recreation and Park District from the Ventura County Treasury Pool.

BACKGROUND

At the November 5, 2015 Board meeting the Board approved Resolution No. 550 authorizing the District to invest District funds with the Ventura County Treasury Pool. The Ventura County Pool requires an annual Board approved document or resolution identifying the authorized party to sign and/or authorize wire transfers for Pleasant Valley Recreation and Park District. This resolution along with the Signature Authorization Form for Local Agencies for fiscal year 2019-2020 must be completed and returned to the Auditor-Controller in order to process any further deposits or withdrawals with the Ventura County Pool.

ANALYSIS

The Ventura County Auditor-Controller Office requires any agency that uses the Ventura County Financial Management System (VCFMS) to record financial information or invests in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2019-2020. This form must be accompanied by Board resolution or other Board approved documentation identifying specific individuals or positions. The resolution states that Mary Otten - General Manager, Leonore Young - Administrative Services Manager and Robert Kelley - Board Chair are authorized signatures.

FISCAL IMPACT

No fiscal impact with this Board action.

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 632 for Ventura County Pool updating signatures as to who is authorized to sign and/or authorize wire transfers for fiscal year 2019-2020 for Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 632 (2 pages)

RESOLUTION NO. 632

**RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
UPDATING AUTHORIZED SIGNATURES FOR WIRE
TRANSFERS OF DISTRICT FUNDS
IN THE VENTURA COUNTY TREASURY POOL**

WHEREAS, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the County Treasurer-Tax Collector, to deposit the excess District funds in the County Treasury Pool for the purpose of investment by the County Treasurer-Tax Collector; and

WHEREAS, the existing District Investment Policy adopted on April 1, 2015, authorizes the investment of excess District funds in county investment pools; and

WHEREAS, the Administrative Services Manager has determined that the deposit of excess District funds in the Ventura County Treasury Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

WHEREAS, Resolution No. 550 was passed on November 5, 2015 authorizing and requesting the investment of excess funds in the Ventura County Treasury Pool; and

WHEREAS, the Ventura County Auditor-Controller Office requires any agency that uses the Financial Management System to record financial information or invest in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2019-2020; and

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

1. The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to sign or order the deposit or withdrawal of funds in the Ventura County Treasury Pool:

Mary Otten, General Manager; and
Leonore Young, Administrative Services Manager; and
Robert Kelley, Board Chair

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of July 2019, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Robert Kelley, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

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

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

SUBJECT: CONSIDERATION AND APPROVAL OF UPDATED JOB DESCRIPTIONS

RECOMMENDATION

It is recommended the Board consider and approve the updated job descriptions.

BACKGROUND

The Pleasant Valley Recreation and Park District performs a yearly review of the Job Descriptions. With the continuous rise of minimum wage, we are only making minor changes regarding language to reflect qualifications, work experience, and/or responsibilities.

ANALYSIS

Upon review, the following changes are being made:

Student Worker/Intern

- Clearly defined the difference between a Student Worker as a student who must be enrolled in high school and an Intern as a student who is enrolled in college courses.

Administrative Analyst

- Added job duties regarding the analytical duties in the Parks Department.

Recreation Leader/Senior Recreation Leader

- Added job duties such as marketing and assisting with the design process. Also, added language that suggests that the District does not require a driver's license.

Recreation Specialist

- Added bullet points to address the need to check timecards for correctness, assist direct supervisor with management and overall operation of programs, preparing weekly schedules and accurately using online registration system.

Recreation Coordinator

- Added bullet points to address the need to check timecards for correctness, assist direct supervisor with management and overall operation of programs, preparing weekly schedules and accurately using online registration system

FISCAL IMPACT

There is no current fiscal impact.

RECOMMENDATION

It is recommended the Board consider and approve the updated job descriptions.

ATTACHMENTS

- 1) Administrative Analyst (2 pages)
- 2) Student Worker/Intern (2 pages)
- 3) Recreation/Senior Recreation Leader (3 pages)
- 4) Recreation Specialist (3 pages)
- 5) Recreation Coordinator (2 pages)



Pleasant Valley Recreation and Park District Job Description

Job Title: Administrative Analyst
Department: Administration
Reports To: Admin/Park/Rec Services Manager
FLSA Status: Exempt (PTYR Non-Exempt)

Category: Management
Prepared Date: June 2019
Approved by:
Approved Date:

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of budgeting for park maintenance and facilities, capital project scheduling and coordination, emergency response planning; liaison and staff support to community groups; conducts analytical studies and prepares reports of special projects in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Serves as Clerk of the Board, attends District Board, subcommittee and other governmental meetings. Prepares, monitors, distributes or publishes administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside agencies and District staff.
- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office or program area; conducts surveys, research, and statistical analysis on administrative, fiscal and operational issues.
- Establishes lease agreements with cellular communication and/or other companies and oversees facility installation on park property.
- Prepares requests for proposals, represents the District to contractors and vendors, analyzes bid results and makes recommendations for contractual services.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreaking; grand openings; and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations and ordinances.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing, brochures and technical manuals and staff reports.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.
- Insure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Perform related duties as assigned.



Pleasant Valley Recreation and Park District Job Description

- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, temporary employees, contractors, or sub-contractors.
- Participates either as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration, Park Administration or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Student Worker/Intern	Location:	Various
Department:	Various	Prepared Date:	June 2019
Reports To:	Various	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: Under supervision, assists with the elemental phases of professional, para-professional and technical work; assists with special projects or studies, and performs other work as required. Employees in this classification will work for a limited term to be specified at time of hire but no more than 480 unless an extension is granted at which point those hours will not exceed 780 hours for a fiscal year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Assists regular staff of various departments in performing routine professional, para-professional or technical duties.
- Assists in collection and analyzing statistical data.
- Assists in researching information and conducting investigations.
- Assists in conducting special studies in a variety of occupational fields.
- Assists in the preparation and the presentation of oral and/or written reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to: Maintain records and reports; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Ability to: Identify problems and do research and work out solutions with tact and efficiency; establish and maintain effective working relationships with co-workers, superiors and subordinates from a variety of ethnic, economic, and cultural backgrounds; work effectively with adults as well as with youth in performing assigned tasks.

EDUCATION and/or EXPERIENCE: No experience is required. **Student Workers:** Students must be enrolled in High School with the ability to obtain a work permit. **Interns:** students must provide proof that they are enrolled in at least nine (9) units of academic/technical college/university courses at the undergraduate level and at least six (6) units at the graduate level.

Student Workers: may work during the summer upon providing evidence that they were enrolled in high school in the spring and are enrolled in either high school or carrying nine units of college units in the fall. **Interns:** may work during the summer upon providing evidence that they carried at least nine units in the previous spring session, are enrolled for at least nine units for the next fall session OR are enrolled in at least 3 units of summer courses.

High school graduates may be hired as Student Workers/Interns upon providing proof of graduation.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and First Aid Certification may be required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Leader & Senior Leader **FLSA Status:** Non-Exempt
Department: Recreation **Prepared Date:** June 2019
Reports To: Recreation Supervisor or as assigned **Approved By:**
Approved Date:

SUMMARY: Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. May work with any aspect of recreation programs and/or work in any assigned division or department: Administration, Parks, Recreation – aquatics, classes, senior services and youth and adult sports, marketing, community outreach and special events. Conducts, instructs and monitors recreational program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader and Senior Recreation require the following:

- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.
- Administers First Aid and CPR as needed.
- Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Ensure that appropriate image and approach and respect are being consistently exercised.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.
- Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.
- Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.
- Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).
- Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).
- Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.
- Prepare score sheets, statistics, and written reports; maintain records and reports for accidents, incidents, emergency, attendance, activity, registration, web site updates and reservations; perform program surveys and evaluations.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.
- Assist with surveying and educating the community on recreation programs.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities, set up and clean up.
- May require some Holiday, evening, and/or weekend work assignments.
- **May assist in designing print ads, flyers, and banners for marketing and information purposes.**



Pleasant Valley Recreation and Park District Job Description

- Assists in researching, writing and distributing press releases to targeted media.
- Assists with the format, layout and customization of documents and presentations.
- Create visual aspects of marketing materials, websites and other media, including infographics.

SENIOR LEADER:

- May act as the Camp or Assistant Camp Director for the District's summer camp program or may act as Lead for Excursion Program.
- Will be able to fill in for the Senior Leader II as needed.
- Assist Recreation Coordinator with staff schedules.
- Provide input on yearly performance reviews.
- Will serve in a lead capacity for other Recreation Leaders.
- May help with specific programs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Some assignments may require driving, therefore, if assigned to such assignments the employee must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

EDUCATION and/or EXPERIENCE:

- Recreation Leader: Must possess a valid work permit and have completed two years of High School. Volunteer or paid work experience with youth/teens/seniors is desirable.
- Senior Leader: thirty (30) units of applicable college course work; two (2) years recreation or volunteer related experience.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Specialist
Department: Based on Assignment
Reports To: Recreation Supervisor/Coordinator
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: June 2019
Approved by:
Approved Date:

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.
- Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.
- Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.
- Communicate official plans; policies and procedures to part-time staff and the general public.
- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Accurately check biweekly timecards for assigned staff and submit to supervisor.
- Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 recreation staff members in coordination with direct supervisor.
- Prepare and review weekly employee schedules using online scheduling system.
- Assist direct supervisor with the management and overall operation of assigned program and/or center, staff, and daily activities.
- Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.
- Adapt recreation programs to meet needs of the public.
- Introduce new program activities, equipment, and materials to customers.
- Interpret recreation service to public and participates in community meetings and organizational planning.
- Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.
- As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepare a variety of studies; reports and related information for decision-making purposes
- Prepares attendance, accident and routine accounting reports.
- Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.



Pleasant Valley Recreation and Park District Job Description

- Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.
- Oversee the custodial maintenance of assigned park or facility.
- May serve as a member of various employee committees, as assigned.
- Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Assist with surveying and educating the community on recreation programs.
- **Successfully and accurately learn and use District online registration system.**
- Assist other staff in a variety of special events or special projects.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation or program development is desirable, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Coordinator	Category:	Staff
Department:	Recreation	Prepared Date:	June 2019
Reports To:	Rec. Manager/Supervisor	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs related duties as assigned.

- Implement and maintain ongoing training programs to enhance individual development in service, program knowledge, interpersonal and technical skills.
- Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review work products, methods and procedures; assist other staff in a variety of special events or special projects.
- Participate in the selection of program staff and volunteers; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing recreation programs; provide responsible staff assistance to the division supervisor; prepare and present staff reports and other necessary correspondence.
- Initiate, direct, coordinate and supervise a variety of recreational programs and activities.
- **Successfully and accurately learn and use District online registration system.**
- **Accurately check biweekly timecards for assigned staff and submit to supervisor.**
- **Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 recreation staff members in coordination with direct supervisor.**
- **Prepare and review weekly employee schedules using online scheduling system.**
- **Assist direct supervisor with the management and overall operation of assigned program and/or center, staff, and daily activities.**
- Procure equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations; assist in design of brochures, flyers, bulletin boards and other publicity releases; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Participate in the preparation and administration of the recreation division budget: submit budget recommendations; monitor expenditures.
- Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Coordinate various recreation programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.



Pleasant Valley Recreation and Park District Job Description

- Plan, organize and supervise a variety of age-specific recreation activities and special events; solicit sponsorships for various special events; follow-up with potential supporters as appropriate.
- Coordinate co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events.
- Assist with surveying and educating the community on recreation programs.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**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: July 3, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF THE POSITION
ALLOCATION FOR FY 2019-2020**

SUMMARY

Periodically the demands of the District services and changing needs require establishing new positions and/or reallocating existing positions. The position allocation comes before the Board on an annual basis to ensure clarity.

BACKGROUND

Beginning July 2015, the Board began approving Position Allocation reports and staff has subsequently been bringing these reports to the Board each fiscal year. The Position Allocation spreadsheet is to verify which positions have been funded for a specific fiscal year. The Board approved the following allocations for the 2017/2018 Fiscal Year:

- 1) Administration
 - a. 8 – Full Time
 - b. 1 – Year-Round Part-Time
- 2) Parks
 - a. 22 – Full Time
 - b. 2 – Year-Round Part-Time
- 3) Recreation
 - a. 7 – Full Time
 - b. 1 – Year-Round Part-Time

The Board approved the following allocations for the 2018/2019 Fiscal Year:

- 1) Administration
 - a. 8 – Full Time
 - b. 1 – Year-Round Part-Time
- 2) Parks
 - a. 22 – Full Time
 - b. 2 – Year-Round Part-Time
- 3) Recreation
 - a. 7 – Full Time
 - b. 3 – Year-Round Part-Time

During the 2019/2020 budget workshops, the Board reviewed and considered the replacement of one classification in the Parks Department and the change in part-time year-round status of one classification in Recreation.

ANALYSIS

In early 2015 staff began looking at the District's job descriptions and at that time staff noticed there may be room for additional classifications and a potential need for reclassifications. In 2016 the Human Resources Specialist along with the General Manager began analyzing current positions with the duties assigned to those employees in various classifications to ensure employees were classified correctly.

This year District management has identified the need for the following:

- Change in status of one part-time year-round Recreation Specialist to a full-time classification.
- Replacing one part-time year-round Customer Service Representative I in Parks with a full-time Administrative Analyst.

In 2019 the District increased the number of Recreation Specialists it employs. This change was needed due to the increase in minimum wage and the amount of work needed in the Recreation Department. It was determined that hiring an additional Recreation Specialist would cost the District an additional \$36,000 but increasing the hours from 1700 to 2080 each year would cost close to \$10,000. This increase in hours should eliminate the need for an additional employee and allow the District to maintain and increase assistance with special events.

The Administration Department lost a full time CSR due to the separation of an employee in March 2019. This allowed for the Part-Time Year-Round (PTYR) CSR in the Parks Department to relocate to Administration and have their position increased to full time, allowing for a vacancy at Parks. While analyzing the position, District management saw the need for an Administrative Analyst to work on assignments more closely related to the Park operations.

FISCAL IMPACT

The fiscal impact of the change in status of the Recreation Specialist would be \$9,758.24. Currently the Parks Department budget reflects \$45,000 for the vacant PTYR CSR I position, so by increasing the position to a FT Administrative Analyst, there would be an additional cost of \$24,754.37.

RECOMMENDATION

It is recommended the Board review and approve the updated Position Allocation for FY 2019-2020.

ATTACHMENTS

- 1) 2019/2020 Position Allocation Report (1 page)

PVRPD Position Allocations

<u>No. of Positions</u>	<u>FY 2018-19</u>	<u>No. of Part Time Year Round</u>
8	ADMINISTRATION	1
23	PARKS	0
8	RECREATION	2
39	TOTAL POSITIONS	3

	<u>Description</u>	
22	SEIU	0
16	OTHER	3

<u>No. of Positions</u>	<u>Vacant</u>	<u>ADMINISTRATION (500)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		General Manager		
1		Administrative Services Manager		
1		Accounting Specialist		
1		Human Resources Specialist		
1		Administrative Analyst	1	
1		Customer Service Representative Lead		
1		Customer Service Representative II		
1		Customer Service Representative I		
8	0	TOTAL ADMINISTRATION	1	0

<u>No. of Positions</u>	<u>Vacant</u>	<u>PARKS (400)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		Park Services Manager		
2	1	Park Supervisor		
1	1	Administrative Analyst		
3		Park Maintenance Lead Worker		
1		Mechanic		
1		Irrigation Specialist		
4	2	Grounds/Facilities II		
10	-1	Grounds/Facilities I		
0		Customer Service Rep I	0	
0		Lead Park Ranger	0	1
23	3	TOTAL PARKS	0	1

<u>No. of Positions</u>	<u>Vacant</u>	<u>RECREATION (300)</u>	<u>No. of Part Time Year Round</u>	<u>Vacant</u>
1		Recreation Services Manager		
3		Recreation Supervisor		
1		Recreation Coordinator		
2		Recreation Specialist	2	
1		Marketing Specialist		
8	0	TOTAL RECREATION	2	0

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor

DATE: July 3, 2019

SUBJECT: CONSIDERATION AND APPROVAL OF THREE-YEAR AGREEMENT BETWEEN THE PLEASANT VALLEY RECREATION AND PARK DISTRICT AND FREEDOM PARK BMX RACEWAY, INC. FOR THE OPERATION OF THE BMX TRACK

SUMMARY

The Pleasant Valley Recreation and Park District (“District”) owns and operates a bicycle motocross (“BMX”) track at Freedom Park. Since 2005, the District has had an Agreement with Richard and Andrea Huvad (“Freedom Park BMX Raceway, Inc”) to act as Contract Operator (“Operator”) to manage and operate the track. The Agreement expires in 2019 with both parties seeking an extension.

BACKGROUND

Beginning in 2005, the District, as the facility owner, entered an Agreement with a Contract Operator to operate the BMX Track for five years. The Agreement was shortened to three years and additional discussions took place regarding physical improvements to the facility by the operator and additional programs in 2010. The District and Operator renewed the Agreement three (3) additional times in 2010, 2013, and 2016. During the spring of 2019, the District and Operator met to discuss operations, finances, and terms and conditions of the proposed extension to the Agreement.

ANALYSIS

As part of the previous Contract Operator Agreements, both parties would develop goals together as a measurable way to gauge the overall operation of the facility including programs, tracking improvements and service to the community on an annual basis. The District is proposing to eliminate this practice due to the independent nature of the parties. The Operator shall operate independently and develop internal goals.

The proposed length of the Agreement is three (3) years beginning September 2019 and expiring August 2022. The District and Operator shall meet to discuss additional agreements prior to the expiration of this proposed Agreement.

A summary of updated Agreement items includes:

Fees to be Charged

The Operator has paid \$300 per month throughout the 2013-2016 and 2016-2019 Agreements. The proposed 2019-2022 Agreement includes monthly rent starting at \$325 with a \$25 per month annual escalator.

September 1, 2019 to August 31, 2020 - \$325 per month
September 1, 2020 to August 31, 2021 - \$350 per month
September 1, 2021 to August 31, 2022 - \$375 per month

Utility Payments by Operator

The 2013-2016 Agreement included a \$35 per month utility (water) fee. Upon extension of that Agreement (2016-2019), utility fees were increased to \$50 per month. Management oversight did not adjust the billing on this, thus the Operator continued to pay \$35 per month. The track surface has changed from dirt to a slurry surface and the track needs less water, but the use of water is still necessary to operate. The proposed 2019-2022 Agreement includes the water rate to remain at the \$50 per month.

September 1, 2019 to August 31, 2020 - \$50 per month
September 1, 2020 to August 31, 2021 - \$50 per month
September 1, 2021 to August 31, 2022 - \$50 per month

BMX Track Safety

The Operator shall develop a Facility Safety Checklist (“Checklist”) to be completed each day prior to operation. Checklists shall be available for inspection with any safety violations or accidents submitted within 24 hours to the District. A District Accident Report is included (Attachment B) for use by Operator.

AB2007 – Concussions or Other Head Injuries

This legislation requires that athletes participating in youth sports organizations, as defined to include organizations, businesses, nonprofit entities, or local governmental agencies that sponsor or conduct amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of 27 designated sports (in this case, BMX specifically) be immediately removed from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions, and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity.

This Operator shall be responsible for enforcing AB2007. A copy of the legislation is included as Attachment A.

Background Check Requirements

In accordance with Public Resources Code Section 5164 and Penal Code Section 1110533, the District is requiring the Contract Operator to fingerprint and/or perform adequate background

screening (*LiveScan*, for example) for all staff/coaches/volunteers associated with the operation as required by all applicable laws, at Contract Operator sole expense.

The Operator will continue to provide an annual financial statement and report to the Board of Directors. Additionally, the Agreement also includes a renewal option for a period of one additional three-year period.

FISCAL IMPACT

The District will generate an additional \$2,340 in revenue throughout this 2019-2022 Agreement.

Agreement	2013-2016	2016-2019	2019-2022
Facility Rental	\$10,800	\$10,800	\$12,600
Utility Fees	\$ 1,260	\$ 1,260	\$ 1,800
TOTAL	\$12,060	\$12,060	\$14,400

RECOMMENDATION

It is recommended the Board review and approve a three-year Agreement with Freedom Park BMX Raceway, Inc. for the operation of the Freedom Park BMX Track.

ATTACHMENTS

- 1) Contract Operator Agreement - Freedom Park BMX Raceway, Inc. (11 pages)
- 2) Attachment A - AB 2007 Concussions or Other Head Injuries (3 pages)
- 3) Attachment B - Accident Report (1 page)
- 4) Attachment C - PVRPD Insurance Requirements (1 page)

AGREEMENT FOR OPERATION OF BMX TRACK FACILITY AT FREEDOM PARK

This Agreement is by and between the Property Owner, Pleasant Valley Recreation and Park District ("District"), and the Contract Operator, Freedom Park BMX Raceway, Inc. ("Operator").

RECITALS

A. District owns that certain parcel of real property (the "Property") located in the City of Camarillo, County of Ventura, State of California, APN No. 230-0-030-145, comprising a portion of District's Freedom Park. The Property is depicted on the map attached as Exhibit "A," incorporated by reference herein.

B. In accordance with its authority contained in Public Resources Code sections 5786 and 5786.1, District desires to utilize a portion of the Property for BMX Bicycle Track Racing. The portion of the Property and the existing and any future BMX Bicycle Track improvements thereon shall hereafter be referred to as the "Facility."

C. Operator proposes to operate and maintain the Facility for public use as described in this Agreement.

D. This Agreement sets forth the Parties mutual understanding and agreement as to the terms and conditions of the operation and maintenance of the Facility by Operator.

NOW, THEREFORE, based on the mutual covenants and conditions as set forth herein, the parties agree as follows:

1. **Grant of Operator Rights:** Condition of Facility. District hereby grants Operator the right to use and operate the Facility, in strict accordance with the terms and conditions set forth herein, for the purposes set forth in Section 2.

Operator acknowledges that (i) the Facility is in good and tenable condition; (ii) Operator has determined that the Facility is acceptable for Operator's use; (iii) neither District nor any of its directors, officers, employees, volunteers, or agents ("District Parties") has made any representations or warranties in connection with the physical condition of the Facility or its fitness for Operator's use upon which Operator has relied directly or indirectly for any purpose; and (iv) Operator accepts the Facility in "AS-IS" condition and agrees that District shall not be obligated to make any alterations, additions or improvements thereto.

2. **Use of Facility.** Operator shall make the Facility available and shall operate the Facility for public recreational use consistent with the public purposes for which it was originally conveyed to the District by the County of Ventura, and in strict compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. The general public shall be allowed use of the Facility, and ingress and egress to the Facility, subject to reasonable restrictions and conditions established by Operator. All restrictions and conditions imposed by Operator are subject to review, approval and modification by District, in District's sole and complete discretion which may be exercised for any reason and without penalty to District (hereafter "sole discretion").

Specifically, Operator at its sole expense shall operate the Facility for BMX Bicycle Track racing. The Facility shall not be utilized for any other purpose, unless specifically authorized in advance in writing by the District in its sole discretion.

The Facility has no private or designated parking lot. Users can park in available adjacent parking lots. Parking may not be reserved for Facility events or operation without authorization by the District.

The Facility shall be operated by the Operator only during the times Freedom Park is open to the public as a public recreational facility. If Operator determines that it would be advantageous to operate the Facility at times when Freedom Park is not open to the public, Operator may request authorization to keep the Facility open during such times. Authorization to open the Facility when Freedom Park is closed must be given in writing by the District's Recreation Supervisor. If such authorization is given, the Operator is solely responsible for providing adequate security to the Facility and its patrons during said extended hours.

District and District's Parties shall have no responsibility to safeguard the Facility or any of the equipment and property of Operator or its employees, customers, invitees, agents or contractors ("Operator's Parties"). District and District Parties shall have no responsibility to safeguard or protect Operator or Operator's Parties from bodily injury (including death) or personal injury.

Hours of operation must be visibly posted by Operator at the Facility and communicated effectively to the public.

3. Title to Facility. This Agreement shall not constitute a grant to Operator of any real property or estate interest in the Facility, whether fee, leasehold, easement, license, or otherwise. District retains all ownership right to the Facility; and all improvements constructed thereon; and the right to possession of the Facility, except as granted to Operator herein. Operator's rights shall be strictly limited to those rights provided herein. Operator shall not permit, allow or establish mortgages, deeds of trust, liens, or any other encumbrance of any nature against the Facility, the Property or any other property owned by District.

4. District Regulations. Operator acknowledges that the Facility is part of Freedom Park. Accordingly, Operator agrees that it shall operate and maintain the Facility in a manner consistent with the ordinances, rules, regulations, and policies established by the District for parks and facilities within the District ("District Rules"), including Freedom Park, as outlined in District Ordinance 8, as amended from time to time. In the event District determines that Operator is not operating the Facility in a manner consistent with District Rules, District shall so advise Operator concerning the inconsistencies, and Operator must immediately change its operations to conform with District Rules. To the extent that District Rules are inconsistent with the terms of this Agreement, the terms of this Agreement shall prevail.

5. Term of Agreement. The term of this Agreement shall be three (3) years, commencing on September 1, 2019 and terminating August 31, 2022. The parties shall then meet to discuss any potential extension.

On the expiration or termination of this Agreement, Operator shall promptly surrender and deliver the Facility to District in good condition and repair subject to reasonable wear and tear and shall surrender all keys to the Facility or, in the event of the loss of any keys, Operator shall reimburse

District for the cost of replacing same. At the expiration of this Agreement, if Operator holds over for any reason, it is agreed, in absence of a written agreement to the contrary, tenancy shall then be from month-to-month only and not a renewal of this Agreement, or an extension for any further term.

6. **Fees to Be Charged.** The fees charged shall be generally consistent with charges made by similar facilities in Ventura County and Southern California. Operator must provide District with a fee schedule and notice of any fee changes thirty (30) days in advance of the proposed implementation of revised fees.

7. **Utility Payments by Operator.**

A. Operator will make utility payments directly to utility company for all utilities except water used by Operator at the Facility and is solely responsible for all costs in connection therewith.

B. Operator shall pay District a monthly water fee in the amount of \$50 per month for the duration of this Agreement.

Utility Payments are due and payable to District monthly in arrears on the first (1st) day of each calendar month, and no later than the seventh (7th) day of the calendar month for the prior month. For example, Operator shall pay all utility payments due to District no later than October 7 for month ending September 30.

If utility payments are received after the 7th day of any month, a late \$100 late fee shall be charged and payable immediately.

8. **Direct Cost Services.** Operator is solely responsible for all costs associated with services and/or equipment provided or used at the site for the benefit of the Operator's site users as needed to operate the Facility. Examples of such services are: porta-potty/sink rentals and service and gardening. The District is not fiscally responsible for direct cost services to the site.

9. **Maintenance of Facility.** The parties acknowledge and agree that it is critically important that the Facility, including all improvements, equipment and fixtures located thereon or used in connection with the Facility, be maintained by Operator in good, safe and sanitary condition and repair throughout the term of this Agreement. Operator agrees to diligently comply with this obligation, at Operator's sole cost. Operator shall on a daily basis remove and dispose of (in a proper manner acceptable to District) trash and debris from the track and throughout the Facility.

In the event the Facility, or any improvements, equipment or fixtures therein are damaged or destroyed by any cause, including, but not limited to damage or destruction from natural causes such as fire, explosion, smoke, lightning, flood, earthquake, and storm, and also including but not limited to damages resulting from human acts such as vandalism, mischief, riot or public disorder, aircraft and vehicular damages, and similar causes, regardless of whether said cause of damage or destruction was within or outside the control of Operator, except for damage or destruction caused by the active or sole negligence or willful misconduct of District, its agents or employees, Operator shall promptly secure the area affected and repair such damage or destruction to restore the Facility to its condition prior to such damage or destruction as quickly as repairs or restoration can reasonably be made. All costs associated with the repair or

restoration of the Facility shall be borne solely by the Operator and/or its insurance.

At the conclusion or termination of this Agreement for any reason (including default), any and all moveable improvements, equipment and supplies present at the Facility shall be the property of Operator and must be removed within twenty (20) days after termination of this Agreement. Operator shall not remove any improvements, fixtures or equipment which have become a physical part of the Facility. All such items which have become a part of the Facility shall be delivered to District in a state of good condition and repair. Operator shall also deliver to District all monies and other property due to District under this Agreement. Operator shall also deliver to District all materials, property, copies of records, and other items which would have been provided to District or which District would have been permitted to inspect pursuant to Section 15.

10. Alterations to Facility. No alterations or improvements to the Facility shall be made or constructed by Operator, without the advance written consent of District. Consent may be withheld by District in its sole discretion.

The cost of any and all alterations or improvements to the Facility during the term of this Agreement (including but not limited to the preparation and submission of plans and drawings, timelines, construction, insurance and bonds) shall be borne solely by Operator.

Prior to any such work, Operator shall submit to District for review plans, specifications and drawings detailing the proposed work. The plans, specifications and drawings shall be submitted in a form satisfactory to District. District, in its sole discretion, may require Operator to make changes to the plans, specifications or drawings. Although District, in such event, may review, require changes to, and ultimately in its sole discretion approve such plans, specifications and drawings, District shall bear no liability or responsibility whatever for the plans, specifications or drawings. The Operator expressly agrees to indemnify the District for any claims in connection with such alterations or improvements relating to the payment of prevailing wages.

As a condition to receiving approval to make such alterations or improvements to the Facility, Operator shall provide District with: (a) payment and performance bonds equal to one hundred percent (100%) of the estimated cost of the work; and (b) liability insurance coverage in scope, amount and form as required by District. Operator shall additionally comply with any other conditions imposed by District or otherwise required by law related to the installation of alterations and improvements and the work to be performed, including but not limited to: (a) any and all laws, ordinances, rules, regulations, requirements and permit conditions imposed by the County of Ventura Department of Airports, the Federal Aviation Administration and the City of Camarillo, given the proximity of the Facility to the Camarillo Airport, and (b) (if applicable) the payment of prevailing wages. Upon receiving approval, Operator shall diligently prosecute the work to completion. Operator shall procure from all contractors, subcontractors and materials suppliers full and unconditional releases of any liens or claims against the Facility associated with work performed or materials supplied.

11. Insurance and Indemnity.

A. Liability Insurance: Operator shall procure and maintain throughout the term of this Agreement Commercial General Liability insurance in a form and with coverage

acceptable to District. District and District Parties shall be named as an “Additional Insured” under said insurance, and the insurance carrier shall issue an “Additional Insured” Endorsement in favor of District and District Parties. An endorsement evidencing said coverage shall be provided to the District prior to Operator’s commencement of operation of the Facility under the terms of this Agreement. District shall not be responsible for the insufficiency of any insurance policy provided by Operator pursuant to this Agreement, and District shall have no liability to Operator as a result of the inadequacy of said insurance. The policy(ies) shall specify that: (a) Operator’s insurance carrier is obligated not to cancel or reduce the coverage of such insurance without giving District thirty (30) days written notice of its intention to do so; and (b) with regard to any claims arising out of the activities described in this Agreement, Operator’s insurance shall be primary insurance as respects District and District’s Parties. Any liability insurance of District shall be excess of Operator’s insurance and shall not contribute with it. Operator shall require all contractors and subcontractors performing alteration or improvement work on the Facility in accordance with Section 10 to provide the same indemnification covenants and insurance coverage protective of Operator and District, as provided herein.

B. Indemnification/Hold Harmless: Operator agrees to indemnify, defend and hold harmless District and District’s Parties from and against any and all claims, liability, damages, losses, expense and costs (including costs and reasonable attorney fees in litigation) of any nature, including personal injury, death, or property damage, sustained by any person (whether BMX participant, spectator, or third party) in connection with or arising out of the design and operation of the Facility and the public’s use thereof, or in connection with Operator’s performance of its obligations hereunder or Operator’s failure to comply with such obligations, except such loss or damage caused by the active negligence, sole negligence or willful misconduct of District. These indemnification provisions shall survive the term of this Agreement.

Specific insurance requirements can be found in Attachment C – PVRPD Insurance Requirements and are subject to change based on the District Risk Management guidelines.

12. **Use of photographs and video.** Operator consents to and grants the District the right, without fees, to make and use video tape/digital, etc. recordings and still photographs of programs, classes and competitions of participants, spectators (including minor children) and facility employees and volunteers. Operator waives any right to review or approve the finished product or the use to which it may be applied.

13. **Rental Payment by Operator.** Operator shall pay to District, as rental for use and operation of the Facility, the monthly payments described below.

September 1, 2019 to August 31, 2020 - \$325 per month
September 1, 2020 to August 31, 2021 - \$350 per month
September 1, 2021 to August 31, 2022 - \$375 per month

Rent is due and payable to District monthly in arrears on the first (1st) day of each calendar month, and no later than the seventh (7th) day of the calendar month for the prior month. For example, Operator shall pay all rent due to District no later than October 7 for month ending September 30.

A monthly Facility attendance record shall be delivered to the District with the monthly rent payment.

If a rent payment is received after the 7th day of any month, a late \$100 late fee shall be charged and payable immediately.

14. Accounting Records: Operator shall maintain, at its sole expense, a comprehensive system of books, records, and accounts concerning its activities at the Facility. Such books, records, and accounts shall be kept on a fiscal year basis and based on the cash method of accounting in accordance with generally accepted accounting principles, consistently applied. Such books, records, and accounts shall include, without limitation, vouchers, questionnaires, and similar materials of general distribution, which are not expected to have a material effect upon the construction and operation of the Facility or the District. Operator shall retain such records for a period of not less than three years. At District's request, Operator shall make its books, records and accounts available at the Facility or other location as specified by District for inspection by District and District's Parties during business hours.

Promptly upon Operator obtaining knowledge thereof, a statement describing all significant occurrences and circumstances (including significant personal injury to or death of any Facility patron, spectator, bystander, or third party) affecting the Facility or its operation, and all occurrences and circumstances affecting in any manner District's rights under this Agreement, shall be given to District. Without limiting the foregoing, Operator shall promptly notify District in writing of a claim or the commencement of any legal actions or proceedings affecting, or relating to, the Operator, the Facility, or the operations of Operator under this Agreement. In addition to the reports and records described in this paragraph and elsewhere in this Agreement, Operator at its sole expense shall furnish to District such further information concerning the operation, management, promotion, repair, servicing, and maintenance of the Facility, that may be requested from time to time by District.

15. Inspection of Facility. District and District's Parties shall have the right to enter upon the Facility at any and all reasonable times for the purpose of inspection of the Facility, including the Operator's improvements, equipment and fixtures, and for observation of Operator's activities. During these inspections District and District's Parties shall have the right to utilize photographic devices and other instruments for recording conditions and events taking place in the Facility.

16. Relationship of Parties: The relationship of Operator to District under this Agreement shall be that of an independent contractor using District property for the operation of Operator's independent business. Nothing contained in this Agreement shall be construed as creating a partnership or joint venture between the parties, and nothing in this Agreement shall be construed as creating a relationship of principal and agent. Operator shall have no right to obligate District in any manner whatsoever. Operator is and shall be an independent business solely responsible for performance of the obligation assumed by Operator under this Agreement and solely responsible for the operation and maintenance of the Facility. All personnel employed in connection with Operator's use and operation of the Facility shall be employees of Operator, and they shall have no employment relationship with District. Operator shall be solely responsible for all matters concerning the employment of such individuals, including, but not limited to, the hiring, promoting, supervision, training, discharge, and compensation of such personnel. Operator shall be solely responsible for establishing policies and procedures relating to the employment of

such personnel.

Notwithstanding the forgoing, Operator shall not discriminate against any employee because of race, creed, color, age, sex, sexual orientation, marital status, national origin, or handicap or disability. Such action shall include, but not be limited to, the following: employment, upgrading, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or determination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Operator agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this nondiscrimination clause. In its operation of the Facility Operator shall comply with the provisions of the California "Unruh Civil Rights Act" and the "California Fair Employment and Housing Act" together with all amendments and recodifications of said laws.

17. Safety: Operator must fingerprint and/or perform adequate background screening (LiveScan, for example) for all coaches/volunteers associated with the Operator as required by all applicable laws. Operator shall provide the District with a signed letter or documentation on an annual basis stating they have complied with performing a screening process.

AB 2007 compliance requires that "[a] youth sports organization that elects to offer an athletic program" must comply with the items located in **Attachment A – AB 2007 Concussions and Other Head Injuries**. A letter must be submitted each year to the District that the Operator has complied with these regulations.

Operator shall submit a completed Accident/Incident Report (**Attachment B – Accident/Incident Report**) for any participants, spectators, volunteers, judges/referees or paid staff that may result in any claims against the District within 72 hours of the accident/incident or when the Operator's volunteer and/or staff is first alerted to the incident.

18. Default: If Operator defaults in its performance of any provision contained in this Agreement after any applicable cure period, District may exercise any and all remedies which may be available to District pursuant to law, and District may exercise any and all remedies granted to District pursuant to this Agreement. Each and every covenant and Agreement contained herein to be kept and performed by Operator is expressly made a condition of this Agreement, and upon a breach thereof, if not promptly remedied by Operator, District may exercise any and all rights of entry upon the Facility and may terminate this Agreement.

In the event District determines that Operator has defaulted in any of its obligations under this Agreement, District shall deliver to Operator a written notice advising Operator of the provisions of this Agreement in which it is in default. The notice serves as notification that Operator shall have a right to remedy its defaults in performance of its obligations under this Agreement in accordance with the provisions of this paragraph. In the event Operator defaults in the payment of any funds to District, Operator shall have a period of seven (7) days within which to remedy the default. If Operator defaults in the performance of any other obligation under this Agreement, Operator shall have a period of thirty (30) days within which to remedy such default. If Operator does not remedy a default in its obligations under this Agreement pursuant to the remedy provisions provided above, all rights of Operator to use the Facility shall forthwith cease and terminate upon delivery to Operator of a notice of termination by the District.

In the event of termination for default, Operator shall receive no compensation for construction of any Facility improvements made by Operator. Upon termination of this Agreement, Operator shall remain liable for its obligations that have accrued up to and including the termination date and shall promptly pay to District all amounts due under the terms of this Agreement. Such payment shall be made as soon after the effective date of the termination, as such amounts are determinable upon the effective date of the termination.

19. Operation of Facility. In addition to its other covenants contained herein, Operator agrees to operate the Facility in an efficient manner as a high-quality BMX Bicycle Track facility, and at all times maintain some organization and personnel sufficient to enable it to carry out all of its duties, obligations, and functions under this Agreement. Operator shall properly supervise and direct its employees and other parties implementing the performance of Operator's duties, obligations and functions under this Agreement and all applicable laws. Operator is solely responsible for the performance of its employees and other parties. Further, Operator shall directly supervise, manage, and at Operator's sole expense, be responsible for all independent contractors, suppliers, and entities engaged in the operation, repair, maintenance, servicing, and promotion of Operator's business and activities on the premises and in any other activity in connection with the Facility and any other activity within the scope of this Agreement including, without limitation, those contractors, suppliers and entities: (a) necessary for the provision of all utility, repair, restoration, maintenance, and security services, (b) necessary or desirable for the efficient operation of a high quality "BMX Bicycle Track" facility, and (c) otherwise required by this Agreement. Without limiting the application of any higher standards required pursuant to (a), (b), and (c) immediately above, Operator at its sole expense shall comply with all requirements of the insurance policies and insurance carriers (including District's carriers) insuring the Facility.

20. Permits and Authorizations. Operator at its sole expense shall obtain and keep in full force and effect all necessary business licenses, permits, consents, and authorizations which may be necessary for the construction, maintenance, operation, management, promotion, repair, servicing, and occupancy of the Facility and for the performance by Operator of its duties and obligations under this Agreement. All such licenses, permits, consents, and authorizations shall be in the name of Operator.

Operator covenants that it shall take all actions necessary to establish and remain a corporation in good standing and shall comply with all applicable California law related thereto.

21. Notices: Any notice required or permitted under this Agreement shall be in writing and be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows, and shall be deemed to have been given upon the date of delivery (or refusal to accept delivery) as indicated on the return receipt:

To the District
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, California 93010
Attention: General Manager
motten@pvrrpd.org
805-482-1996 x116

To the Operator
Freedom Park BMX Raceway, Inc.
c/o Richard and/or Andrea Huvad
135 La Crescenta Drive
Camarillo, CA 93010
huvad@callutheran.edu
805-312-6130

Either party may from time to time specify in writing to the other party a different address to which notice shall be sent. All notices sent to that party following the giving of such notice shall be sent to the new address.

22. Assignment. The rights and obligations of the Operator shall not be assigned or transferred in any manner, either voluntarily or by operation of law, unless District specifically approves such assignment in writing. Violation of this provision is grounds for immediate termination of this Agreement by the District. District without prior consent of Operator may assign District's rights under this Agreement.

23. Real and Personal Property Taxes. Operator shall pay prior to delinquency any and all personal property taxes and possessory interest taxes attributable to the Facility. (Operator is aware that this leasehold will be subject to possessory interest taxes as assessed by the County of Ventura.) Operator shall indemnify, defend and hold harmless District against any and all such taxes, fees, penalties or interest assessed, or imposed against District hereunder. In the event Operator fails to timely pay any tax, assessment, fee, penalty or interest, District, at its option, shall have the right to pay such charge and treat such payment as additional rent to be charged to Operator and paid by Operator to District within five (5) days after receipt of written notice from District. Operator shall be solely responsible for the payment of all taxes attributable to its operations, including but not limited to, sales taxes and income taxes.

24. Successors and Assigns. Subject to the restrictions on transfers contained in this Agreement, this Agreement shall inure to the benefit of, and be binding upon, the parties and their respective successors and permitted assigns. Whenever in this Agreement a reference is made to any entity or party, such reference shall be deemed to include a reference to the successors and permitted assigns of such entity or party.

25. Waiver. No consent or waiver, express or implied, by any party to or of any breach or default by the other party in the performance by such other party of the obligations of that party under this Agreement shall be deemed or construed to be a consent to or waiver of any breach or default in the performance by such other party of the same or any other obligations of such other party under this agreement. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of the rights thereof under this Agreement.

26. Additional Remedies. The rights and remedies of the parties under this Agreement shall not be mutually exclusive. The exercise of one or more of the provisions of this Agreement shall not preclude the exercise of any other provisions of this Agreement.

27. Entire Agreement. This Agreement represents the entire Agreement between the

parties with respect to the subject matter of this Agreement and supersedes all prior oral or written Agreements, understandings, representations, and covenants.

28. **Severability.** If any provisions of this Agreement or the application thereof to any entity or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to any other entity or circumstance shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

29. **Terminology.** All personal pronouns used in this Agreement whether used in the masculine, feminine or neuter gender, shall include the plural, and the plural shall include the singular. Titles of sections in this Agreement are for convenience only and neither limits nor amplifies the provisions of this Agreement. All references in this Agreement to sections shall refer to the corresponding article of this Agreement.

30. **Amendment.** No change, waiver, discharge or termination of this Agreement or any provision of this Agreement shall be binding upon any party to this Agreement unless it is set forth in a written instrument signed by the party against whom enforcement of change, waiver, discharge or termination is sought.

31. **Interpretation.** This agreement is the result of negotiations between the parties and each party has had the opportunity to consult with an attorney regarding its provisions. No provision of this agreement shall be construed against or interpreted to the disadvantage of any party by any court or other governmental or judicial authority by reason of such party having or being deemed to have structured, drafted or dictated such provision.

32. **Governing Law Venue.** This Agreement and the obligation of District and Operator shall be interpreted, construed and enforced in accordance with the laws of the State of California. Any litigation brought by the parties in connection with this Agreement shall be filed in a court of competent jurisdiction in the County of Ventura, State of California.

33. **Alcohol and Drugs.** At no time shall Operator or any agent thereof sell, give away, or allow the consumption of alcohol or drugs at the Facility or on other property of District.

34. **Recitals.** The foregoing Recitals are incorporated herein by reference as if fully set forth.

In witness whereof, District and Operator have executed this Agreement on (date) _____ at Camarillo, California.

“District”:
Pleasant Valley Recreation and Park District,
a California Special District

By: _____
Its: _____
Date: _____

ATTEST:

“Operator”
Freedom Park BMX Raceway, Inc.

By: Andrea Huvad
Its: President
Date: _____

By: Richard Huvad
Its: President
Date: _____

Freedom Park Raceway, Inc 2019-2022 Agreement

Attachment A

AB 2007 CONCUSSIONS OR OTHER HEAD INJURIES

Approved by Governor September 23, 2016 and filed with Secretary of State September 23, 2016.

LEGISLATIVE COUNSEL'S DIGEST

AB 2007, McCarty. Youth athletics: youth sports organizations: concussions or other head injuries.

Existing law requires a school district, charter school, or private school, if it offers an athletic program, to immediately remove an athlete from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions, and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity. Existing law also requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition.

This bill would apply these provisions to athletes participating in youth sports organizations, as defined to include organizations, businesses, nonprofit entities, or local governmental agencies that sponsor or conduct amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of 27 designated sports. The bill would require youth sports organizations to notify the parents or guardians of athletes 17 years of age or younger who have been removed from athletic activities due to suspected concussions, as specified. The bill would require youth sports organizations to offer concussion and head injury education, or related educational materials, or both, to each of their coaches and administrators on a yearly basis, as prescribed. The bill would require each of these coaches and administrators to successfully complete the concussion and head injury education offered under the bill at least once either online or in person.

The bill would also require a youth sports organization to identify procedures for ensuring compliance with the bill's requirements for providing concussion and head injury education and a concussion and head injury information sheet. The bill would additionally require the youth sports organization to identify procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol, as specified. The bill would specify that it applies to all persons participating in the activities of a youth sports organization, irrespective of their ages.

BILL TEXT

SECTION 1.

Article 2.5 (commencing with Section 124235) is added to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, to read:

Article 2.5. Youth Sports Concussion Protocols 124235.

(a) A youth sports organization that elects to offer an athletic program shall comply with all of the following:

(1) An athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the

licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

(2) If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion, the youth sports organization shall notify a parent or guardian of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.

(3) On a yearly basis, the youth sports organization shall give a concussion and head injury information sheet to each athlete. The information sheet shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian, before the athlete initiates practice or competition. The information sheet may be sent and returned through an electronic medium including, but not necessarily limited to, fax or electronic mail.

(4) On a yearly basis, the youth sports organization shall offer concussion and head injury education, or related educational materials, or both, to each coach and administrator of the youth sports organization.

(5) Each coach and administrator shall be required to successfully complete the concussion and head injury education offered pursuant to paragraph (4) at least once, either online or in person, before supervising an athlete in an activity of the youth sports organization.

(6) The youth sports organization shall identify both of the following:

(A) Procedures to ensure compliance with the requirements for providing concussion and head injury education and a concussion and head injury information sheet, as contained in paragraphs (3) to (5), inclusive.

(B) Procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol required pursuant to paragraph (1).

(b) As used in this article, all of the following shall apply:

(1) "Concussion and head injury education and educational materials" and a "concussion and head injury information sheet" shall, at a minimum, include information relating to all of the following:

(A) Head injuries and their potential consequences.

(B) The signs and symptoms of a concussion.

(C) Best practices for removal of an athlete from an athletic activity after a suspected concussion.

(D) Steps for returning an athlete to school and athletic activity after a concussion or head injury.

(2) "Licensed health care provider" means a licensed health care provider who is trained in the evaluation and management of concussions and is acting within the scope of his or her practice.

(3) "Youth sports organization" means an organization, business, nonprofit entity, or a local governmental agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of the following sports:

- | | |
|--------------------------------|---------------------------|
| (A) Baseball | (N) Parkour |
| (B) Basketball | (O) Rodeo |
| (C) Bicycle motocross
(BMX) | (P) Roller derby |
| (D) Boxing | (Q) Rugby |
| (E) Competitive cheerleading | (R) Skateboarding |
| (F) Diving | (S) Skiing |
| (G) Equestrian activities | (T) Soccer |
| (H) Field hockey | (U) Softball |
| (I) Football | (V) Surfing |
| (J) Full contact martial arts | (W) Swimming |
| (K) Gymnastics | (X) Synchronized swimming |
| (L) Ice hockey | (Y) Volleyball |
| (M) Lacrosse | (Z) Water polo |
| | (AA) Wrestling |

(c) This section shall apply to all persons participating in the activities of a youth sports organization, irrespective of their ages. This section shall not be construed to prohibit a youth sports organization, or any other appropriate entity, from adopting and enforcing rules intended to provide a higher standard of safety for athletes than the standard established under this section.

Freedom Park Raceway, Inc 2019-2022 Agreement

Attachment B

ACCIDENT REPORT



Pleasant Valley Recreation and Park District

1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

ACCIDENT REPORT Date of Report: _____

Person's Name: _____ Age: _____ Sex: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Date of Accident: _____ Time: _____ Facility: _____

Program: _____ Employee in Charge of Facility/Program: _____

Disposition: Home: _____ Hospital (Name): _____

Doctor: _____ Other: _____ Taken By: _____

Ambulance Service (Name): _____

Description of Injury: _____

Part(s) of Body Injured: _____

Description of Accident: _____

Describe First-Aid Administered: _____

Witnesses

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

ACCIDENTS: All accidents must be reported to the District Office (482-1996) immediately.

Report completed by: _____ Title: _____ Date: _____

Supervisor Signature: _____ Date: _____

General Manager Signature: _____ Date: _____

Risk Manager Signature: _____ Date: _____

Freedom Park Raceway, Inc 2019-2022 Agreement

Attachment C

PVRPD Insurance Requirements

1. **Contractor** must provide **District** with proof that **Contractor** maintains a commercial general liability insurance policy (CGL) on an “occurrence” basis with coverage of at least one million dollars (\$1,000,000). The **District**, its officers, officials, employees, and volunteers must be named as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the **Contractor**. Proof of additional insured should be provided by endorsement to the **Contractor’s** CGL policy. This signed or stamped original endorsement shall be provided to the **District** at **1605 E. Burnley, Camarillo, CA 93010** at the time of execution of this Agreement (or as requested per **District** requirements).
2. If **Contractor** stores equipment or materials on **District** Lands, the **Contractor** shall provide evidence of renter’s insurance to the **District** evidencing coverage in an amount not less than the replacement value of the equipment/materials so stored. Proof of renter’s insurance shall be provided to the **District** at **1605 E. Burnley, Camarillo, CA 93010** at the time of execution of this Agreement (or as requested per **District** requirements).

Full insurance requirements are subject to change based on District Risk Management guidelines.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: July 3, 2019

**SUBJECT: REVIEW AND APPROVE THE FINALIZED DISTRICT
RESPONSE TO THE GRAND JURY 2018-2019 FINAL
REPORT: YOUTH SPORTS AND PUBLIC LIABILITY**

RECOMMENDATION

It is recommended the Board review and approve the Pleasant Valley Recreation and Park District official response to the Grand Jury Report titled "Youth Sports and Public Liability dated April 17, 2019."

BACKGROUND

On May 9, 2019 the Ventura County Grand Jury report regarding Youth Sports and Public Liability was received by the Pleasant Valley Recreation and Park District. The Grand Jury report requires that the Pleasant Valley Recreation and Park District respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code sections 933(c) and 933(d). Penal Code sections 933.05(a) and 933.05(b) are specific as to the format of the responses. The Penal Code also is specific about the response deadline. The report contains 3 conclusions and 3 recommendations of which PVRPD is required to respond within 90 days (by August 17, 2019).

ANALYSIS

As required, Pleasant Valley Recreation and Park District has attached its response to the findings and recommendation of the Ventura Grand Jury report titled "Youth Sports and Public Liability".

Conclusions

C-01. The Grand Jury concluded that most cities and Districts in the County allow non-affiliated sports leagues to use their facilities to practice or play. However, they do not require proof of compliance with California law regarding protection against concussion-related injuries from these leagues. They also do not require proof that procedures for preventing and reporting child physical or sexual abuse are in place.

Agree Conclusion C-1 that the Pleasant Valley Recreation and Park District (PVRPD)

does not require proof of compliance with California law (from non-affiliated sports leagues and rentals) with respect to California law related to concussion-related injuries from participation in such leagues. Nor does PVRPD require proof that such non-affiliated sports leagues have adopted procedures for preventing and reporting child physical or sexual abuse.

Disagree Sports leagues operated or affiliated with Pleasant Valley Recreation and Park District do comply with AB 2007 and submit a letter confirming they are in compliance with this law. These organizations are also required to fingerprint and/or perform adequate background screening in accordance with all relevant laws.

C-02. The Grand Jury concluded that cities and Districts do not require proof of adequate parental waivers and insurance coverage from non-affiliated sports leagues to protect against legal action that could jeopardize public monetary resources.

Agree Conclusion C-02 that the PVRPD does not require proof of parental waivers from non-affiliated sports leagues.

Disagree PVRPD disagrees with the portion of the conclusion that suggests PVRPD does not require proof of insurance coverage. PVRPD not only requires proof of insurance coverage when someone rents (gets a permit) a field, but also requires the third party indemnify the District in the event of a loss (obtains a certificate of insurance with an additional insured endorsement naming PVRPD including PVRPD's directors, officers, agents and employees as additional insureds) for affiliated sports leagues, non-affiliated sports leagues, private instruction, all runs/walks/cycling/parades/events, as well as vendors, special events, and events with more than 300 attendees. Currently, the insurance requirement for third party users, require the user to maintain sufficient insurance up to \$1 Million per occurrence as well as name the District, its officers, officials, employees, and volunteers be named as additional insured.

C-03. The Grand Jury concluded that cities and Districts are underinsured with respect to the type of coverage and coverage amounts to sufficiently protect them from litigation arising from the conduct of youth sports on city or district property.

Disagree PVRPD disagrees that it is underinsured with respect to the type of coverage and coverage amounts for risks associated with the issuance of permits and facility rentals to affiliated and non-affiliated sports organizations to conduct youth sports on district property. PVRPD is a member district of a joint-powers authority

called the California Association of Park and Recreation Indemnity (CAPRI), a government insurance pool with approximately 70 other recreation and park district members. Additionally, PVRPD also requires proof of insurance coverage when someone rents (obtains a permit) a field, PVRPD also requires the third party indemnify the District in the event of a loss (obtains a certificate of insurance with an additional insured endorsement including PVRPD's directors, officers, agents and employees as additional insureds) for affiliated sports leagues, non-affiliated sports leagues, private instruction, all runs/walks/cycling/parades/events, as well as vendors, special events, and events with more than 300 attendees. Currently, the insurance requirement for third party users, require the user to maintain sufficient insurance up to \$1 Million per occurrence as well as name the District, its officers, officials, employees, and volunteers be named as additional insured.

Recommendations:

- R-01. The Grand Jury recommends that all cities and District require proof from non-affiliated sports leagues that they are in compliance with California law regarding concussion-related sports injuries and that they have child physical or sexual abuse prevention and reporting procedures in place as a condition of the use of public facilities for practice or play. (C-01)**

Recommendation number R-01 will not be implemented because it is not warranted (is not legally required by California and Federal law). PVRPD merely provides access and use of facilities to non-affiliated sports leagues (as well as churches, businesses, organizations and individuals in exchange for monetary consideration. PVRPD does not warrant the quality of the programs nor competency of the individuals of organizations (including non-affiliated sports leagues) that seek a permit to use PVRPD facilities.

The Pleasant Valley Recreation and Park District Board does approve an MOU with specific Community Service Organizations which perform a service for the benefit of the public however; the activities are not part of the "District" programs/classes and are run independently. In these select incidences the District does require the Community Service Organizations follow AB 2007 and provide fingerprint and/or perform adequate background screening for all coaches/volunteers associated with the Organization as required by all applicable laws.

When PVRPD does conduct its own, in-house, adult or youth amateur sports leagues, competitions, training, camps, or clubs it does and will continue to comply with the law regarding concussion-related sports injuries and child physical or sexual abuse prevention and reporting procedures for its employees. In addition, this recommendation is not reasonable in as much as it will cost additional unfunded staff time to verify non-affiliated sports leagues are in compliance with the relevant California and Federal laws.

Should PVRPD voluntarily undertake the duty to establish proof that non-affiliated sports leagues are in compliance with such laws, then PVRPD may expose itself to more liability than the status quo of “buyer beware” for parents turning their kids over to sports league operators. For example, should PVRPD determine, in error, that a non-affiliated sports league is in compliance with respect to concussion training or physical or sexual abuse training and reporting requirements and a child is harmed, then that error may expose the District to more potential liability than status quo.

R-02. The Grand Jury recommends that all cities and Districts require proof of adequate parental waivers from participants and sufficient insurance coverage from non-affiliated sports leagues as a condition of the use of public facilities for practice or play. (C-02)

Recommendation number R-02 will not be implemented because it is not warranted (is not legally required). PVRPD merely provides access and use of facilities to non-affiliated sports leagues (as well as churches, businesses, organizations and individuals.) in exchange for monetary consideration. When PVRPD does conduct its own adult or youth amateur sports competitions, training, camps, or clubs PVRPD does and will continue to obtain waivers from participants. PVRPD believes that it does have sufficient insurance coverage from affiliated and non-affiliated sports leagues as a condition of the use of public facilities for practice or play in as much as it obtains certificates of insurance from non-affiliated sports leagues and maintains its own insurance via CAPRI (an insurance pool). Additionally, PVRPD also requires proof of insurance coverage when someone rents (obtains a permit) a field, PVRPD also requires the third party indemnify the District in the event of a loss (obtains a certificate of insurance with an additional insured endorsement naming PVRPD; including PVRPD’s directors, officers, agents and employees as additional insureds) for affiliated sports leagues, non-affiliated sports leagues, private instruction, all runs/walks/cycling/parades/events, as well as vendors, special events, and events with more than 300 attendees. Currently, the insurance requirement for third party users, require the user to maintain sufficient insurance up to \$1 Million per occurrence as well as name the District, its officers, officials, employees, and volunteers be named as additional insured. In addition, this recommendation is not reasonable in as much as it will cost additional unfunded staff time to obtain proof of adequate parental waivers from all participants of non-affiliated sports leagues.

R-03. The Grand Jury recommends that all cities and Districts review their own insurance coverage to ensure that they are adequately protected with respect to potential claims arising from the conduct of youth sports on city or district property. (C-03)

Recommendation number R-03 has been implemented in that the General Manager has reviewed PVRPD’s insurance Memorandum of Coverage and has

spoken with the Executive Director of its insurance pool, CAPRI to ensure that PVRPD is adequately protected with respect to potential claims arising from the conduct of youth sports on PVRPD property. Currently, the insurance requirement for third party users, require the user to maintain sufficient insurance up to \$1 Million per occurrence as well as name the District, its officers, officials, employees, and volunteers be named as additional insured.

FISCAL IMPACT

Currently, there is no fiscal impact to this report.

RECOMMENDATION

It is recommended the Board review and approve the Pleasant Valley Recreation and Park District official response to the Grand Jury Report titled "Youth Sports and Public Liability".

ATTACHMENTS

- 1) Grand Jury Report (7 pages)

Ventura County Grand Jury 2018 - 2019



Final Report

Youth Sports and Public Liability

April 17, 2019

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Youth Sports and Public Liability

Summary

Hundreds of minors in Ventura County (County) participate in activities organized by non-affiliated sports leagues. Non-affiliated sports leagues are those that are not regulated by a national governing body such as the American Youth Soccer Organization or Little League. The Grand Jury was concerned that these non-affiliated sports leagues may not be complying with certain laws pertaining to the protection of youth from physical or sexual abuse, or from concussion-related injuries when they practice or play sports on public property.

Parks and Recreation districts (Districts) as well as cities in the County need to ensure that youth participating in sports activities on city and district property are protected against child physical or sexual abuse and concussion-related injuries. Cities and Districts should also ensure that the public monetary resources they manage are adequately protected against litigation awards arising from allegations of child physical or sexual abuse and concussion-related injuries occurring during youth sports activities.

The Grand Jury concluded that most cities and Districts in the County allow non-affiliated sports leagues to use their facilities to practice or play. However, they do not require proof of compliance with California law regarding protection against concussion-related injuries from these leagues. They also do not require proof that procedures for preventing and reporting child physical or sexual abuse are in place. Finally, the Grand Jury concluded that cities and Districts themselves are underinsured with respect to the conduct of youth sports on their properties.

The Grand Jury recommends that cities and Districts require proof of child protections against physical or sexual abuse and concussion-related injuries from sports leagues that are not affiliated with a national governing body, as a condition of allowing them to practice or play sports on city and district properties.

The Grand Jury also recommends that cities and Districts review their own insurance coverage and parental-waiver requirements to ensure that they are adequately protected with respect to claims arising from the conduct of youth sports on city and district properties.

Background

The federal Sexual Abuse and Safe Sports Authorization Act (SASSAA) requires that all adults who are authorized to interact with minors in national youth sports report suspected child sexual abuse to authorities. The SASSAA also mandates that national governing bodies develop training programs and enforce policies and procedures regarding child sexual abuse prevention. The SASSAA specifically applies to sports leagues with national governing bodies, but it does not apply to non-affiliated sports leagues. (Ref-01)

However, the California Youth Sports Concussion Protocols (AB 2007) requires that youth sports organizations comply with specified safety requirements regarding

concussions or other head injuries. A youth sports organization is defined as “an organization, business, nonprofit entity or local government agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate.” This law applies to cities and Districts, as well as to non-affiliated sports leagues. (Ref-02)

The Grand Jury recommends that all cities and Districts require proof from non-affiliated sports leagues that they are in compliance with California law regarding concussion-related sports injuries and that they have child physical or sexual abuse prevention and reporting procedures in place as a condition of the use of public facilities for practice or play.

Methodology

The Grand Jury conducted internet research regarding federal and state legislation regulating youth sports organizations with respect to child physical or sexual abuse and concussion-related injuries. The Grand Jury also conducted interviews with the three Districts and the seven cities in the County regarding the requirements they place on non-affiliated sports leagues who use their facilities. The Grand Jury also requested documents that contain policies and procedures to ensure that non-affiliated sports leagues provide protection against child physical or sexual abuse and comply with concussion-related injury prevention laws. Finally, the Grand Jury requested information regarding the cities’ and Districts’ own liability insurance coverage with respect to youth sports activities conducted on their property.

Facts

- FA-01.** The Grand Jury found that all cities and Districts in the County, except the cities of Port Hueneme and Santa Paula, allow non-affiliated sports leagues to use city or district property for practice or play.
- FA-02.** The Grand Jury found that none of the cities or Districts in the County require proof of compliance with AB 2007 from non-affiliated sports leagues when permitting them to use city or district property for practice or play.
- FA-03.** The Grand Jury found that none of the cities or Districts in the County require proof from non-affiliated sports leagues that child physical or sexual abuse prevention training, reporting and enforcement policies are in place when permitting them to use city or district property for practice or play.
- FA-04.** The Grand Jury found that none of the cities or Districts require proof that parents have given permission for their child to play sports that could cause physical injury (parental waivers) are obtained by the non-affiliated sports leagues when permitting them to use city or district property for practice or play.
- FA-05.** The Grand Jury found that none of the cities or Districts require proof of liability insurance coverage specifically for child physical or sexual abuse or concussion-related injury claims from non-affiliated sports leagues when permitting them to use city or district property for practice or play.

FA-06. The Grand Jury found that city and district insurance programs varied greatly with respect to the types of insurance and coverage amounts. Most insurance programs were not specific to litigation arising from the conduct of youth sports on city or district property.

Conclusions

- C-01.** The Grand Jury concluded that most cities and Districts in the County allow non-affiliated sports leagues to use their facilities to practice or play. However, they do not require proof of compliance with California law regarding protection against concussion-related injuries from these leagues. They also do not require proof that procedures for preventing and reporting child physical or sexual abuse are in place. (FA-01, FA-02, FA-03)
- C-02.** The Grand Jury concluded that cities and Districts do not require proof of adequate parental waivers and insurance coverage from non-affiliated sports leagues to protect against legal action that could jeopardize public monetary resources. (FA-04, FA-05)
- C-03.** The Grand Jury concluded that cities and Districts are underinsured with respect to the type of coverage and coverage amounts to sufficiently protect them from litigation arising from the conduct of youth sports on city or district property. (FA-06)

Recommendations

- R-01.** The Grand Jury recommends that all cities and Districts require proof from non-affiliated sports leagues that they are in compliance with California law regarding concussion-related sports injuries and that they have child physical or sexual abuse prevention and reporting procedures in place as a condition of the use of public facilities for practice or play. (C-01)
- R-02.** The Grand Jury recommends that all cities and Districts require proof of adequate parental waivers from participants and sufficient insurance coverage from non-affiliated sports leagues as a condition of the use of public facilities for practice or play. (C-02)
- R-03.** The Grand Jury recommends that all cities and Districts review their own insurance coverage to ensure that they are adequately protected with respect to potential claims arising from the conduct of youth sports on city or district property. (C-03)

Responses

Responses Required From:

- City Council, City of Oxnard (C0-1, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Ventura (C-01, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Moorpark (C-01, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Fillmore (C-01, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Ojai (C-01, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Port Hueneme (C-01, C-02, C-03) (R-01, R-02, R-03)
- City Council, City of Santa Paula (C-01, C-02, C-03) (R-01, R-02, R-03)
- Board of Directors, Conejo Valley Recreation and Parks District (C-01, C-02, C-03) (R-01, R-02, R-03)
- Board of Directors, Pleasant Valley Recreation and Parks District (C-01, C-02, C-03) (R-01, R-02, R-03)
- Board of Directors, Rancho Simi Recreation and Parks District (C-01, C-02, C-03) (R-01, R-02, R-03)

References

- Ref-01.** Protecting Young Victims From Sexual Abuse and Safe Sport Authorization Act of 2017
<https://www.usyouthsoccer.org/protecting-young-victims-from-sexual-abuse-and-safe-sport-authorization-act-of-2017>
Accessed April 11, 2019
- Ref-02.** [AB 2007](https://www.lcwlegal.com/news/ab-2007-requires-youth-sports-organization-to-abide-by-specified-safety-requirements-regarding-concussions-and-other-head-injuries)
<https://www.lcwlegal.com/news/ab-2007-requires-youth-sports-organization-to-abide-by-specified-safety-requirements-regarding-concussions-and-other-head-injuries>
Accessed April 11, 2019

Glossary

<u>TERM</u>	<u>DEFINITION</u>
AB 2007	California Youth Sports Concussion Protocols, which requires youth sports organizations that offer athletic programs to comply with specified safety requirements regarding concussions or other head injuries
County	County of Ventura
Districts	Independent Parks and Recreation Districts
Grand Jury	2018-2019 Ventura County Grand Jury
Non-affiliated sports leagues	Youth sports leagues that are not organized or regulated by a national governing body such as American Youth Soccer Organization or Little League
Parental waiver	A document signed by a parent of a child giving permission for that child to participate in a sport that may cause physical injuries and waiving liability claims against a third party
SASSAA	Sexual Abuse and Safe Sports Authorization Act, federal law that requires that all adults who are authorized to interact with minors in national youth sports organizations report suspected child sexual abuse to authorities. This act also requires national governing bodies of organized sports leagues to develop and enforce policies and procedures to report and respond to child abuse or molestation claims.

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 633 FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE FAIRFIELD LLC SUBDIVISION AT 341 MIKE LOZA DR. CAMARILLO, CA 93012 WILL BE SERVED BY THE RENOVATION AND EXPANSION OF THE PLEASANT VALLEY AQUATIC CENTER RESTROOM FACILITIES

SUMMARY

The Pleasant Valley Recreation and Park District has included in the FY2019 budget a renovation and expansion of the restroom facilities at the Pleasant Valley Aquatic Center. As the project is outside the normal course of maintenance and expands the programmatic capacity of the facility, staff has determined that the project may be funded with Quimby fees. In order to use Quimby fees, the Board must find that it is reasonably foreseeable that the residents of the subdivision which paid the fees will use the proposed facilities. Staff has determined through research into population data and the unique nature of the aquatic facilities that it is likely that residents of the Fairfield LLC subdivision located at 341 Mike Loza Dr. will be served by the proposed facilities. Staff is recommending that the Board make a motion to pass Resolution No. 633, which states that the District finds that it is reasonably foreseeable that residents of the subdivision will use the proposed facilities.

BACKGROUND

On January 31, 2015, the District received \$2,250,489.70 in Park In-Lieu (Quimby) Fees for the construction of 450 units by Fairfield LLC at 300 Lewis Road. These units, the Andorra Apartment complex, have since been constructed and are generally in the area of 341 Mike Loza Dr. These Quimby fees were paid to the Park District to facilitate the construction of park improvements or acquisitions which would serve the subdivision. The City of Camarillo's Quimby ordinance specifies in accordance with California Government Code §66477 that the District may spend fees anywhere within the City's Sphere of Influence, provided all other requirements are met.

The renovation and expansion of the Pleasant Valley Aquatic Center restroom and shower facilities was identified as a necessary project during the preparation of the FY2019-2020 Budget. This project would completely renovate the bathrooms and showers within the building and expand their capacity through various infrastructure and equipment improvements.

ANALYSIS

Through the powers granted to the City of Camarillo by California Government Code §66477, the City has established a Park Land Dedication Ordinance (Chapter 18.30, Sections .010 through .120) which specifies that a developer must plan for at least 217.8 square feet of park space for each person anticipated to be living in a development. This requirement applies to all residential subdivisions containing more than five parcels. In-lieu of park space, the City may levy a fee to be paid to the Park District for the District to develop park facilities which will serve the subdivision.

The use of Quimby fee revenue is restricted to park land purchase, new facility construction, existing facility expansion and improvement, and enhancing existing park land within the neighborhood¹ which contains the subdivision for which fees were paid. Additionally, there are several requirements established within GOV §66477 which must be met prior to the levying of any fees. As the City is responsible for meeting these requirements and is currently meeting them all, they will not be discussed within this report. However, if the District wishes to expend the fees in an area outside of the neighborhood, specific standards set within GOV §66477(a)(3)(B) must be met.(Table 1)

Table 1

State Standards	Project Specific Statistics
i) The neighborhood where the fees will be expended contains less than 3 ac./1,000 residents. ²	2.35 ac./1,000
ii) The neighborhood which contains the subdivision for which the fees were paid contains more than 5 ac./1,000 residents. ³	11.69 ac./1,000
iii) The legislative body holds a public hearing prior to the fee expenditure. ⁴	July 3, 2019
iv) The legislative body makes a finding supported by “substantial evidence” ⁵ that it is “reasonably foreseeable” that the specific improvements will be used by residents of the subdivision for which fees were paid.	Reservation/Registration Data & Only public pool within the City of Camarillo
v) The fees are used within the city’s “specified radius.” ⁶	Fees to be spent within the City Sphere of Influence

¹ “Neighborhood” is never defined by the State or City. District staff has determined that a neighborhood may mean any delineable area or combination of delineable areas as established in the most recent Federal Census.

² Standard set by the State.

³ State standard is 3 ac./1,000, however this is deferred by the State to the City, which has set a 5 ac./1,000 minimum requirement.

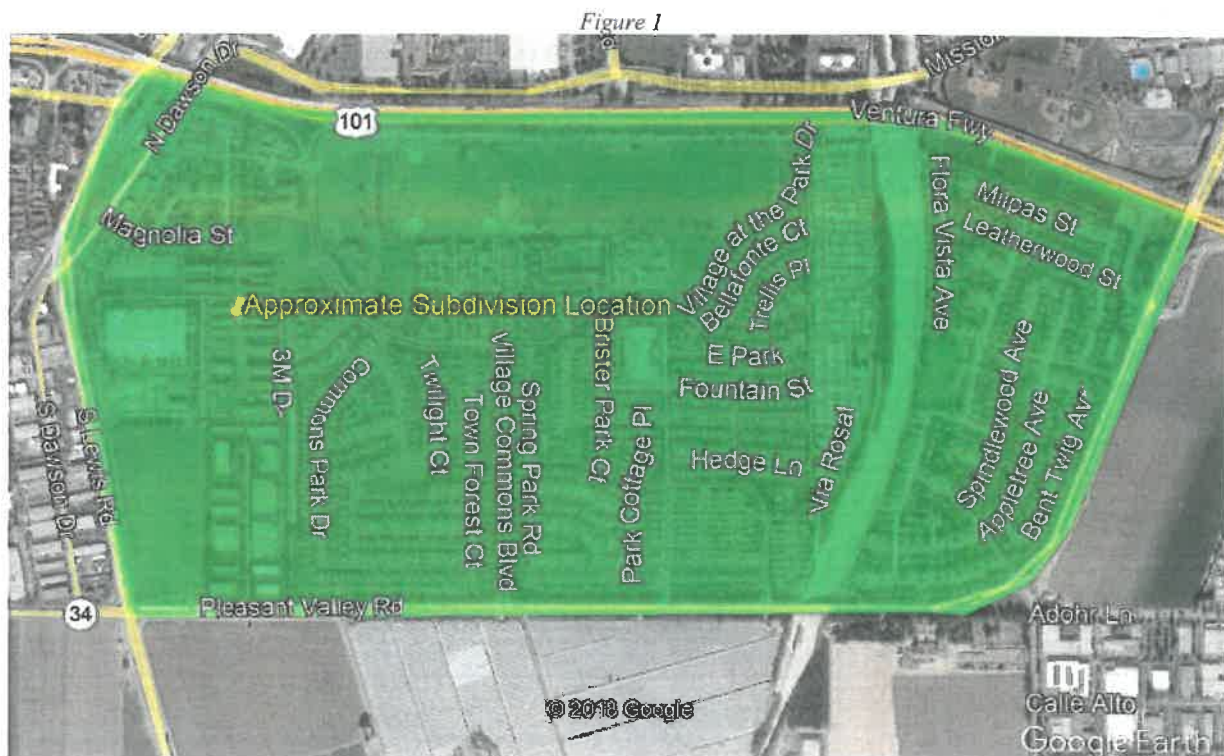
⁴ “Legislative Body” refers to the body which has authority over the expenditure of the fees.

⁵ This standard has never been tested in court; however, staff opinion is that the evidence shown in this report is “substantial.”

⁶ As specified in the City of Camarillo Municipal Code Chapter 18.30.110(B).

As established by the State of California and City of Camarillo, the determination of the “neighborhood” is central to where the expenditure of Quimby fees can occur. As both the City Ordinance and State Code rely upon Census figures for their calculations, staff has reasoned that the District may use Census designated boundaries to signify what may be considered a “neighborhood.” Accordingly, District staff has used Census Tract and Block Group data to determine neighborhoods for both the fee-paying subdivision and the project site. Regarding the fee-paying subdivision, it is entirely encompassed by Census Block Group 3 (Figure 1). The population of this block is 5,135 people.⁷ This Census Block is served by Woodcreek Park and Pleasant Valley Fields which combine for a total 60.03 acres of park space and thus, 11.69 acres per 1,000 residents. An amount that is well above the 5 acres per 1,000 residents the City requires.

Regarding the project site, District staff chose to include a wider area when determining the appropriate neighborhood. This was done for a few reasons. First and foremost, the Pleasant Valley Aquatic Center is the only public pool available to the residents of the fee-paying subdivision and by extension, the areas which surround its location. Furthermore, the Aquatic Center is in one of the District’s larger, multi-use parks and serves as a community facility and not just as a “neighborhood” park. Lastly, the Pool provides a location for District classes, which are uniquely served by the site and attended by residents from across the community. District staff accordingly defined Census Tracts 54.01, 54.03, and 54.04 as the Aquatic Center neighborhood (Figure 2). This area includes 24.86 acres of park space (Bob Kildee, Arneill Ranch, Adolfo, and Dos Caminos Parks) and 10,594 residents.⁸ This calculates to 2.345 acres per 1,000 residents, below the state threshold of 3 acres per 1,000 residents. As the ratio per 1,000 residents is below 3 acres, the District is permitted to fund projects within this neighborhood.



⁷ 2010 Decennial Census

⁸ 2010 Decennial Census

Figure 2



Although the District does meet the acreage requirements, the District is further required to link the facility to the fee-paying subdivision. To do this, District staff focused on two primary methods. First, assuming the subdivision houses 2.69 individuals per unit, the subdivision will house approximately 1,211 residents. As the primary users of the facility are children under the age of 14, staff estimated, using data gathered from the Census Bureau, that approximately 10% ($\approx 7,000$ individuals) of the population in the City of Camarillo is under the age of 14. Thus, it is likely that a sizeable portion of the residents of this subdivision will use these facilities simply by virtue of their age and the facility's status as the only public pool in the city. While the complex within this subdivision does contain its own pool, it does not include a large slide structure, nor does it host classes and activities such as those available at the Aquatic Center. Furthermore, if lap swimming or competitive swimming is desired, the Aquatic Center provides the only non-membership restricted pool within the City of Camarillo available for those uses.

Second, staff determined that limiting this research to only those who would be using the facility for reservable class time would be far too restrictive. The structure is used by community members from across the city through a variety of District programming from Camp Funtastic to Open Swim, not all of which is recorded in the District's ActiveNet reservation system. Estimated annual total users of the facility currently stands at least 89,000 users. The upgrades to the showers

and restrooms will increase facility usage by an amount unknown at this time. Staff believes that it is very reasonable that the new facilities will serve the subdivision in question.

Staff completed additional research into the legal aspects of expending Quimby fees and found that while there were many cases involving the levying of fees, there were few cases which disputed the actual expenditure of fees. One situation (the case was settled out of court) involved the expenditure of Quimby fees at the county level and did not involve fees being spent within the same city limits they were raised within, a situation that does not apply in this case. Staff determined that the “reasonably foreseeable” standard is in practice being applied on a case by case basis and believes that the evidence provided offers solid ground for a finding by the District Board.

FISCAL IMPACT

There is no fiscal impact from this action. However, this action will enable the expenditure of Quimby fees received from Fairfield, LLC. to support this project.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 633, finding that it is reasonably foreseeable that inhabitants of Fairfield LLC’s subdivision at 341 Mike Loza Drive will be served by the renovation and expansion of the restroom facilities at the Pleasant Valley Aquatic Center and therefore directs staff to expend said subdivision’s Quimby fees for said project.

ATTACHMENT

- 1) Resolution No. 633 (1 page)

RESOLUTION NO. 633

A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE FAIRFIELD LLC SUBDIVISION AT 341 MIKE LOZA DR. CAMARILLO, CA 93012 WILL BE SERVED BY THE RENOVATION AND EXPANSION OF THE PLEASANT VALLEY AQUATIC CENTER RESTROOM FACILITIES

WHEREAS, Pleasant Valley Recreation and Park District [District] is the Government entity responsible for providing park facilities within its boundaries which encompass the City of Camarillo, and

WHEREAS, the City of Camarillo has established a Park Land in-lieu [Quimby] fee based upon the provisions contained in the California Government Code §66477, and

WHEREAS, Fairfield LLC has paid a Park Land in-lieu fee in the amount of \$2,250,489.70 for the subdivision located at 341 Mike Loza Dr. Camarillo, CA 93012, and

WHEREAS, the District held a Public Hearing on July 3, 2019 approving the proposed usage of Quimby fees for this project, and

WHEREAS, Staff has presented evidence which establishes a reasonable expectation that subdivision residents will be served by the proposed facilities,

WHEREAS, there is a pressing need to expand the District's user capacity at the Pleasant Valley Aquatic Center.

NOW THEREFORE BE IT RESOLVED by the *Pleasant Valley Recreation and Park District* as follows:

The District finds that it is reasonably foreseeable that inhabitants of Fairfield LLC's subdivision at 341 Mike Loza Drive will be served by these facilities and therefore directs staff to expend said subdivision's Quimby fees for the renovation and expansion of the restroom facilities within the Pleasant Valley Aquatic Center.

This resolution was adopted on July 3, 2019.

Ayes:
Noes:
Absent:

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Neal Dixon, Secretary, PVRPD Board of Directors

**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: July 3, 2019

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 634 FOR FISCAL YEAR 2019-2020 BUDGETS FOR
THE GENERAL FUND, THE ASSESSMENT DISTRICT
AND QUIMBY EXPENSES**

SUMMARY

Every year a public hearing is held to adopt the proposed Fiscal Year budget for the General Fund, Assessment District and Quimby budgets. The hearing is required before the District can adopt a resolution to adopt the Fiscal Year budget 2019-2020. Staff is requesting that the Board adopt the FY 2019-2020 General Fund, Assessment District and Quimby budgets for the Pleasant Valley Recreation and Park District.

BACKGROUND

On April 25th, May 2nd, and May 16th, Pleasant Valley Recreation and Park District held public workshops on the proposed budgets, totaling approximately \$8.1 million in expenses for the General Fund budget, \$1.1 million in expenses for the Assessment District Budget and \$500 thousand in expenses for the Quimby Fund. The public received notice of these workshops through the posting of agendas.

At the end of the workshops, the proposed budgets were presented and approved by the Board at the June 5, 2019 Regular Board Meeting as required by Public Resources Code 5788. Also, per Public Resources Code 5785.1(b), the notice of a public hearing was posted on June 19, 2019 in the *Ventura County Star*. The notice served to announce the public hearing on the adoption of the final budget at the July 3rd meeting. The Board has until August 30, 2019 to adopt a final budget as required by Public Resource Code 5788.5.

A central component of this budget is to develop a balanced spending plan that factors in salary and benefit expenses, identifying essential service needs, technological demands, changing legislation and regulations, and infrastructure maintenance issues. Staff is presenting a balanced budget for Fund 10 (General Fund) at \$8,185,248 with an excess of \$29,201. Fund 20 (Assessment District) is balanced at \$1,148,542 with an excess of \$2,980 and Fund 30 (Park Dedication Fees) has an expense of \$500,000. Revenue is not budgeted for Fund 30 as revenue is generated by Developer Fees.

The remaining report is similar to the June 5, 2019 staff report that was presented to the Board, as there were no changes directed by the Board of Directors at that meeting.

Below is a listing of items in the budget that had significant changes from the prior fiscal year.

Personnel changes in budget expense line items:

1. 2% COLA Increase for all Non-Represented Full-Time and Part-Time Year-Round Employees
2. Moved all Part-Time Year-Round employees to account #6100 (Full-Time Wages)
3. Added 1 FTE position - Administrative Analyst Position

Changes to the Fund 10 District Wide budget include:

Revenue

- | | |
|-------------------------------------|-------------|
| a) Increase in Public Fees | \$ 65,779 |
| b) Increase in Property Tax Revenue | \$ 55,422 |
| c) Increase in Interest Earnings | \$ 28,200 |
| d) Decrease in ROPS Revenue | (\$ 90,000) |

Expenses

- | | |
|---|-------------|
| a) Decrease in Personnel Expense | (\$ 17,420) |
| b) Increase in CalPERS Unfunded Liability Expense | \$ 29,846 |
| c) Increase in Collection Fees | \$ 59,715 |
| d) Increase in Liability Insurance | \$ 32,198 |
| e) Decrease in Business Services | (\$ 26,812) |
| f) Dept 520 Professional Services | \$ 15,000 |

As part of the budget process for Fiscal Year 2019-2020 staff allocated \$12,000 for an updated server as the server was reaching its end of life. Prior to the end of the fiscal year the District recently encountered a service outage due to the stoppage of the main server which caused it to crash. Due to this stoppage the District was forced to purchase a new server prior to next fiscal year. The reallocation of the \$12,000 went to the following line items:

Account Number/Name	Approved Budget Amount	Adopted Budget Amount	Budget Change
10-05-505-000-6240 Computer Hardware/Software	\$25,264	\$13,264	(\$12,000)
10-05-505-000-6210 Telephone	\$14,316	\$18,644	\$4,328
10-05-505-000-6220 Internet Services	\$26,724	\$27,492	\$768
*10-05-505-000-6130 Medical Insurance	\$68,469	\$75,373	\$6,904
TOTAL			\$0

*Staff budgeted 7% increase in medical costs however, the 2020 premiums now average an 11% increase

ANALYSIS

The analysis is comparative from the approved FY 2018-2019 Operating Budget for Fund 10.

Fund 10 - General Fund

The following items should be noted when reviewing the budget:

1. The preliminary General Fund budget contains an overall increase in revenue of \$93,568 which reflects an increase in 1) Public Fees (\$65,779), 2) Tax Apportionment (\$55,422), 3) Public Fees Entry-Swim (\$31,340), 4) Interest Earnings (\$28,200), and a decrease in 5) ROPS Reimbursement (\$90,000).
2. Total revenues are \$8,214,449 and total operating expenditures are \$8,185,248 which equates to an excess over budget of \$29,201.
3. Personnel expenditures have decreased by \$17,420 primarily due to a combination of factors
 - a. Employees in a higher salary bracket have left the District and the District has filled those positions with employees starting at the lower end of the pay bracket. This allowed the District to budget for another Administrative Analyst.
 - b. The District is only budgeting for the employees that take District medical insurance; in the past the District has budgeted for all employees' medical insurance.
 - c. The District had a workers compensation incident that should "fall off" in the next year, therefore when that occurs the District's rates should decrease slightly.
4. Services and Supplies have increased \$106,759 due to 1) Collection Fees (\$59,715), 2) Insurance Liability (\$32,198) and 3) Tree Care (\$18,000).

Fund 20 - Assessment District

The analysis for Fund 20 (Assessment District) is as follows:

1. Balanced budget with an excess of \$2,980
2. Revenue has increased \$42,469 due to 3% increase in Assessment Tax
3. Personnel has decreased \$583
4. Services and Supplies has increased \$44,211 due to 1) Tree Care (\$25,000) and 2) Contracted Landscaping Services (\$16,000)

Fund 30 – Quimby Fees

Fund 30 (Quimby Fees) is a fee that is received from developers in lieu of land and may only be used for developing new parks/recreation facilities or rehabilitating existing neighborhood or Community Park/Recreational Facilities. The District does not budget for revenue for Quimby Fees but does budget for expenses. The following project is planned for FY 2019-2020 and the project will be paid with Quimby Funds equating to \$500,000.

- a. Shower and Restrooms at the Aquatics Center

Capital Improvement Program (CIP)

In 2013, the District developed a 5-year Capital Improvement Plan (2013-2018) and in January 2019 extended the plan to 2013-2019. This plan included facilities and parks that would require modification, replacement and improvement over the six years. The document was designed to provide the Board of Directors information regarding short and long-term capital projects for improvements and future infrastructure needs. The CIP budget, which will derive its funds from Capital funds, will include 7 projects for FY 2019-2020 with a combined total of \$464,000.

The Capital Outlay projects are:

- a) Freedom Park Parking Lot & Skyway Drive
- b) Pleasant Valley Fields Painting
- c) Lamps/Pole Replacement at Mission Oaks Park
- d) L.E.D. Lighting at Springville Tennis Courts
- e) 2 Fleet Vehicles
- f) Community Center Kitchen (Mid-Year)
- g) Freedom Center Remediation (Mid-Year)
- h) Charter Oak Irrigation System
- i) Community Center Marquee

FISCAL IMPACT

There have been no changes made to the proposed budget which was approved on June 5, 2019 to the final budgets being presented on July 3, 2019, therefore there is no current fiscal impact.

RECOMMENDATION

It is recommended that the Board approve and adopt Resolution No. 634, 2019-2020 Fiscal Year Budgets.

ATTACHMENT

- 1) Resolution No. 634 (1 page)
- 2) FY 2019-2020 Budgets Summary Sheets
 - a. Fund 10 (3 pages)
 - b. Recreation Department (2 pages)
 - c. Department 000 (1 page)
 - d. Department 301 (1 page)
 - e. Department 310 (1 page)
 - f. Department 320 (1 page)
 - g. Department 370 (1 page)
 - h. Department 410 (2 pages)
 - i. Department 503 (1 page)
 - j. Department 505 (2 pages)
 - k. Department 520 (1 page)
 - l. Fund 20 Assessment District (1 page)
 - m. Fund 30 Park Dedication Fees (1 page)

RESOLUTION NO. 634

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING THE 2019-2020 FISCAL YEAR BUDGETS**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) has reviewed and adopted the draft budgets for Fiscal Year 2019-2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED by the District Board of Directors as follows:

1. That the budget document which is on file with the Secretary of the Board be adopted as the final operating and capital budget for the District for the Fiscal Year 2019-2020.
2. That the amounts designated in the final Fiscal Year 2019-2020 budgets are hereby appropriated and may be expended by the departments or funds for which they are designated, and such appropriation shall be neither increased nor decreased excepted herein.
3. That the following controls are hereby placed on the use and transfer of budgeted funds:
 - a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses, and capital expenditures and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
 - b. The Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized regular personnel positions above the level identified in the final budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the budget.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of July 2019 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Robert Kelley, Chairman, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

**General Ledger
District Wide Budget Summary
Entire Fund 10**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5110	Tax Apport Cur Year Secured	\$ 5,865,370.23	\$ 6,506,450.00	\$ 6,515,290.00	\$ 6,561,872.00	\$ 6,561,872.00	\$ 6,561,872.00
5120	Tax Apport Cur Year Unsec	\$ 104,473.45	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport Prior Year Sec	\$ 170,191.94	\$ -	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport Prior Year Unsec	\$ 4,556.00	\$ -	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ 45.52	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ 109,624.52	\$ -	\$ -	\$ -	\$ -	\$ -
5215	Supplemental Redemption	\$ 6,355.06	\$ -	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ 46,549.12	\$ -	\$ -	\$ -	\$ -	\$ -
5231	HOPTR Prior Year	\$ 15,982.52	\$ -	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ 342.40	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ 46,559.19	\$ 18,300.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00
5320	MBS Interest Earnings	\$ 533.67	\$ -	\$ -	\$ -	\$ -	\$ -
5460.	Dividends CAPRI Prior Years	\$ 9,711.62	\$ -	\$ -	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ 3,903.77	\$ 4,510.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00
5507	Plan Check Fee	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
5510	Contract ClassesPublic Fees	\$ 274,108.40	\$ 232,539.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00
5511	Public Fees	\$ 369,361.55	\$ 393,842.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00
5513	Swim PassAdult Splash (20)	\$ 9,269.43	\$ 8,568.00	\$ -	\$ -	\$ -	\$ -
5514	Swim PassSenior Splash (10)	\$ 1,287.00	\$ 2,079.00	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash (20)	\$ 4,633.43	\$ 5,049.00	\$ -	\$ -	\$ -	\$ -
5517	Swim PassSenior Fitness(10)	\$ 1,125.00	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -
5518	Swim PassSenior Fitness (20)	\$ 10,926.00	\$ 10,692.00	\$ -	\$ -	\$ -	\$ -
5520	Public FeesEntry Fees	\$ 25,659.82	\$ 25,655.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00
5524	Swim PassAdult Splash (10)	\$ 3,232.00	\$ 6,426.00	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ 3,326.25	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00
5526	Swim PassAdult Fitness (10)	\$ 425.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
5527	Swim PassAdult Fitness (20)	\$ 977.00	\$ 4,320.00	\$ -	\$ -	\$ -	\$ -
5528	Swim PassesSwimWorkout (10)	\$ 500.00	\$ 960.00	\$ -	\$ -	\$ -	\$ -
5529	Swim PassesSwimWorkout (20)	\$ 786.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 436,962.00	\$ 417,196.00	\$ 423,769.00	\$ 423,769.00	\$ 423,769.00	\$ 423,769.00
5535	Cell Tower Revenue	\$ 85,160.17	\$ 83,534.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00
5536	Annual Passes	\$ 5,590.30	\$ -	\$ -	\$ -	\$ -	\$ -
5540	Parking Fees	\$ 21,384.27	\$ 10,470.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00
5545	Indemnity Revenue	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
5550	Dues	\$ 1,964.00	\$ 2,160.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5555	Activity Guide Revenue	\$ 11,274.50	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
5561	Special Event	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ 3,759.30	\$ 5,000.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00
5564	Special Event Permits	\$ 403.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5565	Gain/(Loss) LAIF Investments	\$ (4,001.33)	\$ -	\$ -	\$ -	\$ -	\$ -
5570	Donations	\$ 85,570.45	\$ 90,870.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
5573	Grant HCF	\$ 16,504.00	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 86,967.07	\$ 64,615.00	\$ 68,015.00	\$ 68,015.00	\$ 68,015.00	\$ 68,015.00
5576	Credit Card Processing Fee	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ 2,530.99	\$ 1,600.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
5600.	Reimbursement ROPS	\$ 294,682.81	\$ 190,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
5606	Reimb - Needs Assessment	\$ 44,141.50	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 8,183,948.92	\$ 8,120,881.00	\$ 8,167,867.00	\$ 8,214,449.00	\$ 8,214,449.00	\$ 8,214,449.00

**General Ledger
District Wide Budget Summary
Entire Fund 10**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Expense						
6100	Full Time Salaries	\$ 2,235,141.99	\$ 2,401,820.00	\$ 2,650,972.00	\$ 2,650,972.00	\$ 2,650,972.00	\$ 2,650,972.00
6101	Overtime Salaries	\$ 22,371.09	\$ 38,536.00	\$ 32,508.00	\$ 32,508.00	\$ 32,508.00	\$ 32,508.00
6105	Car Allowance	\$ 10,821.19	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
6108	Cell Phone Allowance	\$ 14,735.24	\$ 15,900.00	\$ 15,420.00	\$ 15,420.00	\$ 15,420.00	\$ 15,420.00
6110	PartTime Salaries	\$ 625,972.84	\$ 726,323.00	\$ 510,254.00	\$ 510,254.00	\$ 510,254.00	\$ 510,254.00
6120	Retirement	\$ 371,687.39	\$ 440,350.00	\$ 450,140.00	\$ 450,140.00	\$ 450,140.00	\$ 450,140.00
6121	457 Pension	\$ 7,447.28	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00
6130	Employee Insurance	\$ 223,196.13	\$ 350,837.00	\$ 297,737.00	\$ 297,737.00	\$ 297,737.00	\$ 308,685.00
6140	Workers Compensation	\$ 143,825.43	\$ 212,453.00	\$ 172,200.00	\$ 172,200.00	\$ 172,200.00	\$ 172,200.00
6150	Unemployment Insurance	\$ 1,782.00	\$ 2,200.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6160	Loan Pension Obligation	\$ 238,020.00	\$ 243,610.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00
6170	PERS Unfunded Liability	\$ 245,195.00	\$ 318,714.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00
	Personnel	\$ 4,140,195.58	\$ 4,768,988.00	\$ 4,751,568.00	\$ 4,751,568.00	\$ 4,751,568.00	\$ 4,762,516.00
6210	Telephone	\$ 12,481.66	\$ 11,456.00	\$ 16,476.00	\$ 16,476.00	\$ 16,476.00	\$ 20,804.00
6220	Internet Services	\$ 23,770.61	\$ 54,758.00	\$ 26,724.00	\$ 26,724.00	\$ 26,724.00	\$ 23,448.00
6230	IT/Hardware	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6240	Computer Hardware/Software	\$ -	\$ -	\$ 25,264.00	\$ 25,264.00	\$ 25,264.00	\$ 13,264.00
6310	Pool Chemicals	\$ 5,808.65	\$ 12,000.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
6320	Janitorial Supplies	\$ 46,652.98	\$ 52,200.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00
6330	Kitchen Supplies	\$ 869.42	\$ 1,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6340	Food Supplies	\$ 3,983.26	\$ 10,575.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00
6350	Water Maint & Service	\$ 969.52	\$ 1,080.00	\$ 1,176.00	\$ 1,176.00	\$ 1,176.00	\$ 1,176.00
6360	Laundry/Wash Service	\$ 356.00	\$ 380.00	\$ 680.00	\$ 680.00	\$ 680.00	\$ 680.00
6380	Medical Supplies	\$ -	\$ 650.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
6410	Insurance Liability	\$ 97,943.00	\$ 111,732.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00
6500	Equipment Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6510	Fuel	\$ 39,563.42	\$ 43,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
6520	Vehicle Maintenance	\$ 33,171.64	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6530	Office Equipment Maintenance	\$ 577.59	\$ 200.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
6540	Computer Equip Maintenance	\$ 1,975.05	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 60,656.10	\$ 96,200.00	\$ 93,250.00	\$ 93,250.00	\$ 93,250.00	\$ 93,250.00
6620	Bldg Equip Maint/Repair	\$ 30,137.88	\$ 22,875.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00
6630	Improvements/Maintenance	\$ 41,292.47	\$ 24,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6710	Grounds Maintenance	\$ 74,444.93	\$ 87,980.00	\$ 86,280.00	\$ 91,280.00	\$ 91,280.00	\$ 91,280.00
6719	Tree Care Assess	\$ 14,175.00	\$ 10,000.00	\$ -	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
6720	Contracted LS Services	\$ 650.94	\$ -	\$ -	\$ -	\$ -	\$ -
6725	Park Signage (Branding)	\$ 40,605.71	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 1,925.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6740	Rubbish & Refuse	\$ 66,896.31	\$ 65,760.00	\$ 69,150.00	\$ 73,586.00	\$ 73,586.00	\$ 73,586.00
6750	Vandalism/Theft	\$ 453.77	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6810	Memberships	\$ 12,583.18	\$ 14,315.00	\$ 16,245.00	\$ 16,245.00	\$ 16,245.00	\$ 16,245.00
6900	Office Expense	\$ 14.99	\$ -	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 21,060.14	\$ 29,934.00	\$ 23,671.00	\$ 23,671.00	\$ 23,671.00	\$ 23,671.00
6920	Postage Expense	\$ 29,021.04	\$ 26,900.00	\$ 22,540.00	\$ 22,540.00	\$ 22,540.00	\$ 22,540.00
6930	Advertising Expense	\$ 11,267.34	\$ 12,240.00	\$ 5,840.00	\$ 5,840.00	\$ 5,840.00	\$ 5,840.00
6940	Printing Charges	\$ 12,564.44	\$ 14,048.00	\$ 13,598.00	\$ 13,598.00	\$ 13,598.00	\$ 13,598.00
6950	ActiveNet Charges	\$ 59,645.28	\$ 55,758.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00
6960	Approp Redev/Collection Fees	\$ 374,062.83	\$ 399,740.00	\$ 459,269.00	\$ 459,455.00	\$ 459,455.00	\$ 459,455.00
6980	Minor Furn Fixture & Equip	\$ 1,033.76	\$ 1,533.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00
6990	Comp Hardware/Software Exp	\$ 11,566.73	\$ 13,264.00	\$ -	\$ -	\$ -	\$ -
7010	Fingerprint Fees (HR)	\$ 2,116.90	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
7020	Fire & Safety Insp Fees	\$ 2,240.10	\$ 3,925.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00
7030	Permit & Licensing Fees	\$ 6,849.29	\$ 11,150.00	\$ 11,730.00	\$ 11,730.00	\$ 11,730.00	\$ 11,730.00
7040	State License Fee	\$ 341.25	\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7100	Professional Services	\$ 400.00	\$ 1,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7110	Legal Services	\$ 48,835.89	\$ 69,150.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
7115	Typeset and Print Services	\$ 48,421.80	\$ 45,900.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00
7120	Instructor Services	\$ 180,255.50	\$ 168,426.00	\$ 162,847.00	\$ 162,847.00	\$ 162,847.00	\$ 162,847.00
7125	PERS Admin Fees	\$ 1,361.59	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
7130	Audit Services	\$ 17,800.00	\$ 17,260.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00
7140	Medical & Health Svcs (HR)	\$ 3,780.00	\$ 5,500.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
7150	Security Services	\$ 6,417.60	\$ 5,400.00	\$ 5,500.00	\$ 9,530.00	\$ 9,530.00	\$ 9,530.00
7160	Entertainment Services	\$ 1,337.53	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7180	Business Services	\$ 60,246.35	\$ 88,600.00	\$ 61,788.00	\$ 61,788.00	\$ 61,788.00	\$ 61,788.00
7190	Umpire/Referee Services	\$ 1,395.00	\$ 2,065.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00
7210	Subscriptions	\$ 3,585.01	\$ 4,508.00	\$ 4,712.00	\$ 4,712.00	\$ 4,712.00	\$ 4,712.00
7300	Rents and Leases	\$ (2,413.28)	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases Equip	\$ 20,127.66	\$ 40,210.00	\$ 41,750.00	\$ 41,750.00	\$ 41,750.00	\$ 41,750.00
7320	Bldg/Field Leases & Rental	\$ 9,607.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00

**General Ledger
District Wide Budget Summary
Entire Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
		17-18	18-19	19-20	19-20	19-20	19-20
7410	Event Supplies	\$ 1,768.97	\$ 2,000.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00
7420	Supplies	\$ 5,294.64	\$ 5,300.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
7430	Bingo Supplies	\$ 8,086.63	\$ 8,500.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
7440	Sporting Goods	\$ 8,340.87	\$ 8,586.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00
7450	Arts and Craft Supplies	\$ 3,425.68	\$ 1,940.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00
7460	Training Supplies	\$ 1,048.53	\$ 2,650.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7470	Camp Supplies	\$ 1,036.94	\$ 2,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7500	Small Tools	\$ 6,340.92	\$ 6,100.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 3,077.15	\$ 4,690.00	\$ 6,855.00	\$ 6,855.00	\$ 6,855.00	\$ 6,855.00
7610	Uniform Allowance	\$ 8,717.43	\$ 12,600.00	\$ 12,450.00	\$ 12,450.00	\$ 12,450.00	\$ 12,450.00
7620	Safety Clothing	\$ 3,523.61	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00
7710	Conference&Seminar Staff	\$ 18,187.11	\$ 21,775.00	\$ 27,510.00	\$ 27,510.00	\$ 27,510.00	\$ 27,510.00
7715	Conference&Seminar Board	\$ 972.97	\$ 2,280.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ 5,010.09	\$ 11,643.00	\$ 13,117.00	\$ 13,117.00	\$ 13,117.00	\$ 13,117.00
7725	Out of Town Travel Board	\$ 2,209.63	\$ 7,085.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00
7730	Private Vehicle Mileage	\$ 2,739.55	\$ 2,503.00	\$ 4,287.00	\$ 4,287.00	\$ 4,287.00	\$ 4,287.00
7740	Transportation Charges	\$ 316.63	\$ 1,110.00	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 19,000.46	\$ 23,950.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00
7760	Tuition/Book Reimbursement	\$ 287.47	\$ -	\$ -	\$ -	\$ -	\$ -
7810	Utilities Gas	\$ 23,839.69	\$ 27,488.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00
7820	Utilities Water	\$ 767,968.74	\$ 816,188.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00
7830	Utilities Electric	\$ 216,891.67	\$ 237,062.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00
7840	Airport Assessment Exp	\$ 10,583.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7910	Awards and Certificates	\$ 13,974.46	\$ 16,940.00	\$ 20,995.00	\$ 20,995.00	\$ 20,995.00	\$ 20,995.00
7920	Meals for Staff Training	\$ 2,333.73	\$ 2,810.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00
7930	Employee Morale	\$ 595.67	\$ 4,250.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7950	COP Debt PV Fields	\$ 647,128.00	\$ 242,435.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00
7970	Reserve Vehicle Fleet	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7971	Reserve Computer Fleet	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Designated Project	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7975	Reserve Repair/Oper/Admin Expense	\$ 3,452,586.07	\$ 3,326,921.00	\$ 3,392,028.00	\$ 3,433,680.00	\$ 3,433,680.00	\$ 3,422,732.00
	Revenue	\$ 8,183,948.92	\$ 8,120,881.00	\$ 8,167,867.00	\$ 8,214,449.00	\$ 8,214,449.00	\$ 8,214,449.00
	Expense	\$ 7,592,781.65	\$ 8,095,909.00	\$ 8,143,596.00	\$ 8,185,248.00	\$ 8,185,248.00	\$ 8,185,248.00
	Revenue over Expense	\$ 591,167.27	\$ 24,972.00	\$ 24,271.00	\$ 29,201.00	\$ 29,201.00	\$ 29,201.00
8400	Capital	\$ 610.96	\$ -	\$ 340,000.00	\$ 350,000.00	\$ 400,000.00	\$ 400,000.00
8420	Equip/Facility Replacement	\$ 33,358.52	\$ 7,000.00	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00
8423	Bob Kildee Parking Lot	\$ 166,295.00	\$ -	\$ -	\$ -	\$ -	\$ -
8424	PV Fields Parking Lot	\$ 14,624.00	\$ -	\$ -	\$ -	\$ -	\$ -
8425	Hardwalls GM/HR Offices	\$ 15,528.45	\$ -	\$ -	\$ -	\$ -	\$ -
8426	Charter Oak Windrow	\$ 11,025.00	\$ -	\$ -	\$ -	\$ -	\$ -
8429	Bob Kildee PounPlay	\$ 17,600.00	\$ -	\$ -	\$ -	\$ -	\$ -
8430	Cam Grve Dog PkArtificial Turf	\$ 19,312.93	\$ -	\$ -	\$ -	\$ -	\$ -
8431	Shop DriveWay	\$ 33,347.18	\$ -	\$ -	\$ -	\$ -	\$ -
8432	Freedom Pk Baseball Flds Desig	\$ 17,650.41	\$ -	\$ -	\$ -	\$ -	\$ -
8433	Aquatics Tankless Wtr Heaters	\$ 21,514.22	\$ -	\$ -	\$ -	\$ -	\$ -
8434	Auditorium Patio	\$ 12,393.08	\$ -	\$ -	\$ -	\$ -	\$ -
8435	Auditorium Restroom Remodel	\$ 28,342.52	\$ -	\$ -	\$ -	\$ -	\$ -
8436	Springville Dog Park Wall	\$ 6,700.00	\$ 84,993.00	\$ -	\$ -	\$ -	\$ -
8437	Bob Kildee Pavilion Replacemen	\$ 52,689.00	\$ -	\$ -	\$ -	\$ -	\$ -
8438	Mission Oaks Roof	\$ 17,866.00	\$ -	\$ -	\$ -	\$ -	\$ -
8439	Auditorium Ducting/Replacement	\$ 22,275.00	\$ -	\$ -	\$ -	\$ -	\$ -
8440	Office Design Carpet/Server	\$ 27,913.41	\$ -	\$ -	\$ -	\$ -	\$ -
8441	Admin Bldg Roofs #6,#7,Admin	\$ 133,091.00	\$ -	\$ -	\$ -	\$ -	\$ -
8443	Pickle Ball CtsPaint/Repair	\$ 51,510.73	\$ -	\$ -	\$ -	\$ -	\$ -
8448	Pool Plaster/Fiberglass Resurf	\$ -	\$ 161,615.00	\$ -	\$ -	\$ -	\$ -
8449	Pool Slide Metal Support	\$ -	\$ 56,070.00	\$ -	\$ -	\$ -	\$ -
8450	Bob Kildee Restroom Roof	\$ -	\$ 15,613.00	\$ -	\$ -	\$ -	\$ -
8451	Freedom RR/Concession Roof	\$ -	\$ 23,460.00	\$ -	\$ -	\$ -	\$ -
8452	Charter Oak Tree Windrow	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8453	PV Fields Painting Phase I	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
8454	Comm Ctr Exterior Restrooms	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
8455	Bob Kildee Irrigation Pump	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8456	Mtr EnclosureEnt,Phill,Adolf	\$ -	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -
8457	Arnell Rach Park Picnic Area	\$ -	\$ 25,400.00	\$ -	\$ -	\$ -	\$ -
8458	Pitts Ranch Park Pavilion	\$ -	\$ 82,030.00	\$ -	\$ -	\$ -	\$ -
8463	LPA Architect CC/GYM/Sr Ctr Capital	\$ 703,647.41	\$ 783,719.00	\$ 404,000.00	\$ 414,000.00	\$ 464,000.00	\$ 464,000.00

**General Ledger
District Wide Budget Summary
Recreation Department Wide**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5510	Contract ClassesPublic Fees	\$ 271,293.40	\$ 232,539.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00
5511	Public Fees	\$ 369,361.55	\$ 393,842.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00
5513	Swim PassAdult Splash (20)	\$ 9,269.43	\$ 8,565.00	\$ -	\$ -	\$ -	\$ -
5514	Swim PassSenior Splash (10)	\$ 1,287.00	\$ 2,079.00	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash (20)	\$ 4,633.43	\$ 5,049.00	\$ -	\$ -	\$ -	\$ -
5517	Swim PassSenior Fitness(10)	\$ 1,125.00	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -
5518	Swim PassSenior Fitness (20)	\$ 10,926.00	\$ 10,692.00	\$ -	\$ -	\$ -	\$ -
5520	Public FeesEntry Fees	\$ 25,659.82	\$ 25,655.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00
5524	Swim PassAdult Splash (10)	\$ 3,232.00	\$ 6,426.00	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ 3,326.25	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00
5526	Swim PassAdult Fitness (10)	\$ 425.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
5527	Swim PassAdult Fitness (20)	\$ 977.00	\$ 4,320.00	\$ -	\$ -	\$ -	\$ -
5528	Swim PassesSwimWorkout (10)	\$ 500.00	\$ 960.00	\$ -	\$ -	\$ -	\$ -
5529	Swim PassesSwimWorkout (20)	\$ 786.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 221,269.26	\$ 206,160.00	\$ 179,690.00	\$ 179,690.00	\$ 179,690.00	\$ 179,690.00
5536	Annual Passes	\$ 5,590.30	\$ -	\$ -	\$ -	\$ -	\$ -
5550	Dues	\$ 1,964.00	\$ 2,160.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5555	Activity Guide Revenue	\$ 11,274.50	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
5561	Special Event	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ 3,759.30	\$ 5,000.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00
5564	Special Event Permits	\$ 403.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5570	Donations	\$ 8,637.45	\$ 20,870.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5573	Scholarships	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 6,810.20	\$ 1,995.00	\$ 3,270.00	\$ 3,270.00	\$ 3,270.00	\$ 3,270.00
5585	Incentive Income	\$ 273.52	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 962,787.41	\$ 962,261.00	\$ 1,016,387.00	\$ 1,016,387.00	\$ 1,016,387.00	\$ 1,016,387.00
	Expense						
6100	Full Time Salaries	\$ 460,574.51	\$ 488,851.00	\$ 605,849.00	\$ 605,849.00	\$ 605,849.00	\$ 605,849.00
6101	Overtime Salaries	\$ 1,753.80	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 4,220.63	\$ 4,380.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00
6110	Part Time Salaries	\$ 385,269.58	\$ 449,774.00	\$ 378,780.00	\$ 378,780.00	\$ 378,780.00	\$ 378,780.00
6120	Retirement	\$ 77,540.41	\$ 90,935.00	\$ 100,988.00	\$ 100,988.00	\$ 100,988.00	\$ 100,988.00
6121	457 Pension	\$ 6,401.24	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00
6130	Employee Insurance	\$ 35,122.83	\$ 54,063.00	\$ 58,463.00	\$ 58,463.00	\$ 58,463.00	\$ 58,463.00
6140	Workers Compensation	\$ 29,096.91	\$ 35,506.00	\$ 24,814.00	\$ 24,814.00	\$ 24,814.00	\$ 24,814.00
	Personnel	\$ 999,979.91	\$ 1,131,909.00	\$ 1,178,414.00	\$ 1,178,414.00	\$ 1,178,414.00	\$ 1,178,414.00
6210	Telephone	\$ 105.83	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6320	Janitorial Supplies	\$ 65.80	\$ -	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ 869.42	\$ 1,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6340	Food Supplies	\$ 3,983.26	\$ 10,575.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00
6360	Laundry/Wash Service	\$ 212.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6380	Medical Supplies	\$ -	\$ 650.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
6500	Equipment Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6530	Office Equipment Maintenance	\$ 577.59	\$ 200.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
6540	Computer Equip Maintenance	\$ 349.99	\$ -	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 65.00	\$ -	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
6620	Bldg Equip Maint/Repair	\$ 226.25	\$ 2,115.00	\$ -	\$ -	\$ -	\$ -
6710	Grounds Maintenance	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ -
6740	Rubbish & Refuse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6750	Vandalism/Theft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 1,141.18	\$ 1,135.00	\$ 2,715.00	\$ 2,715.00	\$ 2,715.00	\$ 2,715.00
6910	Office Supplies	\$ 5,205.49	\$ 12,800.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
6920	Postage Expense	\$ 24,603.49	\$ 21,520.00	\$ 18,940.00	\$ 18,940.00	\$ 18,940.00	\$ 18,940.00
6930	Advertising Expense	\$ 9,938.96	\$ 10,500.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00
6980	Minor Furn Fixture & Equip	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
6990	Comp Hardware/Software Exp	\$ 176.94	\$ -	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ 250.00	\$ 1,850.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ 3,369.78	\$ 8,150.00	\$ 9,430.00	\$ 9,430.00	\$ 9,430.00	\$ 9,430.00
7100	Professional Services	\$ 400.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7115	Typeset and Print Services	\$ 48,421.80	\$ 45,900.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00
7120	Instructor Services	\$ 180,255.50	\$ 167,926.00	\$ 162,347.00	\$ 162,347.00	\$ 162,347.00	\$ 162,347.00
7140	Medical & Health Svcs (HR)	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
7150	Security Services	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7160	Entertainment Services	\$ 1,337.53	\$ 4,000.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
7180	Business Services	\$ 5,249.00	\$ 15,350.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
7190	Umpire/Referee Services	\$ (1,018.28)	\$ 2,065.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00
7210	Subscriptions	\$ 577.85	\$ 890.00	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
7300	Rents and Leases	\$ 4,637.38	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases Equip	\$ 1,540.00	\$ 24,010.00	\$ 25,550.00	\$ 25,550.00	\$ 25,550.00	\$ 25,550.00
7320	Bldg/Field Leases & Rental	\$ 9,607.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7410	Event Supplies	\$ 1,768.97	\$ 2,000.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00
7420	Supplies	\$ 5,294.64	\$ 5,300.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
7430	Binac Supplies	\$ 8,086.63	\$ 8,500.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
7440	Sporting Goods	\$ 5,794.36	\$ 6,570.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00
7450	Arts and Craft Supplies	\$ 3,425.68	\$ 1,940.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00
7460	Training Supplies	\$ 1,048.53	\$ 1,850.00	\$ 1,945.00	\$ 1,945.00	\$ 1,945.00	\$ 1,945.00
7470	Camp Supplies	\$ 1,036.94	\$ 2,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7500	Small Tools	\$ 13.99	\$ 100.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 2,027.12	\$ 4,090.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
7610	Uniform Allowance	\$ 2,513.14	\$ 4,450.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00
7710	Conference&Seminar Staff	\$ 4,526.15	\$ 7,320.00	\$ 9,550.00	\$ 9,550.00	\$ 9,550.00	\$ 9,550.00
7720	Conference&Seminar Travel Ex	\$ 3,155.05	\$ 5,182.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7730	Private Vehicle Mileage	\$ 2,220.07	\$ 2,049.00	\$ 3,624.00	\$ 3,624.00	\$ 3,624.00	\$ 3,624.00
7740	Transportation Charges	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 19,000.46	\$ 23,950.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00
7810	Utilities - Gas	\$ 411.87	\$ -	\$ -	\$ -	\$ -	\$ -

**General Ledger
District Wide Budget Summary
Recreation Department Wide**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
7820	Utilities - Water	\$ 720.02	\$ -	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 13,587.75	\$ 16,030.00	\$ 20,085.00	\$ 20,085.00	\$ 20,085.00	\$ 20,085.00
7920	Meals for Staff Training	\$ 124.81	\$ 500.00	\$ -	\$ -	\$ -	\$ -
7930	Employee Morale	\$ 165.66	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 377,160.64	\$ 426,837.00	\$ 438,158.00	\$ 438,158.00	\$ 438,158.00	\$ 438,158.00
	Capital						
8420	Equip/Facility Replacement	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
	Capital	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 962,787.41	\$ 962,281.00	\$ 1,016,387.00	\$ 1,016,387.00	\$ 1,016,387.00	\$ 1,016,387.00
	Expense Total	\$ 1,377,140.55	\$ 1,558,746.00	\$ 1,616,572.00	\$ 1,616,572.00	\$ 1,616,572.00	\$ 1,616,572.00
	Total	\$ (414,353.14)	\$ (596,485.00)	\$ (600,185.00)	\$ (600,185.00)	\$ (600,185.00)	\$ (600,185.00)

**General Ledger
District Wide Budget Summary
Dept 000**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
5110	Tax Apport Cur Year Secured	\$ 5,865,370.23	\$ 6,506,450.00	\$ 6,515,290.00	\$ 6,561,872.00	\$ 6,561,872.00	\$ 6,561,872.00
5120	Tax Apport Cur Year Unsec	\$ 104,473.45	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport Prior Year Sec	\$ 170,191.94	\$ -	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport Prior Year Unsec	\$ 4,556.00	\$ -	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ 45.52	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ 109,624.52	\$ -	\$ -	\$ -	\$ -	\$ -
5215	Supplemental Redemption	\$ 6,355.06	\$ -	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ 46,549.12	\$ -	\$ -	\$ -	\$ -	\$ -
5231	HOPTR Prior Year	\$ 15,982.52	\$ -	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ 342.40	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ 46,559.19	\$ 18,300.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00
5320	MBS Interest Earnings	\$ 533.67	\$ -	\$ -	\$ -	\$ -	\$ -
5460	Dividends CAPRI Prior Years	\$ 9,711.62	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 3,867.35	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ 2,040.26	\$ 1,300.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
5600	Reimbursement ROPS	\$ 294,523.81	\$ 190,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Revenue	\$ 6,680,726.66	\$ 6,716,050.00	\$ 6,663,390.00	\$ 6,709,972.00	\$ 6,709,972.00	\$ 6,709,972.00
	Expense						
7950	COP Debt PV Fields	\$ 246,409.38	\$ 242,435.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00
	Expense	\$ 246,409.38	\$ 242,435.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00
	Revenue Total	\$ 6,680,726.66	\$ 6,716,050.00	\$ 6,663,390.00	\$ 6,709,972.00	\$ 6,709,972.00	\$ 6,709,972.00
	Expense Total	\$ 246,409.38	\$ 242,435.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00
	Grand Total	\$ 6,434,317.28	\$ 6,473,615.00	\$ 6,433,630.00	\$ 6,480,212.00	\$ 6,480,212.00	\$ 6,480,212.00

General Ledger
District Wide Budget Summary
Dept 301

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
Revenue							
5510	Contract ClassesPublic Fees	\$ 21,045.25	\$ 9,900.00	\$ 35,129.00	\$ 35,129.00	\$ 35,129.00	\$ 35,129.00
5511	Public Fees	\$ 142,821.31	\$ 152,906.00	\$ 177,721.00	\$ 177,721.00	\$ 177,721.00	\$ 177,721.00
5513	Swim PassAdult Splash (20)	\$ 9,269.43	\$ 8,568.00	\$ -	\$ -	\$ -	\$ -
5514	Swim PassSenior Splash (10)	\$ 1,287.00	\$ 2,079.00	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash (20)	\$ 4,633.43	\$ 5,049.00	\$ -	\$ -	\$ -	\$ -
5517	Swim PassSenior Fitness(10)	\$ 1,125.00	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -
5518	Swim PassSenior Fitness (20)	\$ 10,926.00	\$ 10,692.00	\$ -	\$ -	\$ -	\$ -
5520	Public FeesEntry Fees	\$ 25,659.82	\$ 25,655.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00
5524	Swim PassAdult Splash (10)	\$ 3,232.00	\$ 6,426.00	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ 555.22	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00
5526	Swim PassAdult Fitness (10)	\$ 425.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
5527	Swim PassAdult Fitness (20)	\$ 977.00	\$ 4,320.00	\$ -	\$ -	\$ -	\$ -
5528	Swim PassesSwimWorkout (10)	\$ 500.00	\$ 960.00	\$ -	\$ -	\$ -	\$ -
5529	Swim PassesSwimWorkout (20)	\$ 786.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 23,896.00	\$ 24,335.00	\$ 15,870.00	\$ 15,870.00	\$ 15,870.00	\$ 15,870.00
5563	Staffing Cost Recovery	\$ -	\$ -	\$ 10,380.00	\$ 10,380.00	\$ 10,380.00	\$ 10,380.00
5575	Other/Purchase Discount Taken	\$ 3,113.01	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 250,251.47	\$ 256,110.00	\$ 296,815.00	\$ 296,815.00	\$ 296,815.00	\$ 296,815.00
Expense							
6100	Full Time Salaries	\$ 67,998.58	\$ 73,111.00	\$ 77,562.00	\$ 77,562.00	\$ 77,562.00	\$ 77,562.00
6108	Cell Phone Allowance	\$ 781.26	\$ 1,140.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	PartTime Salaries	\$ 219,756.51	\$ 234,609.00	\$ 222,182.00	\$ 222,182.00	\$ 222,182.00	\$ 222,182.00
6120	Retirement	\$ 12,704.02	\$ 14,266.00	\$ 14,633.00	\$ 14,633.00	\$ 14,633.00	\$ 14,633.00
6130	Employee Insurance	\$ 6,088.12	\$ 6,873.00	\$ 7,138.00	\$ 7,138.00	\$ 7,138.00	\$ 7,138.00
	Personnel	\$ 307,328.49	\$ 329,999.00	\$ 322,295.00	\$ 322,295.00	\$ 322,295.00	\$ 322,295.00
6140	Workers Compensation	\$ 15,390.66	\$ 11,324.00	\$ 7,554.00	\$ 7,554.00	\$ 7,554.00	\$ 7,554.00
6320	Janitorial Supplies	\$ 65.80	\$ -	\$ -	\$ -	\$ -	\$ -
6340	Food Supplies	\$ 789.11	\$ 480.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
6500	Equipment Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6530	Office Equipment Maintenance	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 65.00	\$ -	\$ -	\$ -	\$ -	\$ -
6620	Bldg Equip Maint/Repair	\$ 226.25	\$ -	\$ -	\$ -	\$ -	\$ -
6710	Grounds Maintenance	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 220.00	\$ 225.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6910	Office Supplies	\$ 905.84	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
6930	Advertising Expense	\$ 1,209.00	\$ -	\$ -	\$ -	\$ -	\$ -
6990	Comp Hardware/Software Exp	\$ 176.94	\$ -	\$ -	\$ -	\$ -	\$ -
7115	Typeset and Print Services	\$ 650.07	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
7120	Instructor Services	\$ 16,478.76	\$ 19,742.00	\$ 22,834.00	\$ 22,834.00	\$ 22,834.00	\$ 22,834.00
7180	Business Services	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
7410	Event Supplies	\$ 1,763.98	\$ 2,000.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00
7460	Training Supplies	\$ 708.53	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7500	Small Tools	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 1,274.48	\$ 2,290.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00
7610	Uniform Allowance	\$ 1,182.02	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00
7710	Conference&Seminar Staff	\$ 465.00	\$ 90.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
7720	Conference&Seminar Travel Exp	\$ 946.61	\$ -	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 345.41	\$ 392.00	\$ 905.00	\$ 905.00	\$ 905.00	\$ 905.00
7910	Awards and Certificates	\$ 2,116.49	\$ 1,455.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
7920	Meals for Staff Training	\$ 96.53	\$ -	\$ -	\$ -	\$ -	\$ -
7930	Employee Morale	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 45,566.48	\$ 44,798.00	\$ 48,158.00	\$ 48,158.00	\$ 48,158.00	\$ 48,158.00
	Revenue Total	\$ 250,251.47	\$ 256,110.00	\$ 296,815.00	\$ 296,815.00	\$ 296,815.00	\$ 296,815.00
	Expense Total	\$ 352,894.97	\$ 374,797.00	\$ 370,453.00	\$ 370,453.00	\$ 370,453.00	\$ 370,453.00
	Grand Total	\$ (102,643.50)	\$ (118,687.00)	\$ (73,638.00)	\$ (73,638.00)	\$ (73,638.00)	\$ (73,638.00)

General Ledger
District Wide Budget Summary
Dept 310

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5510	Contract ClassesPublic Fees	\$ 54,621.78	\$ -	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ 78,405.00	\$ 81,215.00	\$ 88,400.00	\$ 88,400.00	\$ 88,400.00	\$ 88,400.00
5530	Rental	\$ 182,648.26	\$ 174,480.00	\$ 151,820.00	\$ 151,820.00	\$ 151,820.00	\$ 151,820.00
5536	Annual Passes	\$ 5,590.30					
5563	Staffing Cost Recovery	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5570	Donations	\$ 52.00	\$ 270.00	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 321,317.34	\$ 255,965.00	\$ 241,720.00	\$ 241,720.00	\$ 241,720.00	\$ 241,720.00
	Expense						
6100	Full Time Salaries	\$ 82,698.71	\$ 84,376.00	\$ 63,584.00	\$ 63,584.00	\$ 63,584.00	\$ 63,584.00
6108	Cell Phone Allowance	\$ 781.80	\$ 780.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	PartTime Salaries	\$ 60,364.12	\$ 46,304.00	\$ 12,292.00	\$ 12,292.00	\$ 12,292.00	\$ 12,292.00
6120	Retirement	\$ 15,181.05	\$ 19,519.00	\$ 11,165.00	\$ 11,165.00	\$ 11,165.00	\$ 11,165.00
6130	Employee Insurance	\$ 814.31	\$ 3,586.00	\$ 4,458.00	\$ 4,458.00	\$ 4,458.00	\$ 4,458.00
6140	Workers Compensation	\$ 4,198.12	\$ 5,280.00	\$ 1,912.00	\$ 1,912.00	\$ 1,912.00	\$ 1,912.00
	Personnel	\$ 164,038.11	\$ 159,845.00	\$ 93,801.00	\$ 93,801.00	\$ 93,801.00	\$ 93,801.00
6610	Building Repair	\$ -	\$ -	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
6620	Bldg Equip Maint/Repair	\$ -	\$ 2,115.00	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 220.00	\$ 220.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 260.00
6910	Office Supplies	\$ 190.74	\$ 500.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
6920	Postage Expense	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -
7120	Instructor Services	\$ 48,354.04	\$ -	\$ -	\$ -	\$ -	\$ -
7180	Business Services	\$ 1,799.00	\$ 1,800.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
7190	Umpire/Referee Services	\$ 1,395.00	\$ 2,065.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00
7310	Rents & Leases Equip	\$ -	\$ 10,710.00	\$ 11,550.00	\$ 11,550.00	\$ 11,550.00	\$ 11,550.00
7320	Bldg/Field Leases & Rental	\$ 9,542.00					
7440	Sporting Goods	\$ 5,611.91	\$ 6,200.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
7460	Training Supplies	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 190.84	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
7610	Uniform Allowance	\$ 33.75	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
7710	Conference&Seminar Staff	\$ 1,198.87	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
7730	Private Vehicle Mileage	\$ 933.33	\$ 392.00	\$ 237.00	\$ 237.00	\$ 237.00	\$ 237.00
7810	Utilities - Gas	\$ 411.87					
7820	Utilities - Water	\$ 720.03					
7910	Awards and Certificates	\$ 11,398.40	\$ 13,500.00	\$ 15,090.00	\$ 15,090.00	\$ 15,090.00	\$ 15,090.00
7930	Employee Morale	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 82,199.78	\$ 39,132.00	\$ 39,494.00	\$ 39,494.00	\$ 39,494.00	\$ 39,494.00
Revenue Total		\$ 321,317.34	\$ 255,965.00	\$ 241,720.00	\$ 241,720.00	\$ 241,720.00	\$ 241,720.00
Expense Total		\$ 246,237.89	\$ 198,977.00	\$ 133,295.00	\$ 133,295.00	\$ 133,295.00	\$ 133,295.00
Grand Total		\$ 75,079.45	\$ 56,988.00	\$ 108,425.00	\$ 108,425.00	\$ 108,425.00	\$ 108,425.00

**General Ledger
District Wide Budget Summary
Dept 320**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5510	Contract ClassesPublic Fees	\$ 173,369.85	\$ 199,719.00	\$ 191,266.00	\$ 191,266.00	\$ 191,266.00	\$ 191,266.00
5511	Public Fees	\$ 68,817.33	\$ 88,635.00	\$ 94,850.00	\$ 94,850.00	\$ 94,850.00	\$ 94,850.00
5570	Donations	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 253.56	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 242,470.74	\$ 288,354.00	\$ 286,116.00	\$ 286,116.00	\$ 286,116.00	\$ 286,116.00
	Expense						
6100	Full Time Salaries	\$ 55,626.46	\$ 61,004.00	\$ 95,517.00	\$ 95,517.00	\$ 95,517.00	\$ 95,517.00
6101	Overtime Salaries	\$ 1,504.32	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 936.30	\$ 540.00	\$ -	\$ -	\$ -	\$ -
6110	PartTime Salaries	\$ 58,624.01	\$ 98,934.00	\$ 78,252.00	\$ 78,252.00	\$ 78,252.00	\$ 78,252.00
6120	Retirement	\$ 9,260.73	\$ 12,600.00	\$ 15,114.00	\$ 15,114.00	\$ 15,114.00	\$ 15,114.00
6121	457 Pension	\$ 6,401.24	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00
6130	Employee Insurance	\$ 197.36	\$ 3,351.00	\$ 6,185.00	\$ 6,185.00	\$ 6,185.00	\$ 6,185.00
6140	Workers Compensation	\$ 3,022.28	\$ 6,348.00	\$ 4,379.00	\$ 4,379.00	\$ 4,379.00	\$ 4,379.00
	Personnel	\$ 135,572.70	\$ 190,177.00	\$ 205,847.00	\$ 205,847.00	\$ 205,847.00	\$ 205,847.00
6210	Telephone	\$ 105.83	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6340	Food Supplies	\$ 537.21	\$ 845.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6380	Medical Supplies	\$ -	\$ 650.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
6810	Memberships	\$ 256.18	\$ 360.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00
6910	Office Supplies	\$ 191.80	\$ 300.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
6930	Advertising Expense	\$ 258.00	\$ -	\$ -	\$ -	\$ -	\$ -
7120	Instructor Services	\$ 102,856.75	\$ 133,286.00	\$ 120,487.00	\$ 120,487.00	\$ 120,487.00	\$ 120,487.00
7180	Business Services	\$ 2,990.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00
7310	Rents & Leases Equip	\$ 520.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7410	Event Supplies	\$ 4.99	\$ -	\$ -	\$ -	\$ -	\$ -
7420	Supplies	\$ 436.68	\$ 1,000.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7440	Sporting Goods	\$ 121.30	\$ 250.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7450	Arts and Craft Supplies	\$ 995.21	\$ 900.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
7460	Training Supplies	\$ 140.00	\$ 500.00	\$ 795.00	\$ 795.00	\$ 795.00	\$ 795.00
7470	Camp Supplies	\$ 1,036.94	\$ 2,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7500	Small Tools	\$ 13.99	\$ -	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 221.01	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7610	Uniform Allowance	\$ 377.07	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
7710	Conference&Seminar Staff	\$ 505.00	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Conference&Seminar Travel Exp	\$ 446.52	\$ -	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 386.04	\$ 491.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7750	Buses/Excursions	\$ 4,006.78	\$ 5,500.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
7910	Awards and Certificates	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
7930	Employee Morale	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 116,407.30	\$ 154,602.00	\$ 145,977.00	\$ 145,977.00	\$ 145,977.00	\$ 145,977.00
	Revenue Total	\$ 242,470.74	\$ 288,354.00	\$ 286,116.00	\$ 286,116.00	\$ 286,116.00	\$ 286,116.00
	Expense Total	\$ 251,980.00	\$ 344,779.00	\$ 351,824.00	\$ 351,824.00	\$ 351,824.00	\$ 351,824.00
	Grand Total	\$ (9,509.26)	\$ (56,425.00)	\$ (65,708.00)	\$ (65,708.00)	\$ (65,708.00)	\$ (65,708.00)

General Ledger
District Wide Budget Summary
Dept 370

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5510	Contract ClassesPublic Fees	\$ 21,171.02	\$ 22,920.00	\$ 29,090.00	\$ 29,090.00	\$ 29,090.00	\$ 29,090.00
5511	Public Fees	\$ 69,590.21	\$ 56,136.00	\$ 61,100.00	\$ 61,100.00	\$ 61,100.00	\$ 61,100.00
5525	Vending Concessions	\$ 2,771.03	\$ 2,726.00	\$ 2,726.00	\$ 2,726.00	\$ 2,726.00	\$ 2,726.00
5530	Rental	\$ 15,125.00	\$ 7,345.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
5550	Dues	\$ 1,564.00	\$ 2,160.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5570	Donations	\$ 4,056.45	\$ 600.00	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 3,168.63	\$ 1,995.00	\$ 3,270.00	\$ 3,270.00	\$ 3,270.00	\$ 3,270.00
5585	Incentive Income	\$ 273.52	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 117,719.86	\$ 93,882.00	\$ 110,186.00	\$ 110,186.00	\$ 110,186.00	\$ 110,186.00
	Expense						
6100	Full Time Salaries	\$ 126,330.49	\$ 122,997.00	\$ 92,389.00	\$ 92,389.00	\$ 92,389.00	\$ 92,389.00
6108	Cell Phone Allowance	\$ 1,145.88	\$ 1,140.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	PartTime Salaries	\$ 22,191.82	\$ 30,180.00	\$ 29,854.00	\$ 29,854.00	\$ 29,854.00	\$ 29,854.00
6120	Retirement	\$ 20,411.31	\$ 21,033.00	\$ 15,619.00	\$ 15,619.00	\$ 15,619.00	\$ 15,619.00
6130	Employee Insurance	\$ 14,706.55	\$ 21,198.00	\$ 8,780.00	\$ 8,780.00	\$ 8,780.00	\$ 8,780.00
6140	Workers Compensation	\$ 3,778.19	\$ 5,500.00	\$ 3,081.00	\$ 3,081.00	\$ 3,081.00	\$ 3,081.00
	Personnel	\$ 188,564.24	\$ 202,048.00	\$ 150,113.00	\$ 150,113.00	\$ 150,113.00	\$ 150,113.00
6330	Kitchen Supplies	\$ 869.42	\$ 1,200.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
6340	Food Supplies	\$ 845.55	\$ 5,750.00	\$ 11,600.00	\$ 11,600.00	\$ 11,600.00	\$ 11,600.00
6530	Office Equipment Maintenance	\$ -	\$ 200.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
6540	Computer Equip Maintenance	\$ 349.99	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 300.00	\$ 230.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
6910	Office Supplies	\$ 925.56	\$ 500.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
6920	Postage Expense	\$ 367.71	\$ 1,020.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6930	Advertising Expense	\$ 92.00	\$ -	\$ -	\$ -	\$ -	\$ -
6980	Minor Furn Fixture & Equip	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ 250.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -
7030	Permit & Licensing Fees	\$ -	\$ 950.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7120	Instructor Services	\$ 12,565.95	\$ 14,898.00	\$ 19,026.00	\$ 19,026.00	\$ 19,026.00	\$ 19,026.00
7180	Business Services	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -
7210	Subscriptions	\$ 577.89	\$ 890.00	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
7310	Rents & Leases Equip	\$ 1,020.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
7420	Supplies	\$ 68.27	\$ 300.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
7430	Bingo Supplies	\$ 8,086.63	\$ 8,500.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
7440	Sporting Goods	\$ 61.15	\$ 120.00	\$ -	\$ -	\$ -	\$ -
7450	Arts and Craft Supplies	\$ 391.42	\$ 1,040.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
7460	Training Supplies	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
7510	Safety Supplies	\$ 340.79	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
7610	Uniform Allowance	\$ 307.02	\$ 150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7710	Conference&Seminar Staff	\$ 425.00	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Conference&Seminar Travel Exp	\$ 450.05	\$ 82.00	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 64.05	\$ 98.00	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 14,993.68	\$ 18,450.00	\$ 19,700.00	\$ 19,700.00	\$ 19,700.00	\$ 19,700.00
7910	Awards and Certificates	\$ -	\$ 175.00	\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00
7930	Employee Morale	\$ 10.71	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 43,362.84	\$ 60,853.00	\$ 66,186.00	\$ 66,186.00	\$ 66,186.00	\$ 66,186.00
Revenue Total		\$ 117,719.86	\$ 93,882.00	\$ 110,186.00	\$ 110,186.00	\$ 110,186.00	\$ 110,186.00
Expense Total		\$ 231,927.08	\$ 262,901.00	\$ 216,299.00	\$ 216,299.00	\$ 216,299.00	\$ 216,299.00
Grand Total		\$ (114,207.22)	\$ (169,019.00)	\$ (106,113.00)	\$ (106,113.00)	\$ (106,113.00)	\$ (106,113.00)
Capital							
8420	Equip/Facility Replacement	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
	Capital	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -

General Ledger
District Wide Budget Summary
Dept 410

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
Revenue							
5506	Park Patrol Citations	\$ 3,903.77	\$ 4,510.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00
5507	Plan Check Fee	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
5510	Contract Classes/Public Fees	\$ 2,915.00	\$ -	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 211,732.74	\$ 206,036.00	\$ 244,079.00	\$ 244,079.00	\$ 244,079.00	\$ 244,079.00
5535	Cell Tower Revenue	\$ 85,160.17	\$ 83,534.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00
5540	Parking Fees	\$ 21,384.27	\$ 10,470.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00
5545	Indemnity Revenue	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
5570	Donations	\$ 76,933.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
5575	Other/Purchase Discount Taken	\$ 34,401.20	\$ 19,600.00	\$ 19,325.00	\$ 19,325.00	\$ 19,325.00	\$ 19,325.00
5585	Incentive Income	\$ 217.21	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
5600	Reimbursement ROPS	\$ 159.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 437,806.36	\$ 394,550.00	\$ 442,670.00	\$ 442,670.00	\$ 442,670.00	\$ 442,670.00
Expense							
6100	Full Time Salaries	\$ 1,102,561.16	\$ 1,334,159.00	\$ 1,373,733.00	\$ 1,322,592.00	\$ 1,322,592.00	\$ 1,322,592.00
6101	Overtime Salaries	\$ 19,087.02	\$ 33,536.00	\$ 30,008.00	\$ 30,008.00	\$ 30,008.00	\$ 30,008.00
6105	Car Allowance	\$ 4,810.02	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
6108	Cell Phone Allowance	\$ 8,651.53	\$ 9,180.00	\$ 9,180.00	\$ 9,180.00	\$ 9,180.00	\$ 9,180.00
6110	PartTime Salaries	\$ 180,237.61	\$ 180,380.00	\$ 95,474.00	\$ 95,474.00	\$ 95,474.00	\$ 95,474.00
6120	Retirement	\$ 202,334.60	\$ 251,075.00	\$ 244,630.00	\$ 237,146.00	\$ 237,146.00	\$ 237,146.00
6121	457 Pension	\$ 1,046.04	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00	\$ 1,045.00
6130	Employee Insurance	\$ 136,257.05	\$ 222,500.00	\$ 170,805.00	\$ 170,805.00	\$ 170,805.00	\$ 170,805.00
6140	Workers Compensation	\$ 107,537.08	\$ 161,495.00	\$ 140,109.00	\$ 140,109.00	\$ 140,109.00	\$ 140,109.00
	Personnel	\$ 1,762,522.11	\$ 2,198,170.00	\$ 2,069,784.00	\$ 2,011,159.00	\$ 2,011,159.00	\$ 2,011,159.00
6210	Telephone	\$ 1,032.51	\$ 1,320.00	\$ 1,760.00	\$ 1,760.00	\$ 1,760.00	\$ 1,760.00
6310	Pool Chemicals	\$ 5,808.65	\$ 12,000.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
6320	Janitorial Supplies	\$ 46,587.18	\$ 52,200.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00
6350	Water Maint & Service	\$ 241.55	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
6360	Laundry/Wash Service	\$ 144.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
6510	Fuel	\$ 39,563.42	\$ 43,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
6520	Vehicle Maintenance	\$ 33,171.64	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6610	Building Repair	\$ 60,591.10	\$ 96,200.00	\$ 91,000.00	\$ 91,000.00	\$ 91,000.00	\$ 91,000.00
6620	Bldg Equip Maint/Repair	\$ 29,911.63	\$ 20,760.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00
6630	Improvements/Maintenance	\$ 41,292.47	\$ 24,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6710	Grounds Maintenance	\$ 74,354.93	\$ 87,980.00	\$ 86,280.00	\$ 91,280.00	\$ 91,280.00	\$ 91,280.00
6719	Tree Care Assess	\$ 14,175.00	\$ 10,000.00	\$ -	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
6720	Contracted LS Services	\$ 650.94	\$ -	\$ -	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 1,925.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6740	Rubbish & Refuse	\$ 66,896.31	\$ 65,760.00	\$ 69,150.00	\$ 73,586.00	\$ 73,586.00	\$ 73,586.00
6750	Vandalism/Theft	\$ 453.77	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6810	Memberships	\$ 175.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6910	Office Supplies	\$ 4,776.16	\$ 5,100.00	\$ 3,696.00	\$ 3,696.00	\$ 3,696.00	\$ 3,696.00
6930	Advertising Expense	\$ 993.38	\$ -	\$ -	\$ -	\$ -	\$ -
6940	Printing Charges	\$ 1,534.79	\$ 2,700.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
6990	Comp Hardware/Software Exp	\$ 86.31	\$ -	\$ -	\$ -	\$ -	\$ -
7020	Fire & Safety Insp Fees	\$ 1,990.10	\$ 2,075.00	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00
7030	Permit & Licensing Fees	\$ 3,479.51	\$ 3,000.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
7040	State License Fee	\$ 341.25	\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7150	Security Services	\$ 2,187.50	\$ 2,700.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7180	Business Services	\$ 3,602.48	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
7210	Subscriptions	\$ 942.90	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
7310	Rents & Leases Equip	\$ 13,950.28	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00	\$ 16,200.00
7440	Sporting Goods	\$ 2,546.51	\$ 2,016.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7500	Small Tools	\$ 6,326.93	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 763.12	\$ -	\$ -	\$ -	\$ -	\$ -
7610	Uniform Allowance	\$ 6,129.91	\$ 7,650.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00
7620	Safety Clothing	\$ 3,523.61	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00
7710	Conference&Seminar Staff	\$ 4,086.56	\$ 3,150.00	\$ 7,550.00	\$ 7,550.00	\$ 7,550.00	\$ 7,550.00
7720	Conference&Seminar Travel Exp	\$ 655.24	\$ 331.00	\$ 1,424.00	\$ 1,424.00	\$ 1,424.00	\$ 1,424.00
7760	Tuition/Book Reimbursement	\$ 287.47	\$ -	\$ -	\$ -	\$ -	\$ -
7810	Utilities Gas	\$ 23,427.82	\$ 27,488.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00
7820	Utilities Water	\$ 767,248.71	\$ 816,188.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00
7830	Utilities Electric	\$ 216,891.67	\$ 237,062.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00
7840	Airport Assessment Exp	\$ 10,583.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7910	Awards and Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7920	Meals for Staff Training	\$ 200.76	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7930	Employee Morale	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 1,493,531.07	\$ 1,607,474.00	\$ 1,608,539.00	\$ 1,645,975.00	\$ 1,645,975.00	\$ 1,645,975.00
Revenue Total		\$ 437,806.36	\$ 394,550.00	\$ 442,670.00	\$ 442,670.00	\$ 442,670.00	\$ 442,670.00
Expense Total		\$ 3,256,953.18	\$ 3,805,644.00	\$ 3,678,323.00	\$ 3,657,134.00	\$ 3,657,134.00	\$ 3,657,134.00
Grand Total		\$ (2,818,246.82)	\$ (3,411,094.00)	\$ (3,235,653.00)	\$ (3,214,464.00)	\$ (3,214,464.00)	\$ (3,214,464.00)

General Ledger
District Wide Budget Summary
Dept 410

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
8400	Capital	\$ 610.96	\$ -	\$ 340,000.00	\$ 350,000.00	\$ 400,000.00	\$ 400,000.00
8420	Equip/Facility Replacement	\$ 33,358.52	\$ -	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00
8423	Bob Kildee Parking Lot	\$ 166,295.00	\$ -	\$ -	\$ -	\$ -	\$ -
8424	PV Fields Parking Lot	\$ 14,624.00	\$ -	\$ -	\$ -	\$ -	\$ -
8425	Hardwalls GM/HR Offices	\$ 15,528.45	\$ -	\$ -	\$ -	\$ -	\$ -
8426	Charter Oak Windrow	\$ 11,025.00	\$ -	\$ -	\$ -	\$ -	\$ -
8427	Cam Grove Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8429	Bob Kildee PournPlay	\$ 17,600.00	\$ -	\$ -	\$ -	\$ -	\$ -
8430	Cam Grve Dog PkArtifical Turf	\$ 19,312.93	\$ -	\$ -	\$ -	\$ -	\$ -
8431	Shop DriveWay	\$ 33,347.18	\$ -	\$ -	\$ -	\$ -	\$ -
8432	Freedom Pk Baseball Flds Desig	\$ 17,650.41	\$ -	\$ -	\$ -	\$ -	\$ -
8433	Aquatics Tankless Wtr Heaters	\$ 21,514.22	\$ -	\$ -	\$ -	\$ -	\$ -
8434	Auditorium Patio	\$ 12,393.08	\$ -	\$ -	\$ -	\$ -	\$ -
8435	Auditorium Restroom Remodel	\$ 28,342.52	\$ -	\$ -	\$ -	\$ -	\$ -
8436	Springville Dog Park Wall	\$ 6,700.00	\$ 84,993.00	\$ -	\$ -	\$ -	\$ -
8437	Bob Kildee Pavilion Replacemen	\$ 52,689.00	\$ -	\$ -	\$ -	\$ -	\$ -
8438	Mission Oaks Roof	\$ 17,866.00	\$ -	\$ -	\$ -	\$ -	\$ -
8439	Auditorium Ducting/Replacement	\$ 22,275.00	\$ -	\$ -	\$ -	\$ -	\$ -
8440	Office Design/Carpet/Server	\$ 27,913.41	\$ -	\$ -	\$ -	\$ -	\$ -
8441	Admin Bldg Roofs #6,#7,Admin	\$ 133,091.00	\$ -	\$ -	\$ -	\$ -	\$ -
8442	Park Sign Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8443	Pickle Ball CtsPaint/Repair	\$ 51,510.73	\$ -	\$ -	\$ -	\$ -	\$ -
8444	Valle Lindo Restroom/Pavilion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8445	Nancy Bush Park Playground	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8446	Nancy Bush ParkPicnic Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8447	Nancy Bush ParkPavilion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8448	Pool Plaster/Fiberglass Resurf	\$ -	\$ 161,615.00	\$ -	\$ -	\$ -	\$ -
8449	Pool Slide Metal Support	\$ -	\$ 56,070.00	\$ -	\$ -	\$ -	\$ -
8450	Bob Kildee Restroom Roof	\$ -	\$ 15,613.00	\$ -	\$ -	\$ -	\$ -
8451	Freedom RR/Concession Roof	\$ -	\$ 23,460.00	\$ -	\$ -	\$ -	\$ -
8452	Charter Oak Tree Windrow	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8453	PV Fields Painting Phase I	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
8454	Comm Ctr Exterior Restrooms	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
8455	Bob Kildee Irrigation Pump	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8456	Mtr EnclosurEnont,Fhill,Adolf	\$ -	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -
8457	Arneill Rnch Park Picnic Area	\$ -	\$ 25,400.00	\$ -	\$ -	\$ -	\$ -
8458	Pitts Ranch Park Pavilion	\$ -	\$ 82,030.00	\$ -	\$ -	\$ -	\$ -
8459	Freedom Baseball Fields	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8460	Mel Vincent Park Restrooms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8461	Nancy Bush Slab I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8462	Bob Kildee Irrigation Meter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LPA Architects CC/Gym/Sr Ctr	\$ -	\$ 228,538.00	\$ -	\$ -	\$ -	\$ -
	Capital	\$ 703,647.41	\$ 776,719.00	\$ 404,000.00	\$ 414,000.00	\$ 464,000.00	\$ 464,000.00

General Ledger
District Wide Budget Summary
Fund 20

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
5310	Interest Earnings	\$ 1,007.15	\$ 275.00	\$ 1,078.00	\$ 1,078.00	\$ 1,078.00	\$ 1,078.00
5500	Assessment Revenue	\$ 1,067,075.27	\$ 1,108,778.00	\$ 1,150,444.00	\$ 1,150,444.00	\$ 1,150,444.00	\$ 1,150,444.00
	Revenue	\$ 1,068,082.42	\$ 1,109,053.00	\$ 1,151,522.00	\$ 1,151,522.00	\$ 1,151,522.00	\$ 1,151,522.00
	Expense						
6100	Full Time Salaries	\$ 57,413.28	\$ 21,232.00	\$ 21,093.00	\$ 21,093.00	\$ 21,093.00	\$ 21,093.00
6120	Retirement	\$ 9,934.74	\$ 3,752.00	\$ 3,896.00	\$ 3,896.00	\$ 3,896.00	\$ 3,896.00
6130	Employee Insurance	\$ 9,146.53	\$ 3,707.00	\$ 3,025.00	\$ 3,025.00	\$ 3,025.00	\$ 3,025.00
6140	Workers Compensation	\$ 5,810.22	\$ 2,026.00	\$ 2,120.00	\$ 2,120.00	\$ 2,120.00	\$ 2,120.00
	Personnel	\$ 82,304.77	\$ 30,717.00	\$ 30,134.00	\$ 30,134.00	\$ 30,134.00	\$ 30,134.00
6709	Incidental Costs Assess	\$ 15,426.15	\$ 31,660.00	\$ 33,346.00	\$ 33,346.00	\$ 33,346.00	\$ 33,346.00
6719	Tree Care Assess	\$ 35,985.50	\$ 30,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
6720	Contracted LS Services	\$ 431,822.42	\$ 473,568.00	\$ 489,568.00	\$ 489,568.00	\$ 489,568.00	\$ 489,568.00
6722	Park Amenities Assess	\$ 32,565.02	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
6950	ActiveNet Charges	\$ 54.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
6960	Approp Redev/Collection Fees	\$ -	\$ 7,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7950	COP Debt PV Fields	\$ 247,859.38	\$ 511,409.00	\$ 517,434.00	\$ 517,434.00	\$ 517,434.00	\$ 517,434.00
	Expense	\$ 763,712.47	\$ 1,074,197.00	\$ 1,113,408.00	\$ 1,118,408.00	\$ 1,118,408.00	\$ 1,118,408.00
	Revenue Total	\$ 1,068,082.42	\$ 1,109,053.00	\$ 1,151,522.00	\$ 1,151,522.00	\$ 1,151,522.00	\$ 1,151,522.00
	Expense Total	\$ 846,017.24	\$ 1,104,914.00	\$ 1,143,542.00	\$ 1,148,542.00	\$ 1,148,542.00	\$ 1,148,542.00
	Grand Total	\$ 222,065.18	\$ 4,139.00	\$ 7,980.00	\$ 2,980.00	\$ 2,980.00	\$ 2,980.00

General Ledger
District Wide Budget Summary
Dept 503

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
5510	Contract ClassesPublic Fees	\$ 1,085.50	\$ -	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ 9,727.70	\$ 14,950.00	\$ 37,550.00	\$ 37,550.00	\$ 37,550.00	\$ 37,550.00
5555	Activity Guide Revenue	\$ 11,274.50	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
5561	Special Event	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ 3,759.30	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5564	Special Event Permits	\$ 403.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5570	Donations	\$ 4,499.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5573	Scholarships	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 31,028.00	\$ 67,950.00	\$ 81,550.00	\$ 81,550.00	\$ 81,550.00	\$ 81,550.00
6100	Full Time Salaries	\$ 127,920.26	\$ 147,363.00	\$ 276,797.00	\$ 276,797.00	\$ 276,797.00	\$ 276,797.00
6101	Overtime Salaries	\$ 249.48	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 575.39	\$ 780.00	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00
6110	PartTime Salaries	\$ 24,333.12	\$ 39,747.00	\$ 36,200.00	\$ 36,200.00	\$ 36,200.00	\$ 36,200.00
6120	Retirement	\$ 19,983.30	\$ 23,517.00	\$ 44,457.00	\$ 44,457.00	\$ 44,457.00	\$ 44,457.00
6130	Employee Insurance	\$ 13,316.49	\$ 19,055.00	\$ 31,902.00	\$ 31,902.00	\$ 31,902.00	\$ 31,902.00
6140	Workers Compensation	\$ 2,707.66	\$ 7,054.00	\$ 7,888.00	\$ 7,888.00	\$ 7,888.00	\$ 7,888.00
	Personnel	\$ 189,085.70	\$ 238,516.00	\$ 398,804.00	\$ 398,804.00	\$ 398,804.00	\$ 398,804.00
6330	Kitchen Supplies	\$ -	\$ 200.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
6340	Food Supplies	\$ 1,811.39	\$ 3,500.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
6360	Laundry/Wash Service	\$ 212.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6530	Office Equipment Maintenance	\$ 177.59	\$ -	\$ -	\$ -	\$ -	\$ -
6740	Rubbish & Refuse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 145.00	\$ 100.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
6910	Office Supplies	\$ 2,991.55	\$ 9,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6920	Postage Expense	\$ 24,235.78	\$ 20,300.00	\$ 18,540.00	\$ 18,540.00	\$ 18,540.00	\$ 18,540.00
6930	Advertising Expense	\$ 8,379.96	\$ 10,500.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00
7020	Fire & Safety Insp Fees	\$ -	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ 3,369.78	\$ 7,200.00	\$ 8,430.00	\$ 8,430.00	\$ 8,430.00	\$ 8,430.00
7100	Professional Services	\$ 400.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7115	Typeset and Print Services	\$ 47,771.73	\$ 45,000.00	\$ 39,500.00	\$ 39,500.00	\$ 39,500.00	\$ 39,500.00
7140	Medical & Health Svcs (HR)	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
7150	Security Services	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7160	Entertainment Services	\$ 1,337.53	\$ 4,000.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
7180	Business Services	\$ 460.00	\$ 7,500.00	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00
7300	Rents and Leases	\$ 2,413.28	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases Equip	\$ 4,637.38	\$ 8,000.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7320	Bldg/Field Leases & Rental	\$ 65.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
7420	Supplies	\$ 4,789.69	\$ 4,000.00	\$ 7,475.00	\$ 7,475.00	\$ 7,475.00	\$ 7,475.00
7450	Arts and Craft Supplies	\$ 2,039.05	\$ -	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ -	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
7610	Uniform Allowance	\$ 613.28	\$ 950.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
7710	Conference&Seminar Staff	\$ 1,932.28	\$ 7,200.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7720	Conference&Seminar Travel Exp	\$ 1,311.87	\$ 5,100.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7730	Private Vehicle Mileage	\$ 491.24	\$ 676.00	\$ 1,682.00	\$ 1,682.00	\$ 1,682.00	\$ 1,682.00
7740	Transportation Charges	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7760	Tuition/Book Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 72.86	\$ 880.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
7920	Meals for Staff Training	\$ 28.28	\$ 500.00	\$ -	\$ -	\$ -	\$ -
7930	Employee Morale	\$ 154.95	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 109,841.47	\$ 138,776.00	\$ 145,897.00	\$ 145,897.00	\$ 145,897.00	\$ 145,897.00
	Revenue Total	\$ 31,028.00	\$ 67,950.00	\$ 81,550.00	\$ 81,550.00	\$ 81,550.00	\$ 81,550.00
	Expense Total	\$ 298,927.17	\$ 377,292.00	\$ 544,701.00	\$ 544,701.00	\$ 544,701.00	\$ 544,701.00
	Grand Total	\$ (267,899.17)	\$ (309,342.00)	\$ (463,151.00)	\$ (463,151.00)	\$ (463,151.00)	\$ (463,151.00)

General Ledger
District Wide Budget Summary
Dept 505

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5530	Rental	\$ 3,960.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
5565	Gain/(Loss) LAIF Investments	\$ 4,001.33	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 41,888.32	\$ 43,020.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00
5576	Credit Card Processing Fee	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 50,089.65	\$ 48,020.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00
	Expense						
6100	Full Time Salaries	\$ 557,068.77	\$ 578,810.00	\$ 671,391.00	\$ 722,531.00	\$ 722,531.00	\$ 722,531.00
6101	Overtime Salaries	\$ 1,530.27	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6105	Car Allowance	\$ 6,011.17	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
6108	Cell Phone Allowance	\$ 1,863.08	\$ 2,340.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00
6110	PartTime Salaries	\$ 59,994.70	\$ 96,169.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
6120	Retirement	\$ 88,953.05	\$ 98,340.00	\$ 104,521.00	\$ 112,006.00	\$ 112,006.00	\$ 112,006.00
6130	Employee Insurance	\$ 51,767.65	\$ 74,274.00	\$ 68,469.00	\$ 68,469.00	\$ 68,469.00	\$ 75,373.00
6140	Workers Compensation	\$ 6,672.46	\$ 15,452.00	\$ 7,277.00	\$ 7,277.00	\$ 7,277.00	\$ 7,277.00
6150	Unemployment Insurance	\$ 1,782.00	\$ 2,200.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6160	Loan Pension Obligation	\$ 54,815.59	\$ 243,610.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00
6170	PERS Unfunded Liability	\$ 245,195.00	\$ 318,714.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00
	Personnel	\$ 1,075,653.74	\$ 1,438,909.00	\$ 1,503,370.00	\$ 1,561,995.00	\$ 1,561,995.00	\$ 1,568,899.00
6210	Telephone	\$ 11,343.32	\$ 9,936.00	\$ 14,316.00	\$ 14,316.00	\$ 14,316.00	\$ 18,644.00
6220	Internet Services	\$ 23,770.61	\$ 54,758.00	\$ 26,724.00	\$ 26,724.00	\$ 26,724.00	\$ 27,492.00
6230	IT/Hardware	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6240	Computer Hardware/Software	\$ -	\$ -	\$ 25,264.00	\$ 25,264.00	\$ 25,264.00	\$ 13,264.00
6350	Water Maint & Service	\$ 727.97	\$ 600.00	\$ 696.00	\$ 696.00	\$ 696.00	\$ 696.00
6410	Insurance Liability	\$ 97,943.00	\$ 111,732.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00
6540	Computer Equip Maintenance	\$ 1,625.06	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -
6725	Park Signage (Branding)	\$ 40,605.71	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 11,267.00	\$ 12,780.00	\$ 13,130.00	\$ 13,130.00	\$ 13,130.00	\$ 13,130.00
6900	Office Expense	\$ 14.99	\$ -	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 11,078.49	\$ 12,034.00	\$ 16,475.00	\$ 16,475.00	\$ 16,475.00	\$ 16,475.00
6920	Postage Expense	\$ 4,417.55	\$ 5,380.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
6930	Advertising Expense	\$ 335.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
6940	Printing Charges	\$ 11,029.65	\$ 11,348.00	\$ 11,798.00	\$ 11,798.00	\$ 11,798.00	\$ 11,798.00
6950	ActiveNet Charges	\$ 59,645.28	\$ 55,758.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00
6960	Approp Redev/Collection Fees	\$ 374,062.83	\$ 399,740.00	\$ 459,269.00	\$ 459,455.00	\$ 459,455.00	\$ 459,455.00
6980	Minor Furn Fixture & Equip	\$ 1,033.76	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00
6990	Comp Hardware/Software Exp	\$ 11,303.48	\$ 13,264.00	\$ -	\$ -	\$ -	\$ -
7010	Fingerprint Fees (HR)	\$ 2,116.90	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
7110	Legal Services	\$ 48,835.89	\$ 69,150.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
7120	Instructor Services	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7125	PERS Admin Fees	\$ 1,361.59	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
7130	Audit Services	\$ 17,800.00	\$ 17,260.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00
7140	Medical & Health Svcs (HR)	\$ 3,780.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7150	Security Services	\$ 4,230.10	\$ 2,700.00	\$ 2,700.00	\$ 6,730.00	\$ 6,730.00	\$ 6,730.00
7160	Entertainment Services	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Business Services	\$ 51,394.87	\$ 69,050.00	\$ 43,188.00	\$ 43,188.00	\$ 43,188.00	\$ 43,188.00
7210	Subscriptions	\$ 2,064.22	\$ 3,138.00	\$ 3,282.00	\$ 3,282.00	\$ 3,282.00	\$ 3,282.00
7460	Training Supplies	\$ -	\$ 800.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00
7510	Safety Supplies	\$ 286.91	\$ 600.00	\$ 605.00	\$ 605.00	\$ 605.00	\$ 605.00
7600	Special Department Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7610	Uniform Allowance	\$ 74.38	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7710	Conference&Seminar Staff	\$ 9,574.40	\$ 11,305.00	\$ 10,410.00	\$ 10,410.00	\$ 10,410.00	\$ 10,410.00
7715	Conference&Seminar Board	\$ 972.97	\$ 2,280.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ 1,199.80	\$ 6,130.00	\$ 5,693.00	\$ 5,693.00	\$ 5,693.00	\$ 5,693.00
7725	Out of Town Travel Board	\$ 2,209.63	\$ 7,085.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00
7730	Private Vehicle Mileage	\$ 519.48	\$ 454.00	\$ 663.00	\$ 663.00	\$ 663.00	\$ 663.00
7740	Transportation Charges	\$ 316.63	\$ 810.00	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 386.71	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00
7920	Meals for Staff Training	\$ 2,008.16	\$ 1,810.00	\$ 2,110.00	\$ 2,110.00	\$ 2,110.00	\$ 2,110.00
7930	Employee Morale	\$ 430.01	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7970	Reserve Vehicle Fleet	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7971	Reserve Computer Fleet	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Designated Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7975	Reserve Repair/Oper/Admin	\$ -	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	Expense	\$ 809,766.35	\$ 1,050,175.00	\$ 1,100,571.00	\$ 1,104,787.00	\$ 1,104,787.00	\$ 1,097,883.00
Revenue Total		\$ 50,089.65	\$ 48,020.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00	\$ 45,420.00
Expense Total		\$ 1,885,420.09	\$ 2,489,084.00	\$ 2,603,941.00	\$ 2,666,782.00	\$ 2,666,782.00	\$ 2,666,782.00
Grand Total		\$ (1,835,330.44)	\$ (2,441,064.00)	\$ (2,558,521.00)	\$ (2,621,362.00)	\$ (2,621,362.00)	\$ (2,621,362.00)

General Ledger
District Wide Budget Summary
Dept 520

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5573	Grant - HCF	\$ 16,500.00					
	Revenue	\$ 16,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense						
7100	Professional Services	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	Expense	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Revenue Total		\$ 16,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Grand Total		\$ 16,500.00	\$ -	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)

General Ledger
District Wide Budget Summary
Fund 30

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5310	Interest Earnings	\$ 55,684.52	\$ 23,600.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00
5320	MBS Interest Earnings	\$ 15,238.89	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Park Dedication Fees	\$ 118,003.64	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 188,927.05	\$ 23,600.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00
	Expense						
6950	ActiveNet Charges	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -
8400	Capital			\$ 1,450,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
8444	Valle Lindo Restroom/Pavilion	\$ -	\$ 425,000.00	\$ -	\$ -	\$ -	\$ -
8445	Nancy Bush Park Playground	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
8446	Nancy Bush Park Picnic Area	\$ -	\$ 45,600.00	\$ -	\$ -	\$ -	\$ -
8447	Nancy Bush Park Pavilion	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
8459	Freedom Baseball Fields	\$ -	\$ 1,100,000.00	\$ -	\$ -	\$ -	\$ -
8460	Mel Vincent Park Restrooms	\$ -	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -
8461	Nancy Bush Slab I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital	\$ 30.00	\$ 1,995,600.00	\$ 1,450,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
	Revenue Total	\$ 188,927.05	\$ 23,600.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00
	Expense Total	\$ 30.00	\$ 1,995,600.00	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 188,897.05	\$ 1,972,000.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

**SUBJECT: DRAFT DESIGN CONCEPT FOR ARNEILL RANCH
PARK RENOVATION (PROPOSITION 68 PARKS AND
WATER BOND 2018 FUNDING)**

SUMMARY

The Pleasant Valley Recreation and Park District Board of Directors approved the architectural firm of Withers & Sandgren Ltd for the Arneill Ranch Park project. The firm has provided architectural service to entail community outreach and prepare a draft design concept for the renovation of Arneill Ranch Park.

BACKGROUND

Arneill Ranch Park was developed in 1980 as a five-acre park. It is home to fitness stations, an age 3 to 12 play structure, restroom, uncovered picnic tables, and the city's only non-school running/walking track open to the public. This park sits between Arneill Drive and Sweetwater Avenue and has twenty-four available parking spaces. The park serves as the District's "fitness-focused" park and is one of the District's most passively used parks. Arneill Ranch Park provides space for practices, dog walking, recreational walking, picnic rentals, and District programming.

During the January 2019 District Board meeting, staff was directed to pursue options for the redesign of Arneill Ranch Park in light of its continued maintenance issues regarding the restroom, track, and irrigation system. District staff recognized that the renovation of Arneill Ranch Park would address a top need of the District, as defined in the 2018 Senior and Community Recreation Center Facility Needs Assessment. Accordingly, staff broached the topic of pursuing Proposition 68 grant funding for the renovation of qualifying District parks. It has been determined that the park site is eligible for grant funding from the Statewide Park Program ("SPP"), a grant program funded by the passage of Proposition 68 in June 2018.

On April 15, the District Board approved a Request for Proposals for Architectural Design services for Arneill Ranch Park which would develop a renovation plan in accordance with the guidelines set out within the Statewide Park Program.

On May 1, 2019, the District Board approved a professional service agreement with Withers & Sandgren, Ltd for architectural design services for the Arneill Ranch Park renovation project.

ANALYSIS

Withers & Sandgren as well as the Pleasant Valley Recreation and Park District (PVRPD) approached Community Engagement by including an Outreach Plan to ensure the community was involved in the process. The Community Engagement has allowed the neighboring constituencies as well as park users the opportunity to be directly involved in the ongoing design, planning, and

maintenance concerns of Arneill Ranch Park. This process has resulted in informed and engaged residents.

The Outreach Plan has been outlined as follows: develop collateral materials for meeting notices, postcard mailer, and delivery of door hangers to all households within the half mile radius of the park. Currently, there have been three community meetings and one pop-up meeting to educate, inform and receive input regarding the renovation project.

As part of the Community Workshop #1 the architects gave an overview regarding the grant, overall project, as well as a list of amenities which would continue to be a part of the long-standing history of this park.

District Requirements*

- a) A walking/running track, of either artificial or natural surface
- b) A restroom
- c) A play structure
- d) Fitness equipment
- e) A phased design approach

*Further SPP application requirements will be handled by District staff.

Attendees were then divided into small groups to list suggestions of items: 1) Improvements, 2) Amenities/Features, and 3) Concerns. During Community Workshop #2, attendees worked in small groups to generate design ideas and placement of amenities within the park. These designs were refined and played a key role in the architectural design for the alternative designs as part of Workshop #4.

With information from the Community meetings, the District will be able to better plan for the renovation as this project continues to move forward and as the District Board reviews the draft plans.

PROJECT SCHEDULE:

1 General Development and Community Outreach

- 1.1 – Community Meeting #1 (Weeknight Event, Design Charette) – 5/28**
- 1.2 – Community Meeting #2 (Weekend Event, Design Charette) – 6/3**
- 1.3 – Long Range Planning Committee Meeting – 6/4**
- 1.4 – Community Meeting #3 (Pop-up Evening Event, Design Charette) – 6/5**

2 Schematic Design Development

- 2.1 – Community Meeting #4 (Weekend Event, Presentation of Alternatives) – 6/15**
- 2.2 – Present Draft Final Design Plan to PVRPD Board – 7/3**
- 2.3 – Community Meeting #5 (Weekend Event, Final Design Presentation) – 7/16**
- 2.4 – Present Final Report to District Board – 7/29**

FISCAL IMPACT

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

RECOMMENDATION

It is recommended that the Board of Directors provide staff and the architectural firm of Withers & Sandgren direction for the final plans for the Arneill Ranch Park Renovation project.

**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: July 3, 2019

SUBJECT: CONSIDERATION AND APPROVAL OF 2% COST OF LIVING ADJUSTMENT (COLA) FOR FULL-TIME AND PART-TIME YEAR-ROUND NON-REPRESENTED EMPLOYEES AND THE UPDATED SALARY SCHEDULES

RECOMMENDATION

It is recommended the Board consider and approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

BACKGROUND

The Salary Schedule is utilized by staff when hiring as well as using it as a guide when awarding merit increases to staff. The schedule is typically updated when job classifications are added or changed, there is an adjustment made in minimum wage, or when the Board awards a COLA.

ANALYSIS

During the Budget Workshops in May of 2019, the Board requested that staff bring to the Board a 2% cost of living adjustment for the non-represented District employees.

FISCAL IMPACT

If the proposed FY 2019-2020 Budget is adopted on July 3, 2019 by the Board of Directors, the fiscal impact to the FY 2019-2020 Budget for the salary schedule adjustments would be \$31,310.

RECOMMENDATION

It is recommended the Board consider and approve the updated Salary Schedule with a 2% COLA for non-represented full-time and part-time year-round employees.

ATTACHMENTS

- 1) FY 2019-2020 Salary Schedule (1 page)



FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	Bi-Weekly Hourly	2% COLA	Bi-Weekly Hourly	2% COLA
GENERAL MANAGER (Contract Employee)	\$5,743.29 \$71.79		\$6,464.12 \$80.80	
ADMINISTRATIVE SERVICES MANAGER	\$3,090.60 \$38.63	\$3,152.41 \$39.41	\$3,926.58 \$49.08	\$4,005.11 \$50.06
ADMINISTRATIVE ANALYST	\$2,292.03 \$28.65	\$2,337.87 \$29.22	\$2,911.55 \$36.39	\$2,969.78 \$37.12
HUMAN RESOURCES SPECIALIST	\$1,957.58 \$24.47	\$1,996.74 \$24.96	\$2,487.17 \$31.09	\$2,536.91 \$31.71
ACCOUNTING SPECIALIST	\$1,957.58 \$24.47	\$1,996.74 \$24.96	\$2,487.17 \$31.09	\$2,536.91 \$31.71
RECREATION SERVICES MANAGER	\$3,090.60 \$38.63	\$3,152.41 \$39.41	\$3,926.58 \$49.08	\$4,005.11 \$50.06
RECREATION SUPERVISOR	\$2,552.80 \$31.91	\$2,603.86 \$32.55	\$3,245.23 \$40.57	\$3,310.14 \$41.38
RECREATION COORDINATOR	\$2,130.13 \$26.63	\$2,172.73 \$27.16	\$2,705.61 \$33.82	\$2,759.72 \$34.50
MARKETING SPECIALIST	\$1,596.79 \$19.96	\$1,628.72 \$20.36	\$2,028.35 \$25.35	\$2,068.91 \$25.86
RECREATION SPECIALIST	\$1,440.24 \$18.00	\$1,469.04 \$18.36	\$2,028.35 \$25.35	\$2,068.91 \$25.86
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,596.79 \$19.96	\$1,628.72 \$20.36	\$2,028.35 \$25.35	\$2,068.91 \$25.86
PARK SERVICES MANAGER	\$3,090.60 \$38.63	\$3,152.41 \$39.41	\$3,926.58 \$49.08	\$4,005.11 \$50.06
PARK SUPERVISOR	\$2,553.13 \$31.91	\$2,604.19 \$32.55	\$3,245.60 \$40.57	\$3,310.51 \$41.38

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

**SUBJECT: CONSIDERATION AND RENEWAL OF
PROFESSIONAL SERVICE CONTRACT WITH
ADVANTAGE TELECOM**

SUMMARY

Pleasant Valley Recreation and Park District has been provided with internet and Voice-over-IP (VoIP) services from Advantage Telecom for the previous three years. Recently, the District has further contracted with the company to provide a location for an Advantage Telecom radio in exchange for a discount on internet services. Staff is now bringing before the Board an extension of the current contract for a further three years.

BACKGROUND

In August of 2016, the District entered into a new contract for internet and VoIP with Advantage Telecom at three District sites: the Burnley, Skyway, and Temple locations. The contract brought with it a new phone system that was able to be centrally managed and provided the District with different internet service providers (ISPs) depending on price and available bandwidth per location.

ANALYSIS

The District maintains a good relationship with Advantage Telecom and has generally been pleased with the service provided. Recently, the District was approached by another internet and VoIP wholesaler/provider and upon discussion regarding the District's current prices, the party declined to offer their services, as they were unable to match the District's current contract. As the current contract has yet to expire, the District has the option to continue the contract as is without needing to obtain additional quotes or proposals. Additionally, the contract is set to auto-renew after three years with the option to cancel at any time. Furthermore, through a change-order process, the District is allowed to request changes in services without needing to agree to a new contract.

The primary reason for the competitive prices that the District currently receives is the rental agreement the District approved in January for a small portion of rooftop. Advantage Telecom uses this area for a high-gain radio which provides internet services to one of their clients located across Carmen Dr. from the Community Center. This agreement provides the District with a discount of \$215 per month on its internet services at the Community Center site. This discount is not tied to any specific level of service, which means that if the District opts for a higher level of service in the future, the discount will remain a \$215 value.

FISCAL IMPACT

The District has budgeted for a continuation of the existing contract valued at \$17,844. This amount will change if the District chooses to change the level of services provided.

RECOMMENDATION

Staff recommends the Board approve the renewal of the current service agreement with Advantage Telecom for a term of three years.

ATTACHMENT(S)

- 1) Advantage Telecom Internet/VoIP Service Agreement (8 pages)
- 2) Advantage Telecom Change Order Example (2 pages)

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Sep 28, 2016
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Service Requested

OUTBOUND TOLL FREE LD DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC

Contact Name Title
MITCHELL

Contact Telephone # Fax#
805.482.1996 X15

Street Address Suite
480 SKYWAY DR.

City State Zip
CAMARILLO CA 93010

Billing Address, if different

Line Information

LEC

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: Prev. Carrier

Credit Care Type Credit Card # Exp Date

Bank Name & Branch

Account # Bank Phone #

Federal Tax ID # Corporation - Year State Partnership (SS# required) Proprietorship (SS# required)

SS #

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$	800 Number Information		
						800 Number	Terminating Number	Dir. List?
Outbound						()	()	
Inbound						()	()	
Data	A-DSL	3m x768k		\$30				
Dedicated								
Local								
Dir. Listings								
Other								

Comments

CHANGE ORDER: install copper DSL for VoIP. This is the increase so total data per month for Skyway will be: \$210 incl fix wireless

Authorized Customer Signature:
Mary P. Otter

Print Name: _____ TITLE _____

DATE
Sep 28, 2016

ADVANTAGE TELECOM Acceptance: _____

Term Commitment:
3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV. 8/08

Advantage TELECOM

Service Agreement

Customer # : Sales Rep : Date
 : Steve : Aug 22, 2016

Service Requested

OUTBOUND TOLL FREE LD DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC
 Contact Name Title
MITCHELL
 Contact Telephone # Fax#
805.482.1996 X 15
 Street Address Suite
1605 BURNLEY ST.
 City State Zip
CAMARILLO CA 93010
 Billing Address, if different

Line Information

LEC **frontier**

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: Prev. Carrier
 Credit Care Type Credit Card # Exp Date
 Bank Name & Branch
 Account # Bank Phone #
 Federal Tax ID # Corporation - Year State
 Partnership (SS# required)
 SS # Proprietorship (SS# required)

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$
Outbound					
Inbound					
Data					
Dedicated	18 seats			\$360	
Local					
Dir. Listings					
Other					

800 Number Information

800 Number	Terminating Number	Dir. List?
()	()	
()	()	

Comments

Includes premium service as indicated on attachment

Authorized Customer Signature:

 Print Name: _____ TITLE _____
 ADVANTAGE TELECOM Acceptance: _____ DATE _____
Aug 22, 2016

Term Commitment:
 3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV 8/08

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 22, 2016
------------	--------------------	----------------------

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC

Contact Name Title
MITCHELL

Contact Telephone # Fax#
805.482.1996 X 15

Street Address Suite
1605 BURNLEY ST.

City State Zip
CAMARILLO CA 93010

Billing Address, if different

Service Requested

OUTBOUND TOLL FREE LD DATA

Line Information

LEC frontier

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: Prev. Carrier

Credit Care Type Credit Card # Exp Date

Bank Name & Branch

Account # Bank Phone #

Federal Tax ID # Corporation - Year State

Partnership (SS# required)

SS # Proprietorship (SS# required)

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$
Outbound	05	05	05		
Inbound					
Data	TW	100x 10m		\$310	
Dedicated					
Local	1 line			\$40	
Dir. Listings					
Other	monitor			\$5	

800 Number Information		
800 Number	Terminating Number	Dir. List?
()	()	
()	()	

Comments

speeds are up to specified amount. Include 5 static IPs

Authorized Customer Signature:
Mary T. Otho

Print Name: _____ TITLE _____

ADVANTAGE TELECOM Acceptance: _____ DATE _____
Aug 22, 2016

Term Commitment:
3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

RFV 8/08

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 22, 2016
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Service Requested

OUTBOUND TOLL FREE LD DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC

Contact Name Title
MITCHELL

Contact Telephone # Fax#
805.482.1996 X 15

Street Address Suite
480 SKYWAY DR.

City State Zip
CAMARILLO CA 93010

Billing Address, if different
1605 BURNLEY ST. CAMARILLO, CA. 93010

Line Information

LEC frontier

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: Prev. Carrier

Credit Care Type Credit Card # Exp Date

Bank Name & Branch

Account # Bank Phone #

Federal Tax ID # Corporation - Year State

Partnership (SS# required)

SS # Proprietorship (SS# required)

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$	800 Number Information		
						800 Number	Terminating Number	Dir. List?
Outbound	.05	.05	.05			()	()	
Inbound						()	()	
Data	fx wireless			\$180		()	()	
Dedicated								
Local	2 lines			\$80				
Dir. Listings								
Other	monitor			\$5				

Comments

Speeds are up to specified amount. 1 static IP. One line for maintenance fax

Authorized Customer Signature:

Mary P. Oakes
Print Name:

ADVANTAGE TELECOM Acceptance:

TITLE

DATE
Aug 22, 2016

Term Commitment:

3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV 5/08

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 22, 2016
------------	--------------------	----------------------

Service Requested

OUTBOUND
 TOLL FREE
 LD
 DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC
 Contact Name **MITCHELL** Title _____
 Contact Telephone # **805.482.1996 X 15** Fax# _____
 Street Address **480 SKYWAY DR.** Suite _____
 City **CAMARILLO** State **CA** Zip **93010**
 Billing Address, if different
1605 BURNLEY ST. CAMARILLO, CA. 93010

Line Information

LEC **frontier**

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: _____ Prev. Carrier _____
 Credit Care Type _____ Credit Card # _____ Exp Date _____
 Bank Name & Branch _____
 Account # _____ Bank Phone # _____
 Federal Tax ID # _____
 Corporation - Year _____ State _____
 Partnership (SS# required)
 Proprietorship (SS# required)
 SS # _____

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$
Outbound					
Inbound					
Data					
Dedicated	3 seats	VoIP		\$60	
Local					
Dir. Listings					
Other					

800 Number Information	800 Number	Terminating Number	Dir. List?
	()	()	
	()	()	

Comments
includes premium service as indicated on attachment me

Authorized Customer Signature:

 Print Name: _____ TITLE _____
 ADVANTAGE TELECOM Acceptance: _____ DATE **Aug 22, 2016**

Term Commitment:
 3-Year Term
 2-Year Term
 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV 8/08

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 22, 2016
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Service Requested

OUTBOUND TOLL FREE LD DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC

Contact Name: MITCHELL Title: _____

Contact Telephone #: 805.482.1996 X 15 Fax#: _____

Street Address: 1030 TEMPLE AVE. Suite: _____

City: CAMARILLO State: CA Zip: 93010

Billing Address, if different
1605 BURNLEY ST. CAMARILLO, CA. 93010

Line Information

LEC: frontier

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage: _____ Prev. Carrier: _____

Credit Care Type: _____ Credit Card #: _____ Exp Date: _____

Bank Name & Branch: _____

Account #: _____ Bank Phone #: _____

Federal Tax ID #: _____

SS #: _____

Corporation - Year _____ State _____

Partnership (SS# required)

Proprietorship (SS# required)

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$	800 Number Information		
						800 Number	Terminating Number	Dir. List?
Outbound						()	()	
Inbound						()	()	
Data						()	()	
Dedicated	2 seats			\$40				
Local								
Dir. Listings								
Other								

Comments

Includes premium service as indicated on attachment re

Authorized Customer Signature: *Mary P. Othman*

Print Name: _____ TITLE: _____

DATE: Aug 22, 2016

ADVANTAGE TELECOM Acceptance: _____

Term Commitment:

3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV 8/08

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 22, 2016
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Service Requested

OUTBOUND TOLL FREE LD DATA

Company Information (Please Print)

Company Name/DBA
PLEASANT VALLEY PARK & REC

Contact Name: MITCHELL Title: _____

Contact Telephone #: 805.482 1996 X 15 Fax#: _____

Street Address: 1030 TEMPLE AVE. Suite: _____

City: CAMARILLO State: CA Zip: 93010

Billing Address, if different
1605 BURNLEY ST. CAMARILLO, CA. 93010

Credit Information (Please Print)

Est. Usage: _____ Prev. Carrier: _____

Credit Care Type: _____ Credit Card #: _____ Exp Date: _____

Bank Name & Branch: _____

Account #: _____ Bank Phone #: _____

Federal Tax ID #: _____ Corporation - Year _____ State _____

SS #: _____ Partnership (SS# required)

SS #: _____ Proprietorship (SS# required)

Line Information

LEC	frontier				
Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intral.ATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$
Outbound	.05	.05	.05		
Inbound					
Data	FIOS	25m x25m		\$95	
Dedicated					
Local	1 line			\$40	
Dir. Listings					
Other	monitor			\$5	

800 Number Information

800 Number	Terminating Number	Dir. List?
()	()	
()	()	

Comments

speeds are up to specified amount. Include 5 static IPs

Authorized Customer Signature: _____

Print Name: *Mary J. Ottens* TITLE: _____

DATE: Aug 22, 2016

ADVANTAGE TELECOM Acceptance: _____

Term Commitment:
3-Year Term 2-Year Term 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

REV 8/08

SERVICES & TERMS OF AGREEMENT

SERVICES The telecommunications services offered by ADVANTAGE under this Agreement are offered pursuant to ADVANTAGE's tariff, which is on file with the California Public Utilities Commission ("CPUC") for intrastate services and the Terms of Service (TOS) listed on ADVANTAGE'S website located at www.cellpage.com. The services provided hereunder are offered under, and pursuant to, the pricing, terms, conditions and limitations as set forth in such tariff. Customer agrees to abide by and be bound by the terms and conditions and all non-recurring and monthly recurring charges of said tariff and said tariff is fully incorporated herein. The tariff is available for review at ADVANTAGE's offices. For services that are not tariffed, the terms and conditions of this Agreement shall govern, except that, for services provided hereunder that are also offered under one or more tariffs, in the event of a conflict between this Agreement and such tariff, the tariff shall control. (b) This Agreement shall at all times be subject to such changes and modifications by the CPUC and the FCC, as said Commissions may, from time to time, direct in the exercise of their appropriate jurisdiction.

Dedicated rates are based on 80% RBOC termination. 800 dedicated rates are based on 80% RBOC origination. Switched inbound rates are based on 80% RBOC termination. Switched outbound rates are based on RBOC origination. If less than 80% is RBOC traffic ADVANTAGE reserves the right to charge a surcharge.

1. **GENERAL:** (A) No waiver, alteration or discharge of any of the provisions hereof shall be binding unless in writing, and duly signed by the party against whom enforcement is sought. (B) Any notice permitted or required, shall be in writing and sent postage paid, first class United States mail, to the party for which intended, at the address last provided to each party. (C) This is the entire Agreement between the parties and no oral or written representation not herein contained shall be binding upon Company unless confirmed by a written instrument signed by a duly authorized officer of Company.

DISCLAIMER OF WARRANTIES

2. Except as otherwise stated herein, Company makes no warranty, express or implied, with respect to the provision by it of service hereunder, and disclaims any express or implied warranty of merchantability or fitness for a particular purpose with respect to such services. Further, in no event shall Company be liable, and company expressly disclaims any liability for, actual, special, incidental, punitive or consequential damages or losses, foreseeable or unforeseeable, including, without limitation, lost sales or lost profits, which customer (or any of customer's customers) may suffer as a result of Company provision of or failure to provide services, or the use or non-use of such services by the customer. Company expressly disclaims any representation or warranty regarding any percentage of savings regarding the use of any services provided by Company.

3. **PRICE:** In addition to monthly fixed charges, Customer will be charged for each call made at a price based on call duration and applicable mileage. Rates may be changed at any time, through the tariff process, subject to such notice as may be required by law. All appropriate sales, excise and other taxes and surcharges required by law, state and federal regulation will also apply.

4. **PAYMENT:** Payment is due upon receipt of your invoice. Your account is delinquent 20 days after the date of your invoice. There is no finance charge for services performed during a billing period if the balance is paid within 20 days of the date shown on the bill for that period. If not paid within the 20 day period, a finance charge equal to the current legal rate of interest will be applied to all delinquent balances owed to Company. The amount of the "FINANCE CHARGE" for each statement period is computed by applying the "Periodic Rate to the Previous Balance". The "Periodic Rate" is 1.5% per month, unless otherwise indicated by applicable law. The "ANNUAL PERCENTAGE RATE" is 18 percent with a minimum \$10.00 late fee. Company may change these terms, but only by mailing or delivering written notice of such change to you as required by applicable law. Continuation thereafter of service by Company shall be subject to the approval of Company credit department and may require payments in advance, deposits or other guarantees to satisfy Company that invoices will be paid when due. Either party to this Agreement may cancel upon written notice to the other party except that Company may suspend service to the customer at any time for non-payment. Company will charge a \$20.00 fee for any returned check. Customer is liable for all fixed charges (if any) that continue to bill regardless of actual long distance usage amount, until Customer specifically notifies Company of service cancellation. In the event service is suspended or disconnected, a reconnection fee for the continuation of service equal to the original connection fee (or \$50.00, whichever is greater) may be charged.

5. **ADDITIONAL TELEPHONE CHARGES:** Customer acknowledges and agrees that Company is providing certain services. The Customer may incur additional charges with its local telephone exchange company which may or may not be related to the services by Company. Unless otherwise agreed to in writing, Customer assumes full responsibility for such charges.

6. **TERMINATION CHARGES:** (a) In the case of a term commitment, if Service is terminated prior to the end of the term of this Agreement, the termination charge shall be equal to the average monthly billing for service (or the committed usage, whichever is greater) times the number of months remaining in the term of the Agreement. (b) If Customer or ADVANTAGE terminates this Agreement and a termination charge is due pursuant to the Agreement, ADVANTAGE shall compute the termination charges, as set forth above, and render a bill to Customer.

7. **MODIFICATION:** This Agreement may be modified, amended or changed by the Company as provided herein and by Customer only upon written notification to the Company and Company's written agreement to bound by any such proposed modification, amendment or change.

8. **CUSTOMER I.D. NUMBERS:** All calls billed to Customer's I.D. Number become the sole responsibility of Customer. Use of Authorization Code constitutes acceptance of terms and conditions.

9. **INTERPRETATION:** It is expressly understood that this Agreement contains all terms, covenants, conditions and agreements between the parties hereto relating to the subject matter of the Agreement and that no prior agreements, understanding or representations, either oral or written pertaining to the same shall be valid or of any force or effect. The Language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against any of the parties hereto.

10. **ATTORNEY'S FEE:** Should any party or parties hereto institute any action or proceeding to enforce or interpret any term or provision hereof, or for damages by reason of any default hereunder or for any other judicial remedies, the prevailing party or parties shall be entitled to reimbursement from the nonprevailing party or parties of the prevailing party's or parties' reasonable attorney's fees and cost, including on any appeal, as determined by a court of competent jurisdiction.

11. **ASSIGNMENT:** This Agreement shall be binding upon and inure to the benefit of the personal and legal representatives, successors, and assigns of the parties and also upon the heirs, executors and administrators of any individuals executing this Agreement. This Agreement may not be assigned by the Customer without the prior consent of the Company, which will not be unreasonably withheld.

12. **CREDITS:** Upon Customer request, a credit equivalent to the actual charge for the call up to 1 minute in length will be applied for a wrong number, except for customers with 600 service (see "800 Service Disclaimer"), or for a call associated with a Company network problem. However, the calling party must request the credit immediately by calling your Customer Service Representative.

13. **800 SERVICE DISCLAIMER:** Because an 800 number is generally available to the public, Company is not responsible for misdialed numbers or incorrect advertising of our customer's 800 number by other person's or companies, and credit will not be given for these reasons. Pay phone surcharges apply.

EXCESS USAGES

14. In the interest of account security and customer protection, Company reserves the right, without obligation, to temporarily suspend service when customer's current month account usage exceeds 150% of average monthly usage. Upon detection of such usage, Company will suspend the account, notify the customer and proceed thereafter on customer direction. Customer remains responsible for charges billed to customer's account that reflects usage on the account provided, however, that upon proper notification by customer to Company, Company will, in a timely manner suspend usage of the account.

TERMS

The Term of this agreement shall begin on the date the service is installed. Following the expiration of the initial term, the Agreement shall continue for an additional like term upon the same terms and conditions specified herein or in the applicable tariff unless customer provides ninety (90) days prior written notice of intent not to renew this agreement. By signing this form, I agree to pay all charges incurred on my ADVANTAGE account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s).

APPLICABLE LAW

15. This Agreement shall be governed under the laws of the state of California; Customer agrees to judicial venue in Ventura County. This agreement and all rates, services and products provided hereunder is made subject to all present and future valid orders and regulations of and tariffs filed with any regulatory body having jurisdiction over the subject matter hereof, and to the laws of the United States, and of its states, or any foreign governmental agency having jurisdiction. In the event this Agreement, or any of its provisions, shall be contrary to or in this Agreement shall be deemed modified to the extent necessary to comply with any such order, rule, regulation or law materially affects the rights of either party hereunder, then this Agreement may be terminated upon written notice by one party to the other party.

A+ Wireless Inc. DBA Advantage Telecom
Call: 800-993-2337 • 805-642-2880 • Fax: 805-642-5917
P.O. Box 5454, Ventura, CA 93005 • www.cellpage.com

Advantage TELECOM

Service Agreement

Customer #	Sales Rep Steve	Date Aug 8, 2017
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Service Requested

OUTBOUND
 TOLL FREE
 LD
 DATA

Company Information (Please Print)

Company Name/DBA PLEASANT VALLEY PARK & REC.		
Contact Name MITCHELL	Title	
Contact Telephone # 805.492.1996 x110	Fax#	
Street Address 1605 E. Burnley Street	Suite	
City Camarillo	State Ca	Zip 93010
Billing Address, if different		

Line Information

Line	Telephone Number	C/ B/ R	Line Info	PIC Y/N	Code Y/N
LEC					
BTN	()				
2	()				
3	()				
4	()				
5	()				
6	()				
7	()				
8	()				

Credit Information (Please Print)

Est. Usage:	Prev. Carrier	
Credit Care Type	Credit Card #	Exp Date
Bank Name & Branch		
Account #	Bank Phone #	
Federal Tax ID #	<input type="checkbox"/> Corporation - Year <input type="checkbox"/> State <input type="checkbox"/> <input type="checkbox"/> Partnership (SS# required) <input type="checkbox"/> Proprietorship (SS# required)	
SS #		

Additional Feature Info

LETTER OF AGENCY

My signature on this document authorizes A+ Wireless Inc. DBA Advantage Telecom to act as my service provider for the purpose of ordering, changing and/or maintaining communication services listed on the attached provisioning form, including but not limited to local exchange, interstate, intraLATA and/or interLATA telephone services. Advantage Telecom is also authorized to obtain billing information, customer service records and other network information required to provide my telecommunications services. I authorize Advantage Telecom to unblock my carrier choice service protection to make the change to Advantage Telecom possible. I understand that I may designate only one primary interexchange carrier for any one telephone number for interLATA and intraLATA usage. I further understand that a charge may apply for moving onto or off of my current Long Distance provider. I am at least 18 years old and am authorized to change service providers. I understand that the services provided to me are subject to credit approval.

Rates & Charges	INTRA-LATA	INTRA-STATE	INTER-STATE	Monthly \$	One Time \$
Outbound					
Inbound					
Data					
Dedicated Local	2 seats			\$40	
Dir. Listings					
Other					

800 Number Information

800 Number	Terminating Number	Dir. List?
()	()	
()	()	

Comments

CHANGE ORDER: Add 2 phones: \$400 - free install - concurrent with existing term agreement

Authorized Customer Signature: <i>Mary L. Otho</i>	TITLE
Print Name:	DATE
ADVANTAGE TELECOM Acceptance:	Aug 8, 2017

Term Commitment:

3-Year Term
 2-Year Term
 1-Year Term

By signing this form, I personally agree to pay all charges incurred on my Corporate Personal Advantage Telecom account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s). I agree to all the additional terms and conditions included on pages 2 of this agreement.

SERVICES & TERMS OF AGREEMENT

SERVICES The telecommunications services offered by ADVANTAGE under this Agreement are offered pursuant to ADVANTAGE's tariff, which is on file with the California Public Utilities Commission ("CPUC") for intrastate services and the Terms of Service (TOS) listed on ADVANTAGE'S website located at www.cellpage.com. The services provided hereunder are offered under, and pursuant to, the pricing, terms, conditions and limitations as set forth in such tariff. Customer agrees to abide by and be bound by the terms and conditions and all non-recurring and monthly recurring charges of said tariff and said tariff is fully incorporated herein. The tariff is available for review at ADVANTAGE's offices. For services that are not tariffed, the terms and conditions of this Agreement shall govern, except that, for services provided hereunder that are also offered under one or more tariffs, in the event of a conflict between this Agreement and such tariff, the tariff shall control. (b) This Agreement shall at all times be subject to such changes and modifications by the CPUC and the FCC, as said Commissions may, from time to time, direct in the exercise of their appropriate jurisdiction.

Dedicated rates are based on 80% RBOC termination. 800 dedicated rates are based on 80% RBOC origination. Switched Inbound rates are based on 80% RBOC termination. Switched outbound rates are based on RBOC origination. If less than 80% is RBOC traffic ADVANTAGE reserves the right to charge a surcharge.

1. **GENERAL:** (A) No waiver, alteration or discharge of any of the provisions hereof shall be binding unless in writing, and duly signed by the party against whom enforcement is sought. (B) Any notice permitted or required, shall be in writing and sent postage paid, first class United States mail, to the party for which intended, at the address last provided to each party. (C) This is the entire Agreement between the parties and no oral or written representation not herein contained shall be binding upon Company unless confirmed by a written instrument signed by a duly authorized officer of Company.

DISCLAIMER OF WARRANTIES

2. Except as otherwise stated herein, Company makes no warranty, express or implied, with respect to the provision by it of service hereunder, and disclaims any express or implied warranty of merchantability or fitness for a particular purpose with respect to such services. Further, in no event shall Company be liable, and company expressly disclaims any liability for, actual, special, incidental, punitive or consequential damages or losses, foreseeable or unforeseeable, including, without limitation, lost sales or lost profits, which customer (or any of customer's customers) may suffer as a result of Company provision of or failure to provide services, or the use or non-use of such services by the customer. Company expressly disclaims any representation or warranty regarding any percentage of savings regarding the use of any services provided by Company.

3. **PRICE:** In addition to monthly fixed charges, Customer will be charged for each call made at a price based on call duration and applicable mileage. Rates may be changed at any time, through the tariff process, subject to such notice as may be required by law. All appropriate sales, excise and other taxes and surcharges required by law, state and federal regulation will also apply.

4. **PAYMENT:** Payment is due upon receipt of your invoice. Your account is delinquent 20 days after the date of your invoice. There is no finance charge for services performed during a billing period if the balance is paid within 20 days of the date shown on the bill for that period. If not paid within the 20 day period, a finance charge equal to the current legal rate of interest will be applied to all delinquent balances owed to Company. The amount of the "FINANCE CHARGE" for each statement period is computed by applying the "Periodic Rate: to the Previous Balance". The "Periodic Rate" is 1.5% per month, unless otherwise indicated by applicable law. The "ANNUAL PERCENTAGE RATE" is 18 percent with a minimum \$10.00 late fee. Company may change these terms, but only by mailing or delivering written notice of such change to you as required by applicable law. Continuation thereafter of service by Company shall be subject to the approval of Company credit department and may require payments in advance, deposits or other guarantees to satisfy Company that invoices will be paid when due. Either party to this Agreement may cancel upon written notice to the other party except that Company may suspend service to the customer at any time for non-payment. Company will charge a \$20.00 fee for any returned check. Customer is liable for all fixed charges (if any) that continue to bill regardless of actual long distance usage amount, until Customer specifically notifies Company of service cancellation. In the event service is suspended or disconnected, a reconnection fee for the continuation of service equal to the original connection fee (or \$50.00, whichever is greater) may be charged.

5. **ADDITIONAL TELEPHONE CHARGES:** Customer acknowledges and agrees that Company is providing certain services. The Customer may incur additional charges with its local telephone exchange company which may or may not be related to the services by Company. Unless otherwise agreed to in writing, Customer assumes full responsibility for such charges.

6. **TERMINATION CHARGES:** (a) In the case of a term commitment, if Service is terminated prior to the end of the term of this Agreement, the termination charge shall be equal to the average monthly billing for service (or the committed usage, whichever is greater) times the number of months remaining in the term of the Agreement. (b) If Customer or ADVANTAGE terminates this Agreement and a termination charge is due pursuant to the Agreement, ADVANTAGE shall compute the termination charges, as set forth above, and render a bill to Customer.

7. **MODIFICATION:** This Agreement may be modified, amended or changed by the Company as provided herein and by Customer only upon written notification to the Company and Company's written agreement to bound by any such proposed modification, amendment or change.

8. **CUSTOMER I.D. NUMBERS:** All calls billed to Customer's I.D. Number become the sole responsibility of Customer. Use of Authorization Code constitutes acceptance of terms and conditions.

9. **INTERPRETATION:** It is expressly understood that this Agreement contains all terms, covenants, conditions and agreements between the parties hereto relating to the subject matter of the Agreement and that no prior agreements, understanding or representations, either oral or written pertaining to the same shall be valid or of any force or effect. The Language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against any of the parties hereto.

10. **ATTORNEY'S FEE:** Should any party or parties hereto institute any action or proceeding to enforce or interpret any term or provision hereof, or for damages by reason of any default hereunder or for any other judicial remedies, the prevailing party or parties shall be entitled to reimbursement from the nonprevailing party or parties of the prevailing party's or parties' reasonable attorney's fees and cost, including on any appeal, as determined by a court of competent jurisdiction.

11. **ASSIGNMENT:** This Agreement shall be binding upon and inure to the benefit of the personal and legal representatives, successors, and assigns of the parties and also upon the heirs, executors and administrators of any individuals executing this Agreement. This Agreement may not be assigned by the Customer without the prior consent of the Company, which will not be unreasonably withheld.

12. **CREDITS:** Upon Customer request, a credit equivalent to the actual charge for the call up to 1 minute in length will be applied for a wrong number, except for customers with 800 service (see "800 Service Disclaimer"), or for a call associated with a Company network problem. However, the calling party must request the credit immediately by calling your Customer Service Representative.

13. **800 SERVICE DISCLAIMER:** Because an 800 number is generally available to the public, Company is not responsible for misdialed numbers or incorrect advertising of our customer's 800 number by other person's or companies, and credit will not be given for these reasons. Pay phone surcharges apply.

EXCESS USAGES

14. In the interest of account security and customer protection, Company reserves the right, without obligation, to temporarily suspend service when customer's current month account usage exceeds 150% of average monthly usage. Upon detection of such usage, Company will suspend the account, notify the customer and proceed thereafter on customer direction. Customer remains responsible for charges billed to customer's account that reflects usage on the account provided, however, that upon proper notification by customer to Company, Company will, in a timely manner suspend usage of the account.

TERMS

The Term of this agreement shall begin on the date the service is installed. Following the expiration of the initial term, the Agreement shall continue for an additional like term upon the same terms and conditions specified herein or in the applicable tariff unless customer provides ninety (90) days prior written notice of intent not to renew this agreement. By signing this form, I agree to pay all charges incurred on my ADVANTAGE account, including any applicable Federal, State or Local use, excise tax, sales tax and privilege taxes, duties or similar liabilities by the stated due date and to adhere to all of the terms and conditions set forth in this agreement and all applicable tariff(s).

APPLICABLE LAW

15. This Agreement shall be governed under the laws of the state of California; Customer agrees to judicial venue in Ventura County. This agreement and all rates, services and products provided hereunder is made subject to all present and future valid orders and regulations of and tariffs filed with any regulatory body having jurisdiction over the subject matter hereof, and to the laws of the United States, and of its states, or any foreign governmental agency having jurisdiction. In the event this Agreement, or any of its provisions, shall be contrary to or in this Agreement shall be deemed modified to the extent necessary to comply with any such order, rule, regulation or law materially affects the rights of either party hereunder, then this Agreement may be terminated upon written notice by one party to the other party.

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

**SUBJECT: CONSIDERATION AND RENEWAL OF MANAGED
INFORMATION TECHNOLOGY SERVICES
CONTRACT WITH ALLCONNECTED, INC.**

SUMMARY

For the last twelve months Pleasant Valley Recreation and Park District has been provided with managed information technology services from AllConnected, Inc. In June of 2018, the District contracted with AllConnected for a trial period of twelve months. District staff used this period to evaluate the company's performance and has found it acceptable. Staff is now bringing before the Board an extension of the current contract for a further three years.

BACKGROUND

In June of 2018, the District completed a Request for Proposals process and in July 2018, awarded a twelve-month contract to AllConnected, Inc. for managed IT services. The contract officially finished a modernization process that was started four years prior with the hiring of General Manager Mary Otten. AllConnected has provided the District with a complete picture of its current IT infrastructure needs and has begun to account for all supported pieces of hardware, some of which staff was unaware of. AllConnected specifically pointed out the need for updated back-end hardware, as the current equipment was nearing end of life and was out of warranty. Additionally, AllConnected is now providing professional backup services, software support, help-desk services, and is supporting a co-managed IT environment with a District Administrative Analyst providing on-site troubleshooting.

ANALYSIS

The District experienced a fruitful initial contract term with AllConnected and has recently completed a large emergency server replacement project with the company. AllConnected did express concerns about the District's hardware, which unfortunately turned out to be well-founded. As the District was moving to replace the server hardware in question, it failed before the necessary changes could be made. AllConnected's responsiveness and willingness to go the extra mile during this time showed a commitment to our account and a great deal of flexibility.

While the emergency situations encountered during this fiscal year are not ideal, they did highlight to a large extent the amount of hardware needed to be upgraded to items supported by AllConnected. Through working with AllConnected representatives, staff managed to reduce the unknown costs associated with support on older hardware to known quantity costs associated with updated supported hardware. This is allowing the District to cover more hardware with approximately the same budget.

It is important to note that this contract will not cover any hardware, equipment, or software upgrades which will need to be considered as separate items in the future. The goal of staff is to continue working with AllConnected on identifying future costs and appropriately planning for future infrastructure maintenance. Staff estimates that future infrastructure costs could exceed \$20,000 over three years, an amount not currently budgeted, however will begin to be included in the upcoming years as AllConnected helps the District refine its costs.

FISCAL IMPACT

The District has budgeted for the extension of the current contract. With the updated fee schedule included in this contract, the annual contract amount is \$14,064 for a total three-year contract amount of \$42,192. This amount does not include any hardware or infrastructure upgrades and only covers regular services. Additional support hours will also be billed as they occur at \$172/hour.

RECOMMENDATION

Staff recommends the Board approve the extension of a three-year agreement with AllConnected, Inc. for Managed Information Technology Services.

ATTACHMENTS

- 1) Contract Documents (25 pages)

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE PLEASANT VALLEY
RECREATION & PARK DISTRICT
AND
CONSULTANT, INC.**

This agreement is made and entered into, effective July 5, 2019 between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and AllConnected, Inc. a California Corporation. (“Consultant”).

RECITALS

WHEREAS, following District’s Request for Proposal process, the District desires to contract with Consultant for certain professional Information Technology services necessary to manage a comprehensive IT services contract.

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

- a. Consultant shall perform the professional services under this Agreement shall include those services 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 professional and dignified manner, and shall not permit any person participating therein to violate any rule or regulation of the District, state or federal law. Consultant agrees and represents that it is qualified to properly provide the services set forth in Exhibit B in a manner which is consistent with the generally accepted standards of Consultants profession. No other warranty or representation, express or implied, is included or intended by Consultant’s Proposal, this Agreement, or any reports or documents prepared herewithin.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager.

As further described on Exhibit "B", Consultant's Services include:

1. Customer Service
2. Server/System Network Support & Maintenance
3. Network Security
4. Software Evaluation and Training Services

- b. Special Requirements. Additional terms and conditions of this Agreement, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit D and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit D and any other provisions of this Agreement, the provisions of this Agreement shall govern.

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 no later than thirty-six months. Consultant shall complete all work in accordance with the timelines set forth in the Proposal. – Please see additional terms within Exhibit A to protect District for any loss in IT services.

DISTRICT may terminate Consulting or Cloud Service at any time and for any reason (or no reason at all) with thirty (30) days written notice to AllConnected. However, all Consulting and Cloud services are contracted in twelve-month increments and DISTRICT will be responsible to pay for any remaining months remaining in the twelve-month increment.

If DISTRICT does not renew Consulting or Cloud Service, terminate Consulting or Cloud Service, or if AllConnected terminates Consulting or Cloud Service, unless sent to the DISTRICT in writing stating otherwise, AllConnected will keep all District data 30 days after the expiration or termination of service. After 30 days, AllConnected will remove all backed-up data associated with District Cloud Service and it will no longer be available for restore.

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

- a. 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. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant.
- b. 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.
- c. Pursuant to this Agreement, Consultant is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

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: \$18,000 (Budgeted) monthly services to be listed in Exhibit B

- 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 Manager.

11. Documentation:

Due to the time constraints that affect contract performance, all required documents, certificates of insurance, and bonds shall be provided to the District within ten (10) calendar days following award or date of request by District, whichever is later. Any failure to comply may result, at District's option, in the District's cancellation of this Agreement. Should the District elect to exercise this option the District's General Manager shall give written notice of termination to the Consultant.

12. 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.

13. Termination of Contract

~~Consultant specifically acknowledges and agrees that the District may at any time during the term of this Agreement terminate Consultant's services with or without cause, and without penalty, at the completion of any phase of Consultant's services as set forth in Exhibit "B." Any termination or any special instructions hereunder from District shall be made in writing. In the event this Agreement is terminated, all data, specifications, documents and other related 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.~~

~~Should the Contractor fail with three (3) working days from receipt of DISTRICT's written notice to correct any deficiencies related to failure to perform the Work in accordance with this Agreement including its Exhibits; failure to comply with the directions of District may terminate this Agreement. Following a termination for default, District shall have the right to take whatever steps it deems necessary to~~

~~correct and complete the work and charge the cost thereof to Contractor, who shall be liable for the full cost of District's corrective action, including reasonable overhead, and attorneys' fees.—Please see Exhibit D.~~

14. Indemnification and Hold Harmless; Insurance Requirements

~~a. — Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, 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 of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.~~

~~b. — Indemnity for Other Than Professional Liability. Other than in the performance of 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. 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.

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

15. 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.

16. 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, reports and records, normally furnished to the District in the course of executing this Agreement.

17. 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: AllConnected, Inc.
4514 Ish Dr
Simi Valley, CA 93063

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

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

18. 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. Please see Exhibit D.~~

19. 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.

20. 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.

21. Incorporation of Recitals

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

22. California Law

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

23. Additional Provisions

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

24. Attorneys' Fees.

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

25. Conflict of Interest.

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

26. Interpretation.

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

27. Corporate Authority.

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

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:
AllConnected, 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.
4. Technology E&O/Technology Professional Liability
5. Cyber Liability with Network Security/Data Privacy Coverage

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. Technology E&O/Technology Professional Liability: A policy of technology E&O/technology professional liability insurance in an amount not less than \$1,000,000 per occurrence.
5. Cyber Liability with Network Security/Data Privacy Coverage: A policy of cyber liability insurance including Network Security/Data Privacy Coverage in an amount not less than \$1,000,000 per occurrence.

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 Consultant; 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, 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"
SUPPORTCONNECT SERVICE ADDENDUM, JUNE 1, 2019
STATEMENT OF WORK

Service Overview

Consultant agrees to provide District with the services described in this Scope of Work. Consultant's SupportConnect service is designed to support District's in house IT team, ensuring that key critical components of District's network infrastructure are monitored, critical issues are escalated, and critical patches for supported Windows-based operating systems, network equipment, hypervisors, storage arrays, and UPS gear are kept current.

Scope of Work

Monitoring, Alerting and Remediation

Consultant will perform 24 hour, 7 day/week (24x7) monitoring on each device protected. During their shift the Network Operations Center (NOC) team will be alerted of trends affecting District's network and assist with troubleshooting connectivity problems. Critical issues are escalated to Consultant's Network Operations team 24x7.

Electronic alerts are also sent to the designated IT contact for District. Alerts can be sent to an email address or sent via text message. An alert Flowchart will be designed and approved by District's IT contact.

Routine Maintenance and Support Contract Management

In addition to proactive maintenance, District's monitoring and maintenance solution must be configured by Consultant according to best practices. Consultant has developed a comprehensive set of policies covering proper support and maintenance issues such as setting proper thresholds for monitoring CPU, disk space, RAID arrays, bandwidth, critical errors, temperature and more. Consultant continually updates its policies and processes to make District's networks more stable and easier to manage. On a regular basis, Consultant's staff will review District's network and make recommendations that help keep District's network more stable.

Consultant's goal is to provide District with very stable networks with the highest possible uptime within an affordable budget. At times, doing so requires that additional expenditures be made. Consultant may recommend that a critical item be replaced to mitigate a potentially high-risk vulnerability or unstable device in District's network. In the event that such device is not replaced in a timely manner, Consultant may opt to stop escalating alerts on such a device directly to Consultant's NOC team. Instead, Consultant may inform District of the need to convert the notification profile to alert you via email, without alerting Consultant's NOC team directly. New upgrades, new hardware installations, or other changes to District's network environment need to be coordinated with Consultant's service desk to ensure that Consultant's team is aware of changes to District's environment.

Technical Review, Reporting and Planning

This service provides District's IT team with the data and analysis necessary to proactively operate the environment. Consultant provides this information during Technical Review Meetings. Consultant uses the data gathered through Consultant's monitoring tools, manufacturer alerts and reports, and Consultant's knowledge of the industry. The service helps IT teams to be aware of the state of their environment and make solid data-based operational decisions.

Recurring Maintenance Schedule

SupportConnect	Service by Consultant	Frequency
Systems (Servers/Workstations)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Antivirus licensing, monitoring, management	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
Microsoft Critical and Security Patching*	X	Weekly
Third Party Patching*	X	Weekly
Update Existing Systems Documentation	X	Semi-Annual
Network (Routers/Switches/Firewalls)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
ISP Monitoring	X	24x7
Firmware Vulnerability Reporting	X	Quarterly
Capacity/Performance Reporting	X	Quarterly
Quarterly IDS/IPS Reporting/Recommendations**	X	Quarterly
Bandwidth Monitoring **	X	24x7
Firmware Update Management*	X	Quarterly
Firmware Update Management to Core Switch*	X	Quarterly
External Security Scan & Brief Analysis (up to 50 IPs)	X	Annual
Update Existing Network Documentation	X	Semi-Annual
Data Center (Hypervisor/Storage/Environment)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7

Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
SAN - Capacity Monitoring/Reporting	X	Quarterly
SAN - Performance Monitoring/Reporting	X	Quarterly
SAN Fabric - Performance Monitoring/Reporting	X	Quarterly
Perform Storage and VMWare Healthchecks	X	Quarterly
Environmental Monitoring	X	24x7
UPS Monitoring	X	24x7
Update VMWare VCenter and ESXi Servers (clustered)*	X	Reviewed quarterly
Non-Clustered environment add-on	n/a	
Update Storage Infrastructure to Recommended Firmware*	X	Reviewed quarterly
Firmware Update Management*	X	Reviewed quarterly
Power Testing	X	Annually
Update Existing Data Center Documentation	X	Semi-Annual

Other Maintenance Tasks		
End User Support / Helpdesk	billable***	As requested/needed
3 rd party Application support	billable***	As requested/needed
L1/L2/L3 escalation (M-F, 6a-5p)	billable***	As requested/needed
Emergency L1/L2/L3 escalation (after hours, weekends)	billable*** on call	As required
*Manufacturer Support and/or Warranty contract required		
**Requires Meraki/Netflow as needed		
***Based on Consultant Labor Rates. Rate varies based on role, response time required, and remote vs onsite. To be billed against monthly Engineer Block. If Block is exhausted, Consultant will submit a purchase order for additional Engineering Blocks.		

Acknowledgement of Co-Managed Solution

Consultant and District have met to review the Systems, Network, and Datacenter needs of the District and have determined the assignments defined above for critical IT roles and responsibilities.

Co-Managed Backup and Recovery Option

On Premise and Off Premise Cloud Connect Backup and Recovery Services to be determined in a future amendment to this Agreement.

Key Assumptions

The purpose of this agreement is to co-manage critical IT infrastructure to improve security, performance, recoverability, and end user support. Consultant will be provided with the necessary administrative credentials from District to allow Consultant to undertake these tasks. In the event that other 3rd party contractors (District's software providers and resellers) require administrative access, admin accounts will be created specifically for 3rd party access. District will provide primary helpdesk and end user support services. To ensure documentation, stability, recoverability, and security of the network, if new equipment is proposed or installed on District' network, or configuration changes are necessary, District will notify Consultant of such changes in advance via help@allconnected.com.

EXHIBIT C
SCHEDULE OF COMPENSATION

SupportConnect Managed Service Rates		
Qty	Device	Monthly Cost
1	Workstation	\$15.00
1	Physical Server	\$46.00
1	Virtual Server	\$15.00
1	ESXi Server	\$72.00
1	Firewall (Meraki)	\$10.00
1	Switch/Router (Meraki)	\$25.00
1	APs	\$10.00
1	SAN	\$133.00
1	UPS	\$10.00
4	QBR	\$370.00

PVRPD SupportConnect Example		
Qty	Device	Monthly Cost
29	Workstations	\$435.00
2	Physical Server (DC/FS/AS, Backup Server)	\$92.00
3	Virtual Server Windows OS (DC, File/Print Server, Accounting Server)	\$45.00
1	ESXi Server	\$72.00
3	Firewall (Meraki)	\$30.00
3	Switch/Router (Meraki)	\$75.00
2	Wireless APs	\$20.00
1	UPS	\$10.00
2	Technical Business Reviews (6 Hours 2 x Year)	\$185.00
Monthly Total		\$964.00
<i>Block remediation hours and support. Hours to address Phone Help Desk remote support will be billed separately.</i>		

cloudConnect Backup Services		
Qty	Service Description	Extended
3	Secure Backup Cloud Storage per TB	\$150.00
3	Secure Backup Cloud Self-Managed per SERVER	\$60.00
<i>Optional Upgrade to Managed BU @ \$50/Server</i>		
Preliminary Budgetary Monthly Cost – Self-Managed Cloud Backup		\$210
Monthly AllConnected Support Fees Subtotal		\$1,174.00

Professional Services Rates (SLED Customers Only)
CMAS Contract #3-13-70-1346F
September 22, 2017 through January 31, 2021

Consultant's standard on-site response time for network consulting is 48 hours, excluding evenings, weekends, and holidays. ¹ A two hour minimum is required for on-site consulting services. Phone support is billed in 15 minute increments, with a 15-minute minimum. Please refer to the table below for billing types and rates.

<i>Technician/Engineering Role</i>	<i>Standard Rate</i>	<i>CMAS Rate</i>
Field Technician (Senior IT Analyst)	\$95	\$82
L1 Network/Systems Engineer (FEC-Level 1 / 3yr) ¹	\$150	\$141
L2 Senior Network/Systems Engineer (FEC-Level 4 / 5-7yr) ¹	\$185	\$174
L3 Expert Network/Systems Engineer (FEC-Level 5 / 10yr) ¹	\$225	\$215
Expert Architect (Strategic Implementation Consultant III / 10yr) ¹	\$255	\$245
Documentation Specialist/Technical Writer (QA/QC Specialist III / 10yr)	\$145	\$136
Senior Project Management (Director I / 5-7yr) ¹	\$180	\$162
Travel Hourly Rate ³	½ of Base Rate	
Weekend/Evening or Emergency Rates	150% of base rate	
Holiday Emergency Rate ⁴	175% of base rate	
Out of Region Service requests via the TrustXAlliance/IM-Link Network ⁵	(varies based on work role, region)	

¹ L1 (Level 1) systems engineers hold a Microsoft MCTS or Cisco CCNA certification with 3+ years of experience in the IT industry.

L2 (Level 2) systems and network engineers have 5+ years of experience in the IT industry and hold the same certifications as L1 engineers plus one or more of the following certifications: Microsoft MCITP; Cisco CCNP/CCSP/DCUCD/DCUCI; Citrix CCA/CCEE; Network +, or a Microsoft specialization in key Applications or Security.

L3 (Level 3) expert specialist engineers have 10+ years of experience in the IT industry and focus on the architect and expert engineering role. L3's may also hold specific certifications with either VMware, Microsoft, Enterprise SAN, Cisco CCIE, Citrix CCIA, Security, or other high-end storage solutions.

² Service block agreements are to be paid in advance and are posted to District's account as a block of dollars. Monthly statements will be provided that outline the status of District's Service block agreement. Consultant's agreement reconciliations include the date of service, the engineer servicing District's account, and a description of the work performed on each visit. Block time does not apply to web development/updates/projects.

³ Travel is calculated one-way and is billed by calculating the time it takes for Consultant's engineers to travel from his/her prior location to District's office.

⁴ Holiday emergency support available only for xConnect customers.

⁵ Service tickets are coordinated through Consultant's Service Coordinator and dispatched to Consultant's North American service network. Rates may vary by region and work role.

Last Updated: April 2017

EXHIBIT "D"

SPECIAL REQUIREMENTS

1. Section 13 of the Agreement, Termination of Contract, is replaced to read as follows:

"Term And Termination.

This Agreement will begin on the Effective Date and will continue until each Order and/or SOW expires, is completed, or is terminated. Consultant may: (a) terminate a specific Order if District fails to pay any applicable fees due for that Order within 30 days after receipt of written notice from Consultant of non-payment; and/or (b) terminate this Agreement or an Order if District commits any other material breach of this Agreement and fails to cure such breach within fifteen (15) days after receipt of written notice from Consultant. If an Order for Services is terminated, District will promptly pay Consultant for Services rendered, and expenses incurred through the termination date.

District may (a) terminate this Agreement or an Order if Consultant commits any other material breach of this Agreement and fails to cure such breach within fifteen (15) days after receipt of written notice from District; and/or (b) terminate for any reason with ninety (90) days written notice to Consultant."

2. Section 18 of the Agreement, **No Waiver**, is replaced to read as follows:

"Failure by either Party to insist upon strict performance of any provision herein shall not be deemed a waiver by such Party of its rights or remedies, or a waiver by it of any subsequent default by the other Party."

3. A new Section 28, **Non-Solicitation**, is added to read as follows:

"During the Term and for a period of twelve (12) months thereafter, the parties agree not to, directly or indirectly, solicit, recruit or employ any employee of other without the employing party's prior written consent."

4. A new Section 29, **Provision Of Materials And Services To Consultant**, is added to read as follows:

"District agrees to timely furnish, at its own expense, all personnel, all necessary computer hardware, software and related materials and appropriate and safe work spaces for purposes of Consultant performing the services. District will also provide Consultant with access to all information, passwords and facilities requested by Consultant that is necessary for Consultant to perform the services. Access may be denied for any reason at any time, however if access to information, passwords or facilities is denied, District understands that the Consultant may be unable to

perform their duties adequately and if such a situation should exist, the Consultant will be held harmless.”

5. A new Section 30, **Working Environment**, is added to read as follows:

”District shall provide a suitable working environment for any Equipment located at District’s facility. Such environment includes, but is not limited to the appropriate temperature, static electricity and humidity controls and properly conditioned electrical supply for each piece of Equipment. District shall bear the risk of loss of any Equipment located at District’s facility.”

6. A new Section 31, **Intellectual Property**, is added to read as follows:

“Consultant retains all intellectual property rights in any property invented or composed in the course of or incident to the performance of this Agreement, as well as any software, materials, or methods created prior to or after conclusion of any work. District acquires no right or interest in any such intellectual property, by virtue of this Agreement or the work performed under this Agreement. District may retain software, materials, or methods created for continued use after the conclusion of this agreement.

(a) District may only use and disclose Product in accordance with the terms of this Agreement and applicable Order. Consultant reserves all rights in and to the Product not expressly granted in this Agreement. District may not disassemble or reverse engineer any software Product, or decompile or otherwise attempt to derive any software Product's source code from executable code, except to the extent expressly permitted by applicable law despite this limitation, or provide a third party with the results of any functional evaluation, or benchmarking or performance tests on the Products, without Consultant’s prior written approval. Except as expressly authorized in this Agreement or an Order, District may not (a) distribute the Product to any third party (whether by rental, lease, sublicense or other transfer), or (b) operate the Product in an outsourcing or Consultant business to process the data of third parties. Additional usage restrictions may apply to certain third-party files or programs embedded in the Product - applicable installation instructions or release notes will contain the relevant details.

(b) **License Agreements**

(i) License.

Subject to the terms of this Agreement, Consultant grants District a perpetual, non-exclusive, non-transferable license to use and modify all programming, documentation, reports, and any other product provided as part of the Services solely for its own internal use.

(ii) Pre-Existing License Agreements.

Any software product provided to District by Consultant as a reseller for a third party, which is licensed to District under a separate software license agreement with such third party, will continue to be governed by the third party license agreement.

(iii) End User License Agreements.

District hereby consents permission to Consultant to sign all EULA's necessary for any software product installed on District's computer system.

(c) Third-Party Products.

Product warranties for third party products, if any, are provided by the manufacturers thereof and not by Consultant. Consultant's sole obligation is to act on behalf of District to assist in the satisfaction of any such warranty."

7. A new Section 32, **Warranty**, is added to read as follows:

"Consultant warrants that it will perform the Services substantially in accordance with the specifications set forth whether under this Agreement, a purchase order, other work order, SOW or otherwise in connection with any of them. For any breach of the foregoing warranty, Consultant will exercise commercially reasonable efforts to re-perform any non-conforming services that were performed within the ten (10) business day period immediately preceding the date of District's written notice to Consultant specifying in reasonable detail such non-conformance. If Consultant concludes that conformance is impracticable, then Consultant will refund all fees paid by District to Consultant hereunder, if any, allocable to such nonconforming Services.

Notwithstanding the above, Consultant does not warrant its products or services beyond a reasonable standard or skill consistent with industry standards. Consultant does not guarantee or promise any cost savings, profits, or returns on investment."

8. A new Section 33, **Software, Hardware & Security**, is added to read as follows:

"District understands and agrees that data loss, security breaches, or network failures may occur, whether or not foreseeable, if the District fails to maintain proper security for its computer and information system including software and hardware updates. District therefore warrants that it will follow software and hardware updates and maintain specific security standards, policies, procedures set forth in Section 36 ("Network Security & Data Protection Policy") attached hereto and incorporated herein by reference."

9. A new Section 34, **Extraordinary Events**, is added to read as follows:

"In no event, shall Consultant, whether under this Agreement, a purchase order, other work order or otherwise in connection with any of them, be liable in contract, tort, third-party liability, breach of statutory duty or otherwise, in respect of any direct, indirect or consequential losses or expenses, including without limitation loss of anticipated profits, company shut-down, third-party loss or injury, any loss because of data breach, any loss of personally identifiable or protected information, goodwill, use, market reputation, business receipts or contracts or commercial opportunities, whether or not foreseeable, if such loss was the result of or arose from any failure or malfunction of electrical or telecommunications infrastructure or services not under Consultant's control, any satellite failure, or from any fire, flood, earthquake, volcanic eruption, explosion, lighting, wind, hail, tidal wave, landslide, act of God or other physical event."

10. A new Section 35, **Waiver**, is added to read as follows:

"Failure by either Party to insist upon strict performance of any provision herein shall not be deemed a waiver by such Party of its rights or remedies, or a waiver by it of any subsequent default by the other Party."

11. Subsections a and b of Section 14, **Indemnification and Hold Harmless**, are replaced to read as follows:

"Each party shall be solely responsible for the performances of its acts, duties and responsibilities under this Agreement and for the acts, duties and responsibilities of its officers, employees and agents; and each party agrees to indemnify the other, its officers, employees and agents, and to hold harmless the other, its officers, employees and agents, and, at the indemnifying party's sole expense, to defend the indemnified party, its officers, employees and agents, from and against any claims, demands, causes of action, loss, cost and expense, arising from, in connection with or based upon the actions or omissions of the indemnifying party, its officers, employees or agents pursuant

to or in contravention of the provisions of this Agreement, except to the extent caused by the gross negligence of the indemnified party, its officers, employees or agents.”

12. A new Section 36, Network Security & Data Protection Policy, is added to read as follows:

”District understands and agrees that data loss, security breaches, or network failures may occur, whether or not foreseeable, if the District fails to maintain proper security for its computer and information system including software and hardware updates. District therefore warrants that, unless otherwise set forth in a separate SOW and/or SLA, it will follow software and hardware updates and maintain specific security standards, policies, procedures meeting or exceeding those set forth below:

- Business Grade Anti-Virus Software will be Installed on all desktops, laptops and servers.
- Ensure that all Critical or Security Related Operating System & 3rd Party Software Patches are Installed on desktops within 2 to 7 Days and are installed on Servers within 30 days of their release. This Includes, but is not limited to Anti-Virus Software, Operating System Updates and 3rd Party Application Patches such as Adobe, Java, Flash etc.
- All External Network Gateways (including the Cloud) are Protected by a Business Grade Firewall with a Comprehensive Security Subscription including Intrusion Detection, and that such subscription is licensed at all times and is downloading and applying new signatures as they are made available.

All Critical Data is Backed Up on at least a Daily Basis & Test Restores of all Back-Ups are Verified on a Quarterly Basis. All Back-Ups are Stored in a Secure Location Offsite or in a Fireproof Safe (Minimum 2 Hour).”

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

TO: BOARD OF DIRECTORS

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

DATE: July 3, 2019

**SUBJECT: CALIFORNIA SPECIAL DISTRICT
ASSOCIATION (CSDA) BOARD OF DIRECTORS
ELECTION, (SEAT B) COASTAL NETWORK**

SUMMARY

The California Special Districts Association (CSDA) is seeking Special District Board Members or their General Managers for the CSDA Board of Director Seat B 2020-2022 term.

BACKGROUND

The leadership of CSDA is elected from its six geographical networks. Each network has three seats on the Board with staggered 3-year terms. The CSDA Board of Directors is the governing body responsible for all policy decisions related to member services, legislative advocacy, education and resources. A candidate must attend all board meetings, usually 4-5 meetings annually in Sacramento; participate on at least one committee which meets 3-5 times a year; attend Special District Legislative Days and the CSDA Annual Conference; and complete four modules of CSDA's Special District Leadership Academy within 2 years of being elected.

The District is located within the Coastal Network which spans from Ventura County up to and including Santa Cruz County.

ANALYSIS

The Board may vote for one of the following candidates:

- (1) Jeff Hodge; Santa Ynez Community District
 - a. General Manager for 5.5 years
 - b. Incumbent
 - c. Association of California Water Agencies, California Association of Sanitation Agencies
- (2) John (Jack) Curtis; Ojai Valley Sanitary District.
 - a. Director, 21 years as staff & 13 years as Director
 - b. CASA, CSDA, Lions Club of America, Toastmasters, Wounded Warriors of America, Boy Scouts of America
 - c. Association of Water Agencies, Ventura County Special District Association, LAFCO, Ventura River Water District, Ojai Valley Sanitary District

Electronic ballots will be emailed to the District on June 17, 2019 and it must be received by August 9, 2019. Successful candidates will be notified no later than August 14, 2019 and will be introduced at the CSDA Annual Conference in Indian Wells, CA in September 2019.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended the Board provide direction regarding which candidate to vote for the CSDA Board of Directors, Seat B.

ATTACHMENTS

- 1) CSDA Candidate Statements (4 pages)



**California Special
Districts Association**
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jeff Hodge, SDA

District/Company: Santa Ynez Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 5.5 years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently the CSDA Vice-President and have been the Vice-Chair of the CSDA Legislative Committee for three years and was the CSDA Secretary for 2018. I am currently on the Santa Barbara Chapter of CSDA Board and was past president

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Association of California Water Agencies (ACWA), California Association of Sanitation Agencies (CASA).

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

None

- 4. List civic organization involvement:**

None

****Candidate Statement -- Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

Jeff is currently the General Manager of the Santa Ynez Community Services District and is the current CSDA Vice-President.

Jeff has been the Vice-Chair of the CSDA Legislative Committee for three years and was the CSDA Secretary for 2018.

Jeff received his Special District Administrator (SDA) certification in August 2018.

Jeff has a Bachelor of Arts degree in Political Science and a Master's degree in Business Administration.

He has over 20 years' experience managing Special Districts in Colorado, Arizona and California. He has managed special districts that provided Fire, Police, Water, Sewer, Trash, Cemetery, Roads, Street Lights, Parks and Recreation, and Drainage.

Jeff has a California Grade IV Wastewater Plant Operator certification.

He was appointed to an airport advisory board in Colorado, and Arizona and is a two-time past president of different local Rotary Clubs and past President of the Santa Ynez Chamber.

He has experience in writing, introducing and shepherding legislation for Special Districts, permitting and constructing new water and wastewater facilities and upgrading existing facilities.

Jeff is married to Christine and has two daughters and two grandchildren.

Jeff enjoys flying, sailing, kayaking and exploring all the great things California and the world has to offer.

Jeff Hodge



California Special
Districts Association
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John R. (Jack) Curtis

District/Company: Ojai Valley Sanitary District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 21 yrs. as staff & 13 yrs. as Director

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CASA, CSDA Lions Clubs of America, Toastmaster, Wounded Warriors of America, Boy Scouts of America

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Assoc. of Water Agencies (Founded Director), Ventura County Special Districts Assoc. (Founding Director), LAFCO 9 years & current, Ventura River Water District (40 yrs), Ojai Valley Sanitary District

4. List civic organization involvement:

Ojai Valley Retired Mens Club, Nordhoff High School Booster Club, County Planning Program, Ventura County 2000 Planning Program

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

JOHN R. (JACK) CURTIS

OJAI, CALIFORNIA 93023

(john.curtis@ojaisan.org)

I was elected to the Ojai Valley Sanitary District (OVSD) Board of Directors in December 2014; I previously served on this Board from 2002-2010. During my time on the OVSD Board I have served as Chair, Vice Chair, Board Secretary and Assistant Secretary, as well as serving on numerous board committees. Currently I also serve on the Ventura River Water District (VRWD) Board of Directors; I have served on the VRWD Board since 1978.

I have an extensive background in the construction industry, including participating in the construction of portions of the Ojai Valley Sanitary District's collection system in 1963-65. I and my family moved to the Ojai Valley in April 1962. I have been active in the community for many years; serving on numerous local boards and organizations. Currently I serve on the Ventura County Local Agency Formation Commission.

I am one of the founding Directors of the Ventura County Special Districts' Association (VCSDA) and the Association of Water Agencies (AWA) representing County Water Districts. I served nine years as a Director on the California Special Districts Association Board of Directors.

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

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