

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE - CONFERENCE ROOM  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**FINANCE COMMITTEE  
AGENDA**

**Wednesday, March 18, 2020**

**3:00 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. FEBRUARY 2020 FINANCIAL REPORT**
- 4. DISCUSSION ENERGY PARTNERSHIP PROGRAM**
- 5. ORAL COMMUNICATIONS**
- 6. ADJOURNMENT**

**Note:** 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 day preceding the Committee meeting.

**Announcement:** Should you need special assistance (*i.e.* a disability-related modification or accommodations) to participate in the Committee 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 us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

## CASH REPORT

	2/29/2020 Balance	2/28/2019 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 236,172.47	\$ 249,123.24	
457 Pension Trust Restricted	\$ 60,863.39	\$ 70,159.83	
Quimby Fee - Restricted	\$ 437,863.49	\$ 121,608.18	
Multi-Bank Securities Restricted	\$ 419,444.48	\$ 660,764.45	
Ventura County Pool - Restricted	\$ 4,928,403.08	\$ 5,126,102.71	
FCDP Checking	\$ 22,128.61	\$ 21,514.04	
<b>Total</b>	<b>\$ 6,104,875.52</b>	<b>\$ 6,249,272.45</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 641,603.34	\$ 399,553.78	
Capital Improvement	\$ 30,635.71	\$ 29,390.11	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,555,455.63	\$ 2,458,736.18	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
<b>Total</b>	<b>\$ 3,730,936.42</b>	<b>\$ 3,265,921.82</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 76,195.40	\$ 765,337.99	
Cal Trust	\$ 1,320,008.87	\$ 438,514.22	
General Fund Checking	\$ 350,604.29	\$ 424,942.85	
<b>Total</b>	<b>\$ 1,746,808.56</b>	<b>\$ 1,628,795.06</b>	
<b>Total of all Funds</b>	<b>\$ 11,582,620.50</b>	<b>\$ 11,143,989.33</b>	<b>\$ 438,631.17</b>
	3/9/2020 Balance	3/31/2019 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 236,172.47	\$ 249,186.72	
457 Pension Trust Restricted	\$ 60,863.39	\$ 70,177.71	
Quimby Fee - Restricted	\$ 441,886.83	\$ 99,438.33	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 661,074.59	
Ventura County Pool - Restricted	\$ 4,928,403.08	\$ 5,140,651.92	
FCDP Checking	\$ 22,128.61	\$ 20,934.04	
<b>Total</b>	<b>\$ 6,104,875.52</b>	<b>\$ 6,241,463.31</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 629,861.61	\$ 365,414.22	
Capital Improvement	\$ 30,635.71	\$ 33,999.68	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,555,455.63	\$ 2,060,736.18	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
<b>Total</b>	<b>\$ 3,719,194.69</b>	<b>\$ 2,527,391.82</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 76,195.40	\$ 765,613.32	
Cal Trust	\$ 1,320,008.87	\$ 420,589.17	
General Fund Checking	\$ 213,092.96	\$ 551,227.22	
<b>Total</b>	<b>\$ 1,609,297.23</b>	<b>\$ 1,737,429.71</b>	
<b>Total of all Funds</b>	<b>\$ 11,433,367.44</b>	<b>\$ 10,506,284.84</b>	<b>\$ 927,082.60</b>

Pleasant Valley Recreation and Park District  
Finance Report  
February 2020

	Date	Amount	
Accounts Payables:	2/1/20-02/29/20	\$ 357,499.36	
	<b>Total</b>	<b>\$ 357,499.36</b>	
Payroll (Total Cost):			
	2/6/2020	\$ 132,700.34	
	2/20/2020	\$ 132,558.82	
	<b>Total</b>	<b>\$ 265,259.16</b>	
Outgoing:Online Payments			
	2/5/2020	\$ 3,671.14	WEX (76) Fuel Purchase
	2/7/2020	\$ 78.20	Culligan Water
	2/12/2020	\$ 31,552.64	CALPERS- Health Insurance
	2/12/2020	\$ 2,126.75	The Guardian- Dental Insurance
	2/12/2020	\$ 458.70	VSP- Vision Insurance
	2/12/2020	\$ 1,835.09	The Hartford
	2/12/2020	\$ 14,271.53	CALPERS- Ret.- PR 02/06/2020
	2/12/2020	\$ 463.20	AFLAC
	2/12/2020	\$ 1,544.64	City Of Camarillo- Water
	2/13/2020	\$ 508.94	SoCal Gas Co.
	2/18/2020	\$ 1,578.19	Southern CA Edison
	2/19/2020	\$ 14,376.84	CALPERS Ret- PR 02/20/2020
	2/20/2020	\$ 8,949.41	Southern CA Edison
	2/24/2020	\$ 50.50	Sprint
	2/24/2020	\$ 4,336.74	EJ Harrison
	2/25/2020	\$ 5,439.10	City Of Camarillo- Water
	2/28/2020	\$ 2,352.49	Southern CA Edison
	2/28/2020	\$ 1,816.93	SoCal Gas Co.
	<b>Total</b>	<b>\$ 95,411.03</b>	
	<b>Grand Total</b>	<b>\$ 718,169.55</b>	

**General Ledger**  
**Fund 10 General Fund**  
**February 2020 67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apport - Cur Year Secured	5110-5240	\$ (22,987.23)	\$ (3,664,730.24)	\$ (3,833,828.68)	\$ (6,561,872.00)	\$ (2,728,043.32)	58.43%
Interest Earnings	5310	\$ (2,325.90)	\$ (41,853.96)	\$ (56,191.61)	\$ (46,500.00)	\$ 9,691.61	120.84%
Hill Fire 2018	5465	\$ -	\$ (49,333.34)	\$ (156,693.01)	\$ -	\$ 156,693.01	0.00%
Park Patrol Citations	5506	\$ (618.53)	\$ (7,031.85)	\$ (3,068.95)	\$ (4,950.00)	\$ (1,881.05)	62.00%
Contract Classes-Public Fees	5510	\$ (10,492.50)	\$ (126,364.86)	\$ (130,105.30)	\$ (235,485.00)	\$ (105,379.70)	55.25%
Public Fees	5511	\$ (13,197.25)	\$ (217,892.94)	\$ (211,561.80)	\$ (379,621.00)	\$ (168,059.20)	55.73%
Public Fees-Entry Fees	5520	\$ -	\$ (32,322.06)	\$ (27,797.76)	\$ (46,995.00)	\$ (19,197.24)	59.15%
Vending Concessions	5525	\$ -	\$ (1,769.91)	\$ (2,525.50)	\$ (3,446.00)	\$ (920.50)	73.29%
Rental	5530	\$ (36,904.81)	\$ (269,843.14)	\$ (278,505.01)	\$ (403,769.00)	\$ (125,263.99)	68.98%
Cell Tower Revenue	5535	\$ (7,884.79)	\$ (60,877.62)	\$ (65,908.92)	\$ (91,704.00)	\$ (25,795.08)	71.87%
Annual Passes	5536	\$ -	\$ 122.00	\$ -	\$ -	\$ -	0.00%
Parking Fees	5540	\$ (540.11)	\$ (10,170.32)	\$ (8,871.26)	\$ (12,312.00)	\$ (3,440.74)	72.05%
Dues	5550	\$ -	\$ (979.00)	\$ 50.00	\$ (2,000.00)	\$ (2,050.00)	-2.50%
Activity Guide Revenue	5555	\$ (7,100.00)	\$ (10,975.75)	\$ (20,760.00)	\$ (18,000.00)	\$ 2,760.00	115.33%
Sponsorships	5558	\$ (100.00)	\$ (500.00)	\$ (4,700.00)	\$ -	\$ 4,700.00	0.00%
Staffing Cost Recovery	5563	\$ (150.00)	\$ (6,564.16)	\$ (15,466.06)	\$ (16,880.00)	\$ (1,413.94)	91.62%
Special Event Permits	5564	\$ -	\$ (506.00)	\$ (303.00)	\$ (1,000.00)	\$ (697.00)	30.30%
Security Services Recovery	5566	\$ -	\$ -	\$ (2,550.00)	\$ -	\$ 2,550.00	0.00%
Donations/Contributions	5570	\$ 1,272.50	\$ (75,499.50)	\$ (94,687.00)	\$ (90,000.00)	\$ 4,687.00	105.21%
HCF Grant 2019	5573	\$ -	\$ (1.00)	\$ (23.65)	\$ -	\$ 23.65	0.00%
Other/Purchase Discount Taken	5575	\$ (5,211.49)	\$ (67,066.62)	\$ (55,839.32)	\$ (68,015.00)	\$ (12,175.68)	82.10%
Credit Card Processing Fee	5576	\$ (72.54)	\$ (3.75)	\$ (670.95)	\$ -	\$ 670.95	0.00%
Cash Over/Under	5580	\$ -	\$ (69.00)	\$ (110.00)	\$ -	\$ 110.00	0.00%
Incentive Income	5585	\$ (20.81)	\$ (2,093.69)	\$ (1,368.51)	\$ (1,900.00)	\$ (531.49)	72.03%
Reimbursement - ROPS	5600	\$ -	\$ (282,734.93)	\$ (309,187.20)	\$ (200,000.00)	\$ 109,187.20	154.59%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (516.00)	\$ (75,482.17)	\$ -	\$ 75,482.17	0.00%
<b>Revenue</b>		<b>\$ (106,333.46)</b>	<b>\$ (4,929,577.64)</b>	<b>\$ (5,356,155.66)</b>	<b>\$ (8,184,449.00)</b>	<b>\$ (2,828,293.34)</b>	<b>65.44%</b>
<b>YTD Comparison</b>				<b>\$ (426,578.02)</b>			
<b>Expense</b>							
Full Time Salaries	6100	\$ 181,191.03	\$ 1,428,795.77	\$ 1,488,797.35	\$ 2,650,972.00	\$ 1,162,174.65	56.16%
Overtime Salaries	6101	\$ 1,449.25	\$ 25,197.00	\$ 19,873.42	\$ 32,508.00	\$ 12,634.58	61.13%
Car Allowance	6105	\$ 830.74	\$ 7,067.92	\$ 7,061.29	\$ 10,800.00	\$ 3,738.71	65.38%
Cell Phone Allowance	6108	\$ 1,251.00	\$ 10,365.86	\$ 10,468.00	\$ 15,420.00	\$ 4,952.00	67.89%
Part-Time Salaries	6110	\$ 20,264.52	\$ 392,553.78	\$ 360,639.75	\$ 470,254.00	\$ 109,614.25	76.69%
Retirement	6120	\$ 30,517.01	\$ 246,186.86	\$ 248,052.63	\$ 450,140.00	\$ 202,087.37	55.11%
457 Pension	6121	\$ 87.17	\$ 6,906.40	\$ 6,522.00	\$ 7,445.00	\$ 923.00	87.60%
Employee Insurance	6130	\$ 18,891.45	\$ 150,446.67	\$ 148,659.34	\$ 304,641.00	\$ 155,981.66	48.80%
Workers Compensation	6140	\$ 10,432.59	\$ 142,146.05	\$ 70,133.47	\$ 172,200.00	\$ 102,066.53	40.73%
Unemployment Insurance	6150	\$ -	\$ 5,225.00	\$ 633.00	\$ 5,000.00	\$ 4,367.00	12.66%
Loan - Pension Obligation	6160	\$ 16,109.00	\$ 43,633.74	\$ 11,848.86	\$ 250,532.00	\$ 238,683.14	4.73%
PERS Unfunded Liability	6170	\$ -	\$ 318,714.00	\$ 349,318.00	\$ 348,560.00	\$ (758.00)	100.22%
<b>Personnel</b>		<b>\$ 281,023.76</b>	<b>\$ 2,777,239.05</b>	<b>\$ 2,722,007.11</b>	<b>\$ 4,718,472.00</b>	<b>\$ 1,996,464.89</b>	<b>57.69%</b>
<b>YTD Comparison</b>				<b>\$ (55,231.94)</b>			
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 887.80	\$ 7,779.31	\$ 11,837.80	\$ 20,804.00	\$ 8,966.20	56.90%
Internet Services	6220	\$ 2,793.99	\$ 21,096.43	\$ 28,389.36	\$ 41,010.00	\$ 12,620.64	69.23%
IT Infrastructure	6230	\$ 34.45	\$ -	\$ 150.30	\$ 2,400.00	\$ 2,249.70	6.26%
Computer Hardware/Software	6240	\$ 2,199.64	\$ -	\$ 10,208.03	\$ 13,264.00	\$ 3,055.97	76.96%
Pool Chemicals	6310	\$ -	\$ 4,057.53	\$ 2,597.49	\$ 11,500.00	\$ 8,902.51	22.59%
Janitorial Supplies	6320	\$ 4,692.41	\$ 34,736.30	\$ 26,427.07	\$ 53,400.00	\$ 26,972.93	49.49%
Kitchen Supplies	6330	\$ -	\$ 370.85	\$ 352.26	\$ 2,400.00	\$ 2,047.74	14.68%
Food Supplies	6340	\$ -	\$ 5,537.33	\$ 2,297.58	\$ 8,800.00	\$ 6,502.42	26.11%
Water Maint & Service	6350	\$ 78.20	\$ 707.53	\$ 619.42	\$ 1,176.00	\$ 556.58	52.67%
Laundry/Wash Service	6360	\$ -	\$ 199.50	\$ 181.00	\$ 680.00	\$ 499.00	26.62%
Medical Supplies	6380	\$ -	\$ -	\$ 21.98	\$ 850.00	\$ 828.02	2.59%
Insurance Liability	6410	\$ -	\$ 115,144.00	\$ 142,201.00	\$ 143,930.00	\$ 1,729.00	98.80%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 3,768.69	\$ 28,070.23	\$ 29,315.61	\$ 48,000.00	\$ 18,684.39	61.07%
Vehicle Maintenance	6520	\$ 2,818.42	\$ 20,490.58	\$ 15,266.51	\$ 35,400.00	\$ 20,133.49	43.13%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	0.00%

**General Ledger**  
**Fund 10 General Fund**  
**February 2020 67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Building Repair	6610	\$ 14,736.15	\$ 69,915.49	\$ 55,812.40	\$ 93,250.00	\$ 37,437.60	59.85%
HVAC	6620	\$ -	\$ 3,889.09	\$ 1,109.61	\$ 10,240.00	\$ 9,130.39	10.84%
Playground Maintenance	6630	\$ -	\$ 19,157.63	\$ 19,528.13	\$ 30,000.00	\$ 10,471.87	65.09%
Hill Fire 2018	6640	\$ -	\$ 15,225.14	\$ 368,974.05	\$ -	\$ (368,974.05)	0.00%
Grounds Maintenance	6710	\$ 5,206.43	\$ 45,118.02	\$ 46,093.57	\$ 91,280.00	\$ 45,186.43	50.50%
Tree Care - Assess	6719	\$ -	\$ 13,119.00	\$ 27,972.00	\$ 28,000.00	\$ 28.00	99.90%
Contracted LS Services	6720	\$ -	\$ 832.10	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ 435.29	\$ 6,895.75	\$ -	\$ (6,895.75)	0.00%
Contracted Pest Control	6730	\$ -	\$ 975.00	\$ 820.00	\$ 2,000.00	\$ 1,180.00	41.00%
Rubbish & Refuse	6740	\$ 6,235.12	\$ 38,465.74	\$ 51,327.16	\$ 73,586.00	\$ 22,258.84	69.75%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ 100.00	\$ 12,354.63	\$ 12,820.26	\$ 16,245.00	\$ 3,424.74	78.92%
Office Supplies	6910	\$ 3,130.06	\$ 11,334.05	\$ 14,406.26	\$ 23,671.00	\$ 9,264.74	60.86%
Postage Expense	6920	\$ 7.75	\$ 6,582.58	\$ 11,972.18	\$ 22,540.00	\$ 10,567.82	53.12%
Advertising Expense	6930	\$ 651.53	\$ 11,044.71	\$ 2,865.90	\$ 5,840.00	\$ 2,974.10	49.07%
Printing Charges	6940	\$ 1,308.30	\$ 9,851.63	\$ 8,332.37	\$ 13,598.00	\$ 5,265.63	61.28%
ActiveNet Charges	6950	\$ 2,379.98	\$ 33,251.87	\$ 33,738.61	\$ 61,209.00	\$ 27,470.39	55.12%
Approp Redev/Collection Fees	6960	\$ -	\$ 216,603.87	\$ 239,173.17	\$ 459,455.00	\$ 220,281.83	52.06%
Minor Furn Fixture & Equip	6980	\$ -	\$ 851.60	\$ 864.17	\$ 1,233.00	\$ 368.83	70.09%
Comp Hardware/Software Exp	6990	\$ 14.99	\$ 8,298.49	\$ 104.93	\$ -	\$ (104.93)	0.00%
Fingerprint Fees (HR)	7010	\$ -	\$ 540.00	\$ 1,194.00	\$ 2,440.00	\$ 1,246.00	48.93%
Fire & Safety Insp Fees	7020	\$ -	\$ 4,052.43	\$ 3,311.95	\$ 4,275.00	\$ 963.05	77.47%
Permit & Licensing Fees	7030	\$ -	\$ 8,537.79	\$ 2,574.87	\$ 6,730.00	\$ 4,155.13	38.26%
State License Fee	7040	\$ -	\$ 755.00	\$ 852.50	\$ 800.00	\$ (52.50)	106.56%
Professional Services	7100	\$ -	\$ 1,400.00	\$ 3,384.13	\$ 20,000.00	\$ 16,615.87	16.92%
Legal Services	7110	\$ 8,717.97	\$ 39,329.50	\$ 70,074.94	\$ 100,000.00	\$ 29,925.06	70.07%
Typeset and Print Services	7115	\$ -	\$ 24,745.80	\$ 27,804.57	\$ 40,400.00	\$ 12,595.43	68.82%
Instructor Services	7120	\$ 8,871.86	\$ 86,076.00	\$ 78,464.68	\$ 137,847.00	\$ 59,382.32	56.92%
PERS Admin Fees	7125	\$ 265.76	\$ 563.18	\$ 1,685.59	\$ 1,550.00	\$ (135.59)	108.75%
Audit Services	7130	\$ 1,160.00	\$ 9,960.00	\$ 7,260.00	\$ 20,175.00	\$ 12,915.00	35.99%
Medical & Health Svcs (HR)	7140	\$ -	\$ 1,095.00	\$ 4,152.50	\$ 9,250.00	\$ 5,097.50	44.89%
Security Services	7150	\$ 375.00	\$ 3,422.88	\$ 1,248.55	\$ 9,530.00	\$ 8,281.45	13.10%
Entertainment Services	7160	\$ -	\$ 1,324.99	\$ 420.00	\$ 7,500.00	\$ 7,080.00	5.60%
Business Services	7180	\$ 1,775.70	\$ 62,631.49	\$ 46,282.60	\$ 61,788.00	\$ 15,505.40	74.91%
Conversion Adjustment	7185	\$ -	\$ -	\$ (52,050.17)	\$ -	\$ 52,050.17	0.00%
Umpire/Referee Services	7190	\$ -	\$ 1,150.00	\$ 919.00	\$ 1,877.00	\$ 958.00	48.96%
Subscriptions	7210	\$ 171.11	\$ 573.79	\$ 1,581.07	\$ 4,712.00	\$ 3,130.93	33.55%
Rents & Leases - Equip	7310	\$ 2,909.90	\$ 23,587.03	\$ 13,416.31	\$ 36,750.00	\$ 23,333.69	36.51%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ 60.00	\$ 120.00	\$ 60.00	50.00%
Event Supplies	7410	\$ -	\$ 990.07	\$ 975.69	\$ 2,245.00	\$ 1,269.31	43.46%
Supplies	7420	\$ 2,380.74	\$ 3,165.20	\$ 9,971.85	\$ 9,250.00	\$ (721.85)	107.80%
Bingo Supplies	7430	\$ 232.95	\$ 5,351.76	\$ 3,791.82	\$ 9,600.00	\$ 5,808.18	39.50%
Sporting Goods	7440	\$ 53.37	\$ 2,284.60	\$ 2,634.34	\$ 7,900.00	\$ 5,265.66	33.35%
Arts and Craft Supplies	7450	\$ -	\$ 88.32	\$ 47.24	\$ 2,430.00	\$ 2,382.76	1.94%
Training Supplies	7460	\$ 230.00	\$ 447.00	\$ 764.36	\$ 2,500.00	\$ 1,735.64	30.57%
Camp Supplies	7470	\$ -	\$ 1,143.82	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Small Tools	7500	\$ 793.41	\$ 5,241.51	\$ 2,815.03	\$ 6,000.00	\$ 3,184.97	46.92%
Safety Supplies	7510	\$ -	\$ 989.28	\$ 3,417.63	\$ 6,855.00	\$ 3,437.37	49.86%
Uniform Allowance	7610	\$ -	\$ 6,858.13	\$ 6,889.19	\$ 12,450.00	\$ 5,560.81	55.33%
Safety Clothing	7620	\$ 32.15	\$ 1,330.47	\$ 1,287.11	\$ 6,054.00	\$ 4,766.89	21.26%
Conference&Seminar Staff	7710	\$ 2,849.09	\$ 11,095.22	\$ 17,608.57	\$ 27,510.00	\$ 9,901.43	64.01%
Conference&Seminar Board	7715	\$ 275.00	\$ 355.00	\$ 545.00	\$ 4,450.00	\$ 3,905.00	12.25%
Conference&Seminar Travel Exp	7720	\$ 1,322.35	\$ 8,525.58	\$ 5,750.99	\$ 13,117.00	\$ 7,366.01	43.84%
Out of Town Travel Board	7725	\$ -	\$ 1,418.82	\$ 846.72	\$ 6,556.00	\$ 5,709.28	12.92%
Private Vehicle Mileage	7730	\$ 35.73	\$ 1,641.82	\$ 1,048.33	\$ 4,287.00	\$ 3,238.67	24.45%
Transportation Charges	7740	\$ -	\$ 150.08	\$ -	\$ -	\$ -	0.00%
Buses/Excursions	7750	\$ -	\$ 15,927.54	\$ 4,336.94	\$ 11,700.00	\$ 7,363.06	37.07%
Tuition/Book Reimbursement	7760	\$ -	\$ 925.73	\$ 1,268.75	\$ -	\$ (1,268.75)	0.00%
Utilities - Gas	7810	\$ 2,328.57	\$ 14,455.81	\$ 16,410.68	\$ 26,283.00	\$ 9,872.32	62.44%
Utilities - Water	7820	\$ 8,876.44	\$ 418,295.48	\$ 467,023.71	\$ 825,373.00	\$ 358,349.29	56.58%
Utilities - Electric	7830	\$ 12,802.08	\$ 119,257.45	\$ 113,013.44	\$ 240,864.00	\$ 127,850.56	46.92%
Airport Assessment Exp	7840	\$ -	\$ -	\$ 14,235.00	\$ 10,000.00	\$ (4,235.00)	142.35%
Awards and Certificates	7910	\$ -	\$ 8,036.47	\$ 10,926.67	\$ 20,995.00	\$ 10,068.33	52.04%
Meals for Staff Training	7920	\$ 61.82	\$ 1,557.49	\$ 1,367.60	\$ 2,610.00	\$ 1,242.40	52.40%

**General Ledger**  
**Fund 10 General Fund**  
**February 2020 67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Employee Morale	7930	\$ -	\$ 386.37	\$ 1,078.24	\$ 3,000.00	\$ 1,921.76	35.94%
COP Debt - PV Fields	7950	\$ 19,630.00	\$ 161,420.30	\$ 157,040.00	\$ 235,560.00	\$ 78,520.00	66.67%
Reserve Vehicle Fleet	7970	\$ 833.33	\$ 6,666.40	\$ 6,666.64	\$ 10,000.00	\$ 3,333.36	66.67%
Reserve Computer Fleet	7971	\$ 416.67	\$ 3,332.87	\$ 3,333.36	\$ 5,000.00	\$ 1,666.64	66.67%
Reserve - Designated Project	7972	\$ -	\$ 11,109.92	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 7,500.00	\$ 60,000.00	\$ 60,000.00	\$ 90,000.00	\$ 30,000.00	66.67%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ 1,666.67	\$ -	\$ 13,333.36	\$ 20,000.00	\$ 6,666.64	66.67%
<b>Services and Supplies</b>		<b>\$ 137,611.58</b>	<b>\$ 1,897,688.91</b>	<b>\$ 2,313,741.28</b>	<b>\$ 3,408,094.00</b>	<b>\$ 1,094,352.72</b>	<b>67.89%</b>
<b>YTD Comparison</b>				<b>\$ 416,052.37</b>			

**Capital - Prior Year Projects**

Sr/Community Rec Facility	8422	\$ -	\$ 1,032.00	\$ 7,270.00	\$ -	\$ (7,270.00)	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ 4,584.05	\$ -	\$ -	\$ -	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ 2,771.41	\$ -	\$ -	\$ -	0.00%
Springville Dog Park Wall	8436	\$ -	\$ 75,830.53	\$ -	\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ -	\$ 161,614.26	\$ -	\$ -	\$ -	0.00%
Pool Slide Metal Support	8449	\$ -	\$ 18,689.78	\$ -	\$ -	\$ -	0.00%
Bob Kildee Restroom Roof	8450	\$ -	\$ 15,613.00	\$ -	\$ -	\$ -	0.00%
Freedom RR/Concession Roof	8451	\$ -	\$ 23,459.60	\$ -	\$ -	\$ -	0.00%
Charter Oak Tree Windrow	8452	\$ -	\$ 6,562.50	\$ -	\$ -	\$ -	0.00%
Comm Ctr Exterior Restrooms	8454	\$ -	\$ 17,000.90	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt,Fhill,Adolf	8456	\$ -	\$ 6,684.24	\$ 7,872.15	\$ -	\$ (7,872.15)	0.00%
Arneill Rnch Park Picnic Area	8457	\$ -	\$ 23,507.52	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 44,490.00	\$ 29,256.49	\$ -	\$ (29,256.49)	0.00%
Nancy Bush Slab I	8461	\$ -	\$ 12,900.00	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ -	\$ 19,690.15	\$ -	\$ (19,690.15)	0.00%
Arneill Ranch Park Renovation	8464	\$ -	\$ -	\$ 30,779.13	\$ -	\$ (30,779.13)	0.00%
<b>Capital - Prior Year Projects</b>		<b>\$ -</b>	<b>\$ 414,739.79</b>	<b>\$ 94,867.92</b>	<b>\$ -</b>	<b>\$ (94,867.92)</b>	<b>0.00%</b>

**Capital - Current Year Projects**

Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	0.00%
Lamps/Pole Replacement at M.O.	8465	\$ 7,602.96	\$ -	\$ 11,702.74	\$ 53,000.00	\$ 41,297.26	22.08%
L.E.D. Light SpringvileTennis	8466	\$ 414.15	\$ -	\$ 16,784.79	\$ 22,000.00	\$ 5,215.21	76.29%
Charter Oaks Irrigation-Trees	8467	\$ 2,772.02	\$ -	\$ 2,772.02	\$ 10,000.00	\$ 7,227.98	27.72%
Community Center Marquee	8468	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%
PVAC Pool Heater	8470	\$ -	\$ -	\$ 23,930.00	\$ 23,930.00	\$ -	100.00%
Cam Grove Play Equipment	8471	\$ -	\$ -	\$ 33,270.80	\$ 34,117.00	\$ 846.20	97.52%
Freedom Park ParkingLot&Skyway	8472	\$ -	\$ -	\$ 239,671.66	\$ 250,000.00	\$ 10,328.34	95.87%
P.V. Fields Painting II	8473	\$ -	\$ -	\$ 13,690.00	\$ 15,000.00	\$ 1,310.00	91.27%
<b>Expense</b>		<b>\$ 10,789.13</b>	<b>\$ -</b>	<b>\$ 341,822.01</b>	<b>\$ 522,047.00</b>	<b>\$ 180,224.99</b>	<b>65.48%</b>

<b>Total Expenses</b>		<b>\$ 418,635.34</b>	<b>\$ 4,674,927.96</b>	<b>\$ 5,035,748.39</b>	<b>\$ 8,126,566.00</b>	<b>\$ 3,090,817.61</b>	<b>61.97%</b>
<b>YTD Compariosn</b>				<b>\$ 360,820.43</b>			

**General Ledger**  
**Fund 20 Assessment District Fund**  
**February 2020 67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (165.76)	\$ (326.34)	\$ (952.07)	\$ (1,078.00)	\$ (125.93)	88.32%
Assessment Revenue	5500	\$ (5,663.59)	\$ (637,847.02)	\$ (664,619.14)	\$ (1,150,444.00)	\$ (485,824.86)	57.77%
<b>Revenue</b>		<b>\$ 5,829.35</b>	<b>\$ 638,173.36</b>	<b>\$ 665,571.21</b>	<b>\$ 1,151,522.00</b>	<b>\$ 485,950.79</b>	<b>57.80%</b>
<b>YTD Comparison</b>				<b>\$ 27,397.85</b>			
<b>Expense</b>							
Full Time Salaries	6100	\$ 812.84	\$ 11,462.88	\$ 13,532.31	\$ 21,093.00	\$ 7,560.69	64.16%
Retirement	6120	\$ 123.51	\$ 1,847.30	\$ 2,610.32	\$ 3,896.00	\$ 1,285.68	67.00%
Employee Insurance	6130	\$ 164.68	\$ 1,606.38	\$ 2,026.75	\$ 3,025.00	\$ 998.25	67.00%
Workers Compensation	6140	\$ 78.39	\$ 1,283.27	\$ 1,420.40	\$ 2,120.00	\$ 699.60	67.00%
<b>Personnel</b>		<b>\$ 1,179.42</b>	<b>\$ 16,199.83</b>	<b>\$ 19,589.78</b>	<b>\$ 30,134.00</b>	<b>\$ 10,544.22</b>	<b>65.01%</b>
<b>YTD Comparison</b>				<b>\$ 3,389.95</b>			
<b>Services and Supplies</b>							
Incidental Costs - Assess	6709	\$ 7,965.00	\$ 17,276.34	\$ 18,414.72	\$ 33,346.00	\$ 14,931.28	55.22%
Grounds Maintenance	6710	\$ -	\$ 6.64	\$ -	\$ -	\$ -	0.00%
Tree Care - Assess	6719	\$ -	\$ 32,475.00	\$ 39,128.00	\$ 55,000.00	\$ 15,872.00	71.14%
Contracted LS Services	6720	\$ 40,742.58	\$ 291,760.64	\$ 325,940.64	\$ 489,568.00	\$ 163,627.36	66.58%
Park Amenities - Assess	6722	\$ -	\$ -	\$ 13,841.82	\$ 20,000.00	\$ 6,158.18	69.21%
ActiveNet Charges	6950	\$ -	\$ 78.00	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ 1,556.06	\$ 1,614.95	\$ 3,000.00	\$ 1,385.05	53.83%
COP Debt - PV Fields	7950	\$ -	\$ 511,439.38	\$ 517,158.77	\$ 517,434.00	\$ 275.23	99.95%
<b>Expense</b>		<b>\$ 48,707.58</b>	<b>\$ 854,592.06</b>	<b>\$ 916,098.90</b>	<b>\$ 1,118,408.00</b>	<b>\$ 202,309.10</b>	<b>81.91%</b>
<b>YTD Comparison</b>				<b>\$ 61,506.84</b>			
<b>Total Expense</b>		<b>\$ 49,887.00</b>	<b>\$ 870,791.89</b>	<b>\$ 935,688.68</b>	<b>\$ 1,148,542.00</b>	<b>\$ 212,853.32</b>	<b>81.47%</b>
<b>YTD Comparison</b>				<b>\$ 64,896.79</b>			

**General Ledger**  
**Fund 30 Quimby Fee Fund**  
**February 2020 67%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (152.15)	\$ (36,473.70)	\$ (56,983.98)	\$ (43,900.00)	\$ 13,083.98	129.80%
MBS Interest Earnings	5320	\$ (4,023.34)	\$ (10,013.48)	\$ (9,670.14)	\$ -	\$ 9,670.14	0.00%
Park Dedication Fees	5400	\$ -	\$ (50,291.16)	\$ (1,356,700.46)	\$ -	\$ 1,356,700.46	0.00%
<b>Revenue</b>		<b>\$ 4,175.49</b>	<b>\$ 96,778.34</b>	<b>\$ 1,423,354.58</b>	<b>\$ 43,900.00</b>	<b>\$ (1,379,454.58)</b>	<b>3242.27%</b>
<b>YTD Comparison</b>				<b>\$ 1,326,576.24</b>			

<b>Expense</b>							
ActiveNet Charges	6950	\$ 12.00	\$ -	\$ 107.00	\$ -	\$ (107.00)	0.00%
<b>Services and Supplies</b>		<b>\$ 12.00</b>	<b>\$ -</b>	<b>\$ 107.00</b>	<b>\$ -</b>	<b>\$ (107.00)</b>	
<b>YTD Comparison</b>				<b>\$ 107.00</b>			

<b>Capital - Carry Over Projects</b>							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 18,210.00	\$ 339,234.32	\$ -	\$ (339,234.32)	0.00%
Nancy Bush Park Playground	8445	\$ -	\$ 137,323.94	\$ -	\$ -	\$ -	0.00%
Nancy Bush Park-Picnic Area	8446	\$ -	\$ 16,650.60	\$ -	\$ -	\$ -	0.00%
Nancy Bush Park-Pavilion	8447	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 64,338.38	\$ 41,232.23	\$ -	\$ (41,232.23)	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ -	\$ 57,902.46	\$ -	\$ (57,902.46)	0.00%
Nancy Bush Slab I	8461	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Capital - Carry Over Projects</b>		<b>\$ -</b>	<b>\$ 236,522.92</b>	<b>\$ 438,369.01</b>	<b>\$ -</b>	<b>\$ (438,369.01)</b>	

<b>Capital - Current Year Projects</b>							
PVAC Restroom & Shower	8469	\$ 84,154.47	\$ -	\$ 133,348.35	\$ 696,489.00	\$ 563,140.65	19.15%
PV Fields Injector	8475	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	0.00%
<b>Capital - Current Year Projects</b>		<b>\$ 84,154.47</b>	<b>\$ -</b>	<b>\$ 133,348.35</b>	<b>\$ 756,489.00</b>	<b>\$ 623,140.65</b>	<b>75.59%</b>

**Park Dedication Fees (Quimby) CASH**

Date Received	Amount \$	Amount Earmarked \$	Developer 0	Development Case #	Amount Expended \$	Balance \$	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC	0	\$ 1,049,099.00	\$ 1,201,390.70	1/31/2020
8/8/16	\$ 2,649,209.00	\$ -	Comstock/Elacora Mission Oaks	0	\$ 189,887.74	\$ 2,459,321.26	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**	0	\$ 225,125.84	\$ 249,227.16	8/10/2021
6/7/18	\$ 21,612.25	\$ -	Crestview	0	\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ 146,682.55	\$ -	Aldersgate Construction	0	\$ 146,682.55	\$ 146,682.55	1/0/1900
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity	0	\$ -	\$ 35,242.00	3/6/2024
9/12/19	\$ 92,200.46	\$ -	Aldersgate Construction	0	\$ 92,200.46	\$ 92,200.46	1/0/1900
11/21/19	\$ 1,264,500.00	\$ -	Shea Homes	0	\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,549,997.96</b>	<b>\$ -</b>			<b>\$ 2,318,704.59</b>	<b>\$ 5,470,176.38</b>	



QUIMBY FUNDS SUMMARY REPORT

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,049,099.00	\$ 1,201,390.70	1/31/2020
8/8/16	\$ 2,649,209.00	\$ -	Comstock/Elacora Mission Oaks		\$ 189,887.74	\$ 2,459,321.26	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**		\$ 225,125.84	\$ 249,227.16	8/10/2021
6/7/18	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ 146,682.55	\$ -	Aldersgate Construction		\$ 146,682.55	\$ 146,682.55	
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/19	\$ 92,200.46	\$ -	Aldersgate Construction		\$ 92,200.46	\$ 92,200.46	
11/21/19	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,549,997.96</b>				<b>\$ 2,318,704.59</b>	<b>\$ 5,470,176.38</b>	

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

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



## Ventura County Pool

Investment Name	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
<b>Ventura County Pool</b>	2.135%	2.293%	2.433%	2.483%	2.757%	2.669%	2.655%	2.677%	2.686%
	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
<b>Ventura County Pool</b>	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%	1.995%

- Rates are determined at the end of the month

## Local Agency Investment Fund (LAIF)

Investment Name	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
<b>Local Agency Investment Fund (LAIF)</b>	2.160%	2.144%	2.208%	2.291%	2.355%	2.392%	2.436%	2.445%	2.449%
	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
<b>Local Agency Investment Fund (LAIF)</b>	2.428%	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%	1.967%	1.912%

## Cal Trust

Investment Name	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
<b>Cal Trust</b>	N/A	N/A	N/A	N/A	2.54%	2.52%	2.52%	2.58%	2.54%
	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
<b>Cal Trust</b>	2.59%	2.38%	2.26%	2.17%	2.06%	2.02%	1.97%	1.85%	1.66%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
POLICY COMMITTEE / AGENDA REPORT**

**TO: FINANCE COMMITTEE**

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

**DATE: March 18, 2020**

**SUBJECT: CALIFORNIA ENERGY COMMISSION ENERGY  
PARTNERSHIP PROGRAM**

**SUMMARY**

During the course of researching potential capital funding for energy efficiency projects, the Energy Partnership Program [EPP] was discovered by staff. This program funds up to \$20,000, energy audits for government agencies of all sizes. In order to assess potential projects for capital improvement and for energy savings, staff is recommending that the District participate in this program.

**BACKGROUND**

On February 7, 2020, District staff completed the installation of LED lights at the Springville Tennis Courts. Preliminary estimates show that the total KWh usage at the park has been halved since that time. Due to the possible success of this install, Staff has been researching ways to fund a comprehensive overhaul of energy inefficient devices within the District. This brought staff to the California Energy Commission and funding programs developed through the Energy Conservation Assistance Act. The Act makes available to government agencies, low-interest loans to fund energy efficiency upgrades which will ideally be paid back from the total energy savings. However, in order to apply for any of these loans, an audit and estimate of how much energy is expected to be saved by each project to be funded is expected to be provided as a part of any application.

**ANALYSIS**

The energy savings the District is seeing at Springville park should not be ignored. In a time of long-term budgetary pressures by items outside of the District's control, any opportunity to save a significant sum on utility costs needs to be explored. An energy audit would be an excellent way to access the District's current shortcomings while also providing the District with the research needed to address the most high-impact projects first.

As the State funds this program, the District would effectively be receiving a comprehensive energy audit for free. Depending on the pleasure of the Committee and Board, the District would also have the opportunity to use this program during the design of the proposed Senior and Community Recreation Facility so that energy consumption is significantly below the state's minimum Building Energy Efficiency Standards (Title 24). This can all be determined through the scope of the project.

Currently, staff is approaching this as an opportunity to not only evaluate existing facility needs but also use the prepared feasibility studies as guidance for which projects may be funded through the District's capital accounts versus seeking assistance from the Energy Commission.

Additionally, this program does not tie the District to using the reports for funding applications. The District can use the produced reports in whatever manner is deemed appropriate.

### **FISCAL IMPACT**

In most cases, there is no cost for the Energy Partnership Program. The Energy Commission provides technical assistance services up to \$20,000 of a consultant's costs. The cost of a study depends on the facility size, type, and scope of the project. If the cost of the study exceeds \$20,000, the District may opt to share in the cost or reduce the scope. The Energy Commission contracts with experienced engineering and architectural consultants who provide the technical assistance.

### **RECOMMENDATION**

It is recommended the Finance Committee review and discuss the attached materials and the Energy Partnership Program with consideration given to recent projects that show a substantial amount of energy savings. Staff recommends that the Finance Committee refer the item to the full Board with direction regarding a potential scope of work for an EPP audit.

### **ATTACHMENTS**

- 1) EPP Application (3 pages)
- 2) EPP Sample Resolution (1 page)

# Technical Assistance Application Energy Partnership Program California Energy Commission

## Eligible Applicants:

Cities, counties, special districts, public or non-profit hospitals, public or non-profit public care facilities

### 1. Applicant Information

Name of local government, public care facility, hospital or special district)	County:	
Mailing Address:	City:	Zip:
Street Address (if different):	City:	Zip:
Contact Person:	Title:	Department:
Phone Number:	Email:	

### 2. Attach the following information

- Governing Board Resolution ( a sample template available at: <http://www.energy.ca.gov/efficiency/partnership/>)
- Copies of latest 12 months electric and gas or propane bills showing energy cost / detailed usage information for each facility listed in Table 5.
- Hours of operation
- Any past energy studies (if applicable) within last 3 years
- Site map of facilities (e.g. 1As or a fire evacuation map)
- Only for facilities with on-site solar systems:

Provide the Solar/photovoltaic (PV) on-site electric production (kWh) for the same 12 month period reported above. Applicants may obtain this information as follows:

- 1) For facilities with power purchase agreement (PPA), provide the PPA bills which report the annually purchased kWh. OR
- 2) For applicants who own their solar system, provide the above information via a report from the solar production tracking system.

### 3. Project Description

Type of assistance needed. (Please choose **one**):

- Energy audit – evaluate energy efficiency opportunities at existing facilities
- Review existing proposals and designs
- Develop equipment performance specifications
- Review equipment bid specifications
- New construction – evaluation of new facility

Other (please describe):

Are there any specific equipment or proposed project(s) for which you are requesting technical assistance: (please describe)

Describe how you plan to implement the energy recommendations that may be identified:

Funding source:

Do you have any current (or upcoming) working relationships with consultants, energy services companies, utilities, architects, or others that pertain to this request for Technical Assistance? If yes, please describe:

What is the expected project start date: \_\_\_\_\_

What is the expected project completion date: \_\_\_\_\_



#### 4. Project Team

Title	Name	Phone No	E-Mail
Project Manager			
Business Manager or Finance Officer			
Electric and Gas Utility Representative			
Consultant/Contractor (if known)			

#### 5. Provide the following information

If you are requesting assistance for more than one facility, please prioritize from highest to lowest. Attach additional pages if needed.

Facility Name and Address	Year Built (excluding portables)	Estimated Building Size (sq. ft.)

I certify to the best of my knowledge that the data in this application are correct and complete.

#### Authorized Representative \*

Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

\* **Authorized Representative is the one designated by the governing body, in your Resolution, to execute documents in the name of the applicant.**

Gavin Newsom  
Governor



California Energy Commission  
Local Assistance & Financing  
1516 Ninth Street, MS 23  
Sacramento, CA 95814-5512  
(916) 654-4104

California Energy  
Commission  
Chairman  
David Hochschild

Lead Commissioner  
J. Andrew McAllister,  
Ph.D

Executive Director  
Drew Bohan

**California Energy Commission**  
*Energy Partnership Program*  
**Governing Board Resolution**  
**(Sample)**

**Resolution No.** \_\_\_\_\_

Resolution of \_\_\_\_\_  
NAME OF GOVERNING BODY

Whereas, the California Energy Commission has developed the Energy Partnership Program to provide technical assistance in identifying energy efficiency improvements;

Whereas \_\_\_\_\_ authorizes  
GOVERNING BODY  
\_\_\_\_\_ to apply for technical assistance from the California Energy Commission;  
NAME OF APPLICANT \*

Whereas, the \_\_\_\_\_ recognizes that  
GOVERNING BODY  
the California Energy Commission has limited funds for technical assistance and that primary consideration will be given to those that are committed to implementing the recommended projects identified through the Energy Partnership Program;

Now, Therefore Be It Resolved, that \_\_\_\_\_ will seek  
GOVERNING BODY  
funding, if necessary, to implement the recommended feasible energy efficiency projects identified through the Energy Partnership Program;

Be It Further Resolved, that \_\_\_\_\_ is hereby  
TITLE OF AUTHORIZED OFFICIAL\*\*  
authorized and empowered to execute in the name of \_\_\_\_\_;  
APPLICANT

all necessary documents to implement and carry out the purposes of this resolution.

Passed, Approved, and Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
MONTH YEAR

**Signatures of Governing Board Members**

_____	_____
_____	_____
_____	_____

\* Applicant is the legal name of the City, County, Special District, Public Care Facilities, Community College

\*\*A title (e.g., City Manager, Public Works Director, Chief Financial Officer, etc.) rather than a name simplifies transactions when there are personnel changes.